



Republic of the Philippines  
Department of Education



NOV 24 2011

DepEd MEMORANDUM  
No. **266**, s. 2011

**ADMINISTRATION OF SY 2011-2012 NATIONAL ACHIEVEMENT TEST (NAT) FOR GRADES III AND VI PUPILS AND FOURTH YEAR HIGH SCHOOL STUDENTS**

To: Bureau Directors  
Regional Directors  
Schools Division/City Superintendents  
Heads, Public and Private Elementary and Secondary Schools  
All Others Concerned

1. The Department of Education (DepEd) shall administer the National Achievement Test (NAT) nationwide as indicated in the enclosure of DepEd Order No. 28, s. 2011 entitled "*Calendar of Activities for School Year 2011-2012*" on the following dates:

Date	Grade/Year Level of Examinee	Legal Basis
March 2, 2012	Grade III pupils of public and Madrasah schools and pilot schools of MTB-MLE	Pursuant to Every Child A Reader Program (ECARP) and DepEd Order No. 15, s. 2006 entitled " <i>School Calendar for School Year 2006-2007</i> "
March 8, 2012	Grade VI pupils of public and private schools (census)	As per DepEd Order No. 5, s. 2005 entitled " <i>Student Assessments at the National and Division Levels of Basic Education</i> "
March 9, 2012	Fourth Year students of public and private schools (census)	

2. Only private elementary and secondary schools with **permit to operate** from this Department shall be included in the conduct of the test.

3. The results/ratings obtained from NAT for Grade VI and NAT for Fourth Year shall not be incorporated in the actual grades of the examinees. Each examinee shall be provided with a Certificate of Rating (COR) containing the actual rating per subject area.

4. The NETRC or its authorized forwarder/courier shall deliver the test materials at least two (2) weeks before the test administration except for the National Capital Region (NCR) Divisions which shall be delivered five (5) days before the test administration.

5. The same forwarder/courier shall retrieve all the test materials one (1) week after test administration. Hence, all Division Testing Coordinators (DTCs) and Private School Supervisors (PSSs) are instructed to ensure that the test materials are ready for pick-up/retrieval of the authorized forwarder/courier.

6. Relative to this, the NETRC shall conduct a seminar-workshop on the administration of the NAT. One (1) Division Testing Coordinator (DTC) and one (1) Private School Supervisor (PSS) per Division shall attend the said seminar-workshop.
7. The following topics shall be discussed in the seminar-workshop:
  - a. Proper conduct/administration of the test;
  - b. Security of test materials, delivery, retrieval scheme;
  - c. Allocation of test materials;
  - d. Information derived from the individual Certificate of Rating; and
  - e. Financial matters relative to test administration.
8. The dates and venues for the seminar-workshop shall be announced by the NETRC at a later date.
9. The traveling expenses and allowable expenses shall be charged to the NETRC funds subject to the usual accounting and auditing rules and regulations.
10. All participants are advised to check in at 12:00 noon on the first day and check out at 12:00 noon on the following day.
11. For more information, please contact the NETRC at telephone no.: (02) 631-2571 or visit this Office at the 2/F Mabini Building, DepEd Central Office, Pasig City
12. Immediate and wide dissemination of this Memorandum is desired.

  
**BR. ARMIN A. LUISTRO FSC**  
Secretary

References:

DepEd Order: (Nos. 5, s. 2005; 15, s. 2006) and 28, s. 2011

To be indicated in the Perpetual Index  
under the following subjects:

OFFICIALS  
PUPILS  
TEST

SEMINARS  
STUDENTS  
WORKSHOPS