



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

CID-2026- 005

To : Assistant Schools Division Superintendent
CID and SGOD Chief
Public Schools District Supervisors
Public and Private School Heads and Academic Coordinators
All Others Concerned

Subject : **DIVISION CONFERENCE ON THE PREPARATION FOR THE NATIONAL
ACHIEVEMENT TEST (NAT) – GRADE 12**

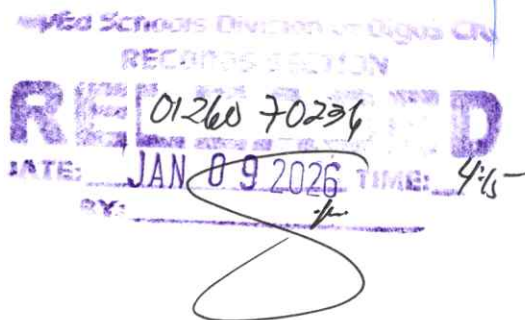
Date : January 9, 2026

In preparation for the National Achievement Test (NAT) – Grade 12, all Public and Private Senior High School Principals and SHS-Focal/Coordinators (1 per school only) are hereby called to a **Division Conference on NAT Grade 12 Preparation on January 12, 2026 (Monday), from 2:00 PM to 5:00 PM at the Division Conference Room, Schools Division Office of Digos City**, to discuss matters related to learner readiness, assessment coverage, and school-level preparation strategies.

All concerned are enjoined to attend in the said conference in a face-to-face capacity to ensure the effective dissemination and proper implementation of the measures discussed. Attendance is expected to be personal, without proxy as much as possible. Participants who are classroom teachers designated as Senior High School (SHS) focal persons or coordinators are advised to coordinate closely with their respective School Heads to ensure that appropriate class management arrangements are in place during their participation, in strict compliance with the “No Class Disruption Policy.”

For strict compliance.


MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent



Enclosed: As stated.
CID/ifs

Conference Flow

Topic: Preparation for the National Achievement Test (NAT) – Grade 12
Time: 2:00 PM – 5:00 PM

Time	Activity	Details / Focus	Person(s) Involved/ Method
2:00 – 2:15 PM	Registration	Attendance and distribution of meeting materials (Program, NAT G12 Primer)	Secretariat
2:15 – 2:25 PM	Opening Prayer & National Anthem	Formal opening of the meeting	AVP/PMT
2:25 – 2:35 PM	Acknowledgment of Participants	Recognition of private school principals, teachers, and SDO personnel	Dr. Jem Boy Cabrella EPS-Math Private School Focal
2:35 – 2:45 PM	Welcome Message	Purpose of the meeting and importance of NAT G12 preparation	Dr. Beverly Daugdaug CID-Chief
2:45 – 3:05 PM	Rationale and Overview of NAT Grade 12	Objectives, significance, and use of NAT results	Dr. Ivy Solano EPS – Science SHS-Focal
3:05 – 3:40 PM	Presentation of NAT Grade 12 Primer	• Scope and coverage • Learning areas and test format • Skills and competencies to be assessed • Cognitive domains	Dr. Ivy Solano EPS – Science SHS-Focal
3:40 – 4:30 PM	School-Level Preparation Strategies	Review, remediation, NAT-type assessment integration	Dr. Jem Boy Cabrella EPS-Math Private School Focal
4:30 – 4:45 PM	Roles and Responsibilities of Schools	School head and teacher roles; coordination with SDO	Dr. Jem Boy Cabrella EPS-Math Private School Focal
4:45 – 4:55 PM	Open Forum and Clarifications	Questions, concerns, and sharing of practices	All Participants
4:55 – 5:00 PM	Closing Message & Prayer	Key reminders and formal closing	PMT

Expected Outputs

- Shared understanding of **NAT Grade 12 competencies and skills**
- School-based strategies for **learner preparation**
- Clear coordination mechanisms between **SDO and private schools**