



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS  
Meralco Avenue, Pasig City

OFFICE OF THE SECRETARY

September 18, 1996

DECS ORDER  
No. 64, s. 1996

*REGULAR ANNUAL COLLECTION AND PROCESSING OF  
BASIC EDUCATION DATA*

- To: Bureau Directors  
Regional Directors  
School Superintendents  
Presidents, State Colleges and Universities  
Heads of Private Schools, Colleges and Universities  
Vocational School Superintendents/Administrators
1. The annual activities of the Department start this school year with the distribution, collection and processing of the unified data gathering forms which essentially generate basic school data.
  2. The unified data gathering forms covering SY 1996-1997 shall consist of the following:
    - a. Public Elementary School Profile
    - b. School District Profile
    - c. Data on Special Education School and Pupil Data
    - d. Unified School Profile (for elementary and secondary)
  3. The data gathering instruments are designed for electronic data processing. Thus, the design and revision of these forms and the development of the computer program to process the data have been undertaken by the Office of the Planning Service (PSO).
  4. The head of the regional planning unit and the chiefs of promotional divisions shall jointly undertake the distribution and collection of the accomplished forms.
  5. Schools superintendents, vocational school superintendents/administrators, secondary school principals, district supervisors and heads of elementary schools are held responsible and accountable for the prompt, complete and accurate filling up of the data gathering forms and the timely submission of the same.
  6. Heads of public elementary schools shall submit their duly accomplished school profiles to the district office where they belong on or before **third Friday of October, 1996**. Heads of public secondary schools and private schools offering elementary and/or secondary education shall submit their duly accomplished school profiles to the division office where they belong on or before the **first Monday of November, 1996**.

7. The district offices shall submit their school profiles of public elementary schools to their respective division offices on or before the Second Monday of November, 1996. Division offices shall submit the school profiles of all the offices under their jurisdiction to their respective regional offices on or before the First Monday of December, 1996.

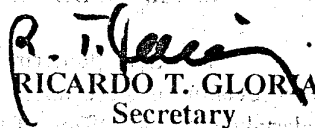
8. The regional offices shall electronically process the elementary school profile, school district and unified school profiles to produce school district, school division and regional statistical bulletins. The outputs, in hard copies and diskettes, shall be submitted to OPS on or before the last week of January, 1997. OPS shall then consolidate the regional outputs to produce the Department's statistical bulletin.

9. Statistical bulletins produced by the regional offices shall be distributed to their respective district and division offices on or before the first week of February, 1997. The DECS Statistical Bulletin shall be distributed by OPS to the DECS regional offices, bureaus, centers, government and nongovernment organizations and interested data users on or before the last week of March, 1997.

10. The regional directors are advised to implement rigid data control and verification procedures to ensure complete, accurate and reliable data. They are also directed to hold the school administrators responsible and accountable for the accuracy and completeness of the entries in the unified data gathering forms.

11. Full attention and strict compliance with this Order is earnestly requested of all concerned to ensure the successful implementation of this annual statistical activity.

12. This Order supersedes previous DECS Order regarding annual collection and processing of basic education data.

  
RICARDO T. GLORIA  
Secretary

Reference: DECS Order No. 42, s. 1995

Allotment:

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

FORMS  
OFFICIALS  
REPORTS

RULES & REGULATIONS  
SCHOOLS  
STATISTICS (data)

Republic of the Philippines  
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS  
UL Complex, Pasig City

July 17, 1996

DECS O R D E R  
No. 47, s. 1996

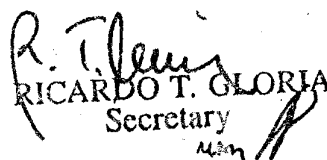
LIST OF APPROVED SUPPLEMENTARY AND REFERENCE  
INSTRUCTIONAL MATERIALS FOR SY 1996-1997

To: Undersecretaries  
Assistant Secretaries  
Bureau/Center/Service Directors  
Regional Directors  
Schools Superintendents, Administrators and Principals  
All Others Concerned

