



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

March 9, 2020

DIVISION MEMORANDUM

No. **88**, s. 2020

ASSIGNMENT OF ROOM EXAMINERS, ROOM SUPERVISORS, AND MONITORS ON THE ADMINISTRATION OF THE EARLY LANGUAGE LITERACY AND NUMERACY ASSESSMENT (ELLNA) FOR SCHOOL YEAR 2018-2019, NATIONAL ACHIEVEMENT TEST (NAT) FOR GRADE 6 AND GRADE 10 FOR SY 2018-2019, AND BASIC EDUCATION EXIT ASSESSMENT (BEEA) FOR GRADE 12 FOR SY 2019-2020

To: **OIC, Office of the Assistant Schools Division Superintendent**
Chief Education Supervisors
Education Program Supervisors
Senior/Education Program Specialists
Public Schools District Supervisors
Heads, Public and Private
Elementary, Secondary and Integrated Schools
All Others Concerned

1. The Department of Education (DepEd) through the Bureau of Education Assessment (BEA) shall administer the **Early Language Literacy and Numeracy Assessment (ELLNA)**, **National Achievement Test (NAT)** for **Grade 6 and Grade 10** for SY 2018-2019, and **Basic Education Exit Assessment (BEEA)** For **Grade 12** for SY 2019-2020 on the following dates:


Schedule of National Administration	Testing Program
March 12, 2020	National Achievement Test (NAT) for Grade 10 (to be administered to Grade 11 Learners)
March 17, 2020	Early Language Literacy and Numeracy Assessment (ELLNA)
March 19, 2020	National Achievement Test (NAT) for Grade 6 (to be administered to Grade 7 Learners)
March 25-26, 2020	Basic Education Exit Assessment (BEEA) for Grade 12

2. To ensure the standardized administration of the test, teachers coming from different schools who shall serve as Room Examiners/Room Supervisors will be assigned to other schools to conduct the test in accordance with the standardized test administration guidelines.



Poblacion, Numancia, Aklan
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)
Website: <http://www.depedaklan.org>
Email Address: aklan.1958@deped.gov.ph

3. The assignment of Room Supervisors and Room Examiners is found in Enclosure No. 1.
4. The Public Schools District Supervisors and the Division Office Personnel assigned in the District will serve as monitors. During the retrieval, the school head shall submit the accomplished monitoring tool.
5. The monitoring tools are found in enclosure No. 2. The School Head shall print the monitoring tool in two (2) copies, one for the monitor to accomplish and one for submission to the Division Testing Coordinator during the retrieval.
6. In case there are examinees who are ALS passers, write a note in BEA Form 1- List of Actual Examinees that they are ALS passers and leave the grades in previous grade level and the school ID of the previous school blank.
7. All policy directives and measures contained in the following DepEd Memoranda must be strictly observed during the administration of the test:
 - DM No. 15, s. 2020 – First Set of Policy Directives of the DepEd Task Force NCOV dated February 4, 2020;
 - DM No. 21, s. 2020 – Second Set of Policy Directives of the DepEd Task Force NCOV dated February 12, 2020;
 - DM No. 23, s. 2020 – Third Set of Policy Directives of the DepEd Task Force COVID-19 dated February 19, 2020;
 - DM No. 31, s. 2020 – Fourth Set of Policy Directives of the DepEd Task Force COVID-19 dated March 5, 2020; and
 - DM No. 34, s. 2020 – Fifth Set of Policy Directives of the DepEd Task Force COVID-19 dated March 9, 2020.
8. Travel expenses relative to this activity shall be charged to local funds/other source of funds subject to the usual accounting and auditing rules and regulations.
9. Immediate and wide dissemination of this Memorandum is desired.