1. DECS is pleased to announce the inclosed list of supplementary and reference instructional materials with their corresponding ceiling prices which are approved for purchase by DECS field offices for school year 1996-1997.
2. Relative thereto, the following guidelines are hereby reiterated regarding the purchase of these instructional materials:
  - a. Notwithstanding the issuance of this list, basic textbooks shall continue to be given priority in the allocation of funds for the purchase of instructional materials;
  - b. All purchases of supplementary and reference materials for school year 1996-1997 shall be based on this approved list and subsequent approvals that may be issued by this Office in the course of the school year;
  - c. The prices contained herein are ceiling prices. Thus, field officials may negotiate for discounts from suppliers particularly when large volumes of purchases are involved, consistent with established practice in the publishing industry, in order to secure the best terms for the government;
  - d. For purposes of transparency, all school divisions and regional offices shall post appropriate information in their bulletin boards accessible to the public regarding any planned and implemented purchases of such materials. Further, a copy of the purchase orders shall be furnished the Office of the Secretary for proper monitoring purposes;
  - e. Any purchases of supplementary and reference materials shall be based on specific requests from school principals and administrators, and shall provide a school-by-school analysis of supply and demand for such materials. The quantity of materials purchased shall also conform with established ratios per pupil or student;

3. All concerned are enjoined to exercise judicious care in the procurement of these materials in order to maximize the benefits for the school children.

4. For the information and guidance of all concerned.

  
RICARDO T. GLORIA  
Secretary  
M.M.

Incl.:

As stated

References:

DECS Orders: Nos. 61 and 61-A, s. 1985

Allotment: 1-2--(M.O. 1-87)

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

BOOKS  
LISTS  
PURCHASES  
TEACHING AIDS

Republic of the Philippines  
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS  
UL Complex, Pasig City

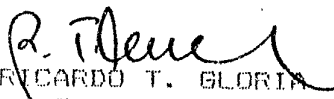
July 3, 1996

DECS O R D E R  
No. 45, s. 1996

ADDENDUM TO DECS ORDER NO. 70, s. 1995  
(Administration of the 1996 National Elementary Assessment  
Test (NEAT) and National Secondary Assessment Test (NSAT))

To: Bureau Directors  
Regional Directors  
Schools Superintendents  
Presidents, State Colleges and Universities  
Heads of Private Schools, Colleges and Universities

1. Pursuant to DECS Order No. 70, s. 1995, the 1996 NEAT shall be administered to all public and private elementary schools with Grade VI classes involving a group of randomly sampled pupils, on Tuesday, August 27 from 8:30 in the morning to 12:00 o'clock noon and the NSAT on Friday, August 30, 1996 on census basis from 7:30 in the morning to 12:15 in the afternoon.
2. The examinees for this year's NEAT shall be drawn from a certain percentage of the school's Grade VI population with more than 20 enrollees to be sampled on the day of the examination. For the National Capital Region (NCR), all Grade VI pupils from both public and private schools shall take the NEAT.
3. The guidelines on the mechanics of the administration of the NEAT (Inclosure 1) are attached. For the NSAT administration, the 1995 guidelines shall be followed.
4. Immediate and widest dissemination of this Order is desired.

  
RICARDO T. GLORIA  
Secretary

Incls.: As stated

References: DECS Orders: Nos. 30, 31, and 70, s. 1995  
and 5, s. 1996

Allotment: 1-2-3-4--(M.O. 1-87)

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

Course of Study, ELEMENTARY  
" " " " , SECONDARY  
SCHOOLS

STUDENTS  
TESTS

(Inclosure No. 1 to DECS Order No. 45, s. 1996)

GUIDELINES ON THE ADMINISTRATION OF THE 1996 SAMPLE-BASED  
NATIONAL ELEMENTARY ASSESSMENT TEST (NEAT) FOR  
SIXTH GRADE PUPILS

1. The following guidelines have been designed for the smooth and effective administration of the 1996 NEAT.

A. Over-All Management and Supervision

2. National Level. The Undersecretaries, the Assistant Secretaries and some Central Office Directors shall act as testing monitors and over-all Coordinators in their respective areas of assignment.

3. Regional Level. The over-all management and supervision of the NEAT in the Regional Level shall be as follows:

(1) The Regional Director shall be responsible to the Secretary for the systematic and effective administration of the NEAT in the region. He shall likewise: (a) adopt appropriate measures necessary to insure the smooth conduct of the test; and (b) designate the Chief of the Elementary Education Division as Regional Testing Coordinator (RTC).

(2) On the other hand, the Chief of the Elementary Education Division in her capacity as Regional Testing Coordinator shall: (a) be responsible for the consolidation of data and reports submitted by school divisions and furnish the NETRC a copy of the same as deemed necessary, and (b) serve as liaison between the NETRC and the regional office and/or school divisions relative to the administration of the test.

4. Division Level. The Schools Division Superintendent (SDS) shall organize and chair a Division Examination Committee (DEXCOM) to oversee the smooth and efficient administration of the NEAT. This committee shall be composed of (1) the Assistant Schools Division Superintendent for Elementary Education (ASDS) (2) Provincial PNP Superintendent; (3) a representative of the private school sector; and (4) a representative of state colleges and universities, if there is any in the division, as members.

B. Function/Responsibilities of Personnel Involved

5. To ensure the smooth implementation and administration of the sample-based NEAT, efficient, synchronized and well-coordinated efforts of the personnel involved shall be required.

6. The Schools Division Superintendent, who is also the DEXCOM Chairman, shall: (1) be responsible for the smooth conduct of the test in the division; (2) define the responsibilities of the DEXCOM members; (3) designate the ASDS for elementary, as the Division Testing Coordinator or in the absence of one, another DECS personnel of his confidence shall be designated; (4) coordinate with the provincial PNP Superintendent relative to the security of test materials and smooth conduct of testing activities; (5) designate the examination centers in the division; (6) assign Chief Examiners, Room Supervisors and Room Examiners, keeping in mind the principle that no faculty or non-teaching personnel shall participate in the actual conduct of the NEAT in his school, and keeping further in mind that Chief Examiners and Room Supervisors shall come from the promotional/supervisory staff while Room Examiners for public school examinees shall be private school teachers while room examiners for private school examinees shall be public schools teachers; and (7) designate additional examiners from the public school of another district to be supervised by responsible private school officials in cases where the number of private school teachers is not enough.

7. The Assistant Superintendent for Elementary shall: (1) act as the Division Testing Coordinator (DTC); (2) consolidate district reports on the number of examinees per school; (3) prepare the list of examination centers (NEAT Form 2) in four (4) copies, two (2) copies of which shall be sent directly to the NETRC-DECS, Mabini Bldg., Pasig City NOT LATER THAN July 12, 1996; (4) inform the school heads that their schools are included in the list of testing centers before the same is officially released; (5) assign examination rooms in each testing center; (6) receive and distribute forms; (7) distribute test materials returned by the Chief examiners before submitting them to the SDS for storage until the materials shall have been retrieved by an NETRC representative; (9) prepare post examination reports and transmit the same to office concerned; and (10) prepare other reports and furnish offices concerned as required.

8. The Provincial PNP Superintendent, upon proper representation of the DECS Division Office, shall enlist the assistance of all local PNP units in the division to ensure security of test materials and smooth conduct of the test.

9. The Representatives of Private and Chartered State Schools shall assume responsibility for the effective and systematic conduct of the test in the schools they are assigned to monitor and supervise on examination day.

10. The School Head shall: (1) prepare the NEAT Form I (List of Enrolees) and (2) provide: (a) forty half-tablet or full-tablet school desks, board erasers, chalk in each testing room; (b) canteen service; (c) clean comfort rooms; (d) first-aid service; and (e) a directory of testing rooms on a standing board at the entrance of the school. He shall also ensure that only authorized personnel are allowed to enter the school compound on examination day.

11. The Chief Examiner (CE) shall: (1) coordinate with the head of the school where he is assigned in the preparation of examination rooms at least three days before the examination day; (2) receive the test materials from the DTC and distribute the same to the room examiners not later than 7:00 o'clock a.m. on examination day; (3) check the number of the test materials returned by the Room Examiners after the test; (4) check reports of examiners and consolidate the same as required; and (5) prepare his reports and accomplish the forms contained in the Chief Examiner's Transmittal Report Envelope (CETRE).

12. The Room Supervisor (RS) shall: (1) monitor and supervise the conduct of the test in at least six (6) rooms; (2) assist the Chief Examiner in the distribution and retrieval of test materials at the testing centers before and after the test; (3) collect unused test booklets from the Room Examiners for deposit with the CE during the test; (4) serve as liaison between Room Examiners under his supervision and the CE in problems arising while the test is in progress; and (5) assist the CE in the checking of retrieved materials after examination and in the accomplishment of reports.

13. The Room Examiner (RE) shall: (1) have familiarized herself with the contents of the Examiner's Handbook before the examination day; (2) be in her assigned examination center to receive the test materials from the CE not later than 7:00 a.m. on examination day; (3) check the number of the test materials she received before proceeding to her assigned room; (4) prepare the boardwork; (5) ascertain the identity of individual examinees through the Form 4 (List of Examinees) before letting them enter the room; (6) give the preliminary instruction (P. 4 Handbook) before distributing the test materials; (7) distribute the test materials individually to the examinees and administer the test strictly in accordance with the Examiner's Handbook; (8) go around the room, while the test is in progress, to find out if the examinees are following directions correctly especially in accomplishing/shading the name grid/personal information especially the school code; (9) retrieve individually the Answer Sheets and verify data entered (school code, birthday, etc.) after the examination before dismissing the examinees; (10) instruct the examinees to take along with them the test booklets upon dismissal; (11) return the unused Answer Sheets (ASs) to the Chief Examiner; and (12) prepare her reports and the Examiner's Transmittal Report Envelope (ETRE) and submit the same to the CE.

#### C. Forms to be Accomplished

14. For purposes of accuracy and proper documentation of data relative to the pre and post test activities, the following shall be accomplished and submitted:

#### 15. NEAT FORMS

- (1) Form 1 - List of Enrolees by School (2 copies);
- (2) Form 2 - List of Examination Centers (4 copies)
- (3) Form 3 - Test Materials Accounting Form (2 copies)
- (4) Form 4 - List of Sampled Examinees per room (4 copies)



16. Envelopes

(1) Examiner's Transmittal Report Envelope (ETRE). This shall contain the following: (a) used ASs consecutively arranged according to serial numbers; (b) the RE's copy of NEAT Form 4 bearing the Answer Sheet Number of each examinee indicated in the appropriate column; and (c) report on the conduct of the test.

(2) Chief Examiner's Transmittal Report Envelope (CETRE). This shall contain the following: (a) unused answer sheets returned by the REs; (b) Test Materials Accounting Form (NEAT Form 3); (c) report on the actual number of examinees in his designated testing center; and (d) Evaluation Report on the conduct of the test.

17. Packing of Test Booklets (TBs)

(1) The test is in booklet form, each having a six (6) digit serial number.

(2) The TBs are packed in 40s and 5s according to their serial number and are sealed in plastic bags together with a small sheet of paper indicating the serial numbers of the TBs and the sequence number of the pack.

(3) The plastic bags are bundled by testing centers and placed in cartons. In instances when test materials for two (2) or more testing centers are placed in one big carton, each smaller carton/bundle is packed and properly labelled, numbered and strapped in plastic and metal bands.

18. Packing of Answer Sheets(ASs)

(1) The ASs are computer-printed, each with a six digit number. In case of a defective Test Booklet or Answer Sheet, such shall be changed with a new one from the buffer pack.

(2) The ASs are likewise sealed in plastic bags of 40s and 5s with a batch slip also indicating the inclusive serial numbers of the ASs and the sequence number of the pack to facilitate matching and distribution of TBs and ASs.

(3) The plastic bags containing the ASs are bundled by Testing Centers and placed inside the cartons containing the test booklets.

For testing centers with more than one carton, the ASs and other forms are placed inside the last carton.

D. Distribution and Retrieval of Test Materials

19. The distribution and the retrieval of test materials require utmost care, diligence, and vigilance on the part of the Regional Office, DEXCOM members, CEs, RSs, and REs to insure the confidentiality of the test materials and the integrity of the test.

20. Distribution Phase

(1) The NETRC shall deliver the test materials in cartons to the Regional Office or the Division Office as the case may be. In case the materials are directly consigned to the Division Office, the Regional Director shall authorize the SDS concerned to receive and secure the materials. The packing guide that goes with the test materials shall be the reference in determining the allocation per testing center.

(2) After the test materials have been received by the DEXCOM Chairman or his duly authorized representative, these shall be deposited at the PNP Provincial Headquarters for storage and security of the materials. In this regard, coordination by the DEXCOM with the local PNP, AFP and/or NICA offices is necessary to obtain the support of such offices in maintaining the security and integrity of the test materials.

(3) The DEXCOM Chairman and/or the DTC shall get the test materials from the local PNP, AFP or NICA station for distribution to the different testing centers on examination day. The number of cartons shall be verified against the delivery forms and packing guides in the absence of the DEXCOM members before the materials are brought out.

(4) The DEXCOM Chairman and/or the DTC shall devise a scheme for the distribution of the test materials to the different testing centers observing strict security measures. In case a testing center is far, the DEXCOM Chairman shall exercise his sound discretion as to when to turn over the test materials to the Chief Examiner concerned.

(5) The CE, assisted by the RS, shall verify the correct number of the test materials received from the DEXCOM and match the serial numbers in the plastic bags of ASs and TBs before distributing the same to the examiners.

(6) In conformity with the procedure indicated in the Examiner's Handbook, the plastic bags containing the TBs and ASs shall be opened at the examination room in the presence of the examinees.

21. Retrieval Phase

(1) After the examination, the RE shall collect individually the ASs and verify the data entries before placing them in the ETRE and count the unused ASs before placing them in the plastic bags for submission to the CE.

(2) The contents of the ETRE and the data entries on the said envelope shall be verified by the CE with the assistance of the RE before the envelope is sealed with an NETRC-DECS paper seal. The RE shall sign across the seal at least three times extending to the envelope.

(3) The following shall be submitted by the CE: (a) Unused Answer Sheets; and (b) ETREs with the contents specified on the envelope.

(4) The following shall be submitted by the CE to the DTC: (a) plastic bags containing unused Answered Sheets; (b) ETREs; (c) CETREs; and (d) Examiner's Handbooks and DEXCOM copies of NEAT Forms.

(5) The DEXCOM Chairman and members shall supervise the sorting of the ETREs and CETREs and see to it that these are properly labelled by center before placing them inside the cartons.

(6) The cartons shall then be delivered to the regional or division distribution center for retrieval by personnel of the NETRC.

#### D. Funding

There is a very limited budget for the CY 1996 NEAT and NSAT. For this reason, expenses will be shared among the divisions, regions and the NETRC as hereunder presented:\*

##### I. Regional Funds:

1. Expenses of participants to the regional orientation/briefing.
2. Expenses of official/personnel for the administration/supervision and monitoring.
3. Echo orientation/briefing.

##### II. Division Funds:

1. Printing of test materials
2. Computerization of test results
3. Administration/Supervision/Monitoring of officials and personnel
4. Travel expenses of participants to regional orientation/briefing

##### III. NETRC funds:

1. Eight groupings of regional/division orientation/briefings.
2. Transportation/Delivery/Retrieval of test materials and other related documents.
3. Printing of unclassified and information materials.
4. Travel expenses of officials/personnel in Central Office DECS for the orientation/briefings/supervision and monitoring.
5. Other miscellaneous expenses related to the program.

E. Orientation Seminar

22. A national/regional orientation seminar will be held in July, 1996 or prior to the date of the examination (Incl. 2 hereof).

\* Memo/Guidelines to effect funding requirements and disbursements to be issued separately.

F. AREAS OF ASSIGNMENT OF OVER-ALL COORDINATORS/  
MONITORS IN THE 1996 NEAT ADMINISTRATION

Dr. Teresita Inciong	- Region I
USEC Erlinda C. Pefianco	- Region II
Dir. Diosdada C. Boiser	- Region III
Dir. Adelfo A. Trinidad	- Region IV
Dir. Alberto P. Mendoza	- Region V
ASEC Marcial A. Salvatierra	- Region VI
ASEC Josefina B. Nisperos	- Region VII
USEC Alejandro Wilfredo D. Clemente	- Region VIII
ASEC Reno A. Capinpin	- Region IX
USEC Antonio Eduardo B. Nachura	- Region X
ASEC Ramon C. Bacani	- Region XI
Dir. Maximo C. Aljibe	- Region XII
Dir. Rolando C. Brillantes	- CARAGA
Dir. Fe A. Hidalgo	- CAR
USEC Gutierrez T. Mañgansakan	- ARMM
Dir. Lidinila L. Santos	- NCR

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(Inclosure No. 2 to DECS Order No. 45, s. 1996)

Regional Consultative/Orientation Seminar on the Administration of the 1996 National Elementary Assessment Test (NEAT), the National Secondary Assessment Test (NSAT) and the Philippine Educational Placement Test (PEPT)

1. In consonance with DECS Order No. 45, s. 1996, a one day consultative/orientation seminar-workshop on the administration of the 1996 NEAT/NSAT in eight (8) venues on separate schedules (refer to Inclosure 2.a) will be conducted by the National Educational Testing and Research Center, Department of Education, Culture and Sports.