MIGUEL MAC D. APOSIN EdD, CESO V
 Schools Division Superintendent

Reference : DM No. 33, s. 2020
 Enclosures : as stated
 To be indicated in the Perpetual Index
 under the following subjects:

PROGRAM PUPILS SCHOOL STUDENTS TESTS

JRP



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 Enclosure No.1 of Division Memorandum No. ~~MATG 10~~ ⁶¹² (EXAMINEES)
 Assignment of Room Supervisors and Room Examiners

Schools to be Tested	Room Examiners	No. of RE	Room Supervisors	No. of RS
1 Linayasan NHS	1 Aguinaldo T. Repiedad Sr. IS	3		
2 Balete IS	2 Central Visayan Institute of Aklan, Inc	4		
3 Aguinaldo T. Repiedad Sr. IS	3 Linayasan NHS	4		
4 Batan Academy (ANS)	4 Kalantiaw Institute	4		
5 Buruanga NHS	5 Malay NHS	2		
6 Habana IS	6 Buruanga Academy	1		
7 Maloco NHS	7 Melchor Memorial School, Inc	5	Naite NHS	1
8 Naite NHS	8 Maloco NHS	2		
9 Aklan NHS for Arts and Trades	9 New Washington NCHS	6	Aguinaldo T. Repiedad Sr. IS	1
10 Lezo IS	10 Lezo Technical College, Inc.	3		
11 Libacoo NRVHS	11 Madalag NHS	6	Madalag MNHS	1
12 Madalag NHS	12 Libacoo NRVHS	5	Aguinaldo T. Repiedad Sr. IS	1
13 Makato IS	13 Tamalagon IS	5	Malinao SPC	1
14 Malay NHS	14 Buruanga NHS	8	Buruanga Academy	1
15 Malinao SPC	15 Numancia IS	4		
16 Toledo NHS	16 Western Aklan Academy, Inc	8	Tamalagon IS	1
17 New Washington NCHS	17 Aklan NHS for Arts and Trades	7	Lezo IS	1
18 Numancia IS	18 Malinao SPC	7	Aklan NHS for Arts and Trades	1
19 Tamalagon IS	19 Makato IS	4		
20 Central Visayan Institute of Aklan, Inc	20 Balete IS	1		
21 Kalantiaw Institute	21 Batan Academy (ANS)	1		
22 Buruanga Academy	22 Habana IS	1		
23 Melchor Memorial School, Inc	23 Naite NHS	9	Maloco NHS	1
24 Aklan Polytechnic College	24 Madyaas Institute, Inc	5	Aklan NHS for Arts and Trades	1
25 STI-College Kalibo	25 Montfort Technical Institute, Inc	4		
26 Lezo Technical College, Inc.	26 Lezo IS	3		
27 Conperay Integrated Learning School, Inc	27 Malay NHS	2		
28 Western Aklan Academy, Inc	28 Toledo NHS	5	Melchor Memorial School, Inc	1
29 Montfort Technical Institute, Inc	29 STI-College Kalibo	5	Lezo IS	1
30 Madyaas Institute, Inc	30 Aklan Polytechnic College	1		

ELLNA (G4 EXAMINEES)
Assignment of Room Examiners

Schools to be Tested	Room Examiners	No. of RE
1 Linayasan ES	1 Batan ES	2
2 Aguinaldo T. Repiedad Sr. IS	2 Mangan ES	2
3 Mangan ES	3 Aguinaldo T. Repiedad Sr. IS	2
4 Batan ES	4 Linayasan ES	2
5 Cabugao ES	5 Lalab ES	2
6 Lalab ES	6 Cabugao ES	2
7 Habana IS	7 Santander ES	2
8 Katipunan ES	8 Habana IS	2
9 Santander ES	9 Katipunan ES	2
10 Naile ES	10 Naisud CS	2
11 Naisud CS	11 Naile ES	2
12 Estancia ES	12 Tinigaw ES	2
13 KISEC	13 Linabuan Norte ES	3
14 Linabuan Norte ES	14 Tinigaw ES	3
15 Tigayon ES	15 Guinbaliwan ES	2
16 Tinigaw ES	16 KISEC	2
17 Julita ES	17 Madalag ES	2
18 Madalag ES	18 Julita ES	2
19 Makato IS	19 Tugas Dumga ES	4
20 Tugas Dumga ES	20 Makato IS	2
21 Cubay ES	21 Gibon ES	2
22 Gibon ES	22 Cubay ES	2
23 Nagustan ES	23 Unidos ES	2
24 Unidos ES	24 Nagustan ES	3
25 Guinbaliwan ES	25 Tigayon ES	2
26 Bulwang ES	26 Camanci Norte ES	3
27 Camanci Norte ES	27 Laguinbanua ES	3
28 Laguinbanua ES	28 Camanci Norte ES	2
29 Jawili IS	29 Tagas ES	2
30 Tagas ES	