2. The objectives of the seminar are:

- a. To orient the participants on the standardized procedures in the selection of representative samples for the 1996 NEAT;
- b. To stress the importance of the correct preparation/accomplishment of forms and their submission on time;
- c. To underscore the primacy of the roles/functions of field personnel especially those directly involved in the preparation of the test for accurate test results; and
- d. To provide a forum to:
  - 1) present problems encountered relative to the NEAT/NSAT/PEPT;
  - 2) trace some of the reasons that contributed to the delay in the release of the 1995 NEAT/NSAT results;
  - 3) compare and update school libraries and code numbers of school prepared by field officials and the NETRC staff; and
  - 4) exchange views/ideas and make suggestions on how to have a more effective and efficient administration.

3. To facilitate objectives 2.a and d(3), it is requested that pertinent data (updated list of schools/divisions; number and list of grade VI enrolment based on Form I (School Register) by sections, school and school codes) be brought along by the testing coordinators.

4. Considering the importance of this seminar, the following are enjoined to attend:

- a. Regional Directors
- b. Chiefs of Elementary and Secondary Education Divisions
- c. Schools Division Superintendents

- d. Asst. Schools Division Superintendents who are division testing coordinators of NEAT/NSAT/PEPT
- e. Regional Finance Officers
- f. Chief Examiners for Palawan Venue

5. Expenses of participants on transportation and per diems shall be charged against local funds, while meals and snacks during the seminar shall be borne by the NETRC subject to the usual accounting and auditing rules and regulations.

(Inclosure No. 2.a to DECS Order No. 45, s. 1986)

VENUE AND SCHEDULE OF THE REGIONAL ORIENTATION/SEMINAR  
ON THE 1996 AND NSAT ON JULY 12-AUGUST 6

Venue	PARTICIPATING REGIONS/DIVISIONS	DATE	NETRC REPRESENTATIVE
Baguio City	CAR All Divisions	July 22 (Monday)	Dr. Lolita B. Racela
	I All Divisions		Dr. Estrella M. San Andres
	II All Divisions		Pauline S. Viado
	III All Divisions		Evangeline P. Adversalo
	IV Aurora		Cashier and 3 Others
Puerto Princesa	IV Palawan	August 2 (Friday)	Dr. Lucila F. Tibigar
			Dr. Emma L. Lopez
			Editha T. Gonzales
			Evangeline P. Adversalo
			Cashier
Lucena City	Batangas/Batangas City/Cavite Prov/ Cavite City/Laguna/Lipa City/Lucena City/Marinduque/Occidental Mindoro/ Or. Mindoro/Quezon/Rizal/Romblon/San Pablo City	July 30 (Tuesday)	Dr. Lucila F. Tibigar
			Dr. Estrella M. San Andres
			Jean Pineda
			Evangeline P. Adversalo
			Cashier and 2 Others
	All Divisions		
Cebu City	VI All Divisions	July 15 (Monday)	Dr. Lucila F. Tibigar
	VII All Divisions		Ms. Corazon D. Agustin
	VIII All Divisions		Edgardo M. Roxas
			Filomena P. Mamaril
			Evangeline P. Adversalo
		Cashier	
Zamboanga City	IX All Divisions	July 17 (Wednesday)	Dr. Lucila F. Tibigar
	ARMM Tawi-Tawi/Sulu		Ms. Corazon D. Agustin
			Edgardo M. Roxas
			Filomena P. Mamaril
			Evangeline P. Adversalo
		Cashier	
Davao City	XI All Divisions	July 19 (Friday)	Dr. Lucila F. Tibigar
	XII Cotabato City/North Cotabato/ Sultan Kudarat		Ms. Corazon D. Agustin
			Edgardo M. Roxas
	ARMM Lanao Sur I/Lanao Sur II/ Maguindanao		Filomena P. Mamaril
			Evangeline P. Adversalo
		Cashier	
Cagayan de Oro City	X All Divisions	July 26 (Friday)	Dr. Lucila F. Tibigar
	CARAGA All Divisions		Dr. Estrella M. San Andres
	XII Iligan City/Marawi City/Lanao del Norte		Norma Flores
			Evangeline P. Adversalo
			Cashier and 2 Others
NCR	NCR All Divisions	August 6 (Tuesday)	Dr. Lucila F. Tibigar
			Dr. Lolita B. Racela
			Dr. Emma L. Lopez
			Jean Pineda
			Lilia G. Dimaricut
	Evangeline P. Adversalo		
		Cashier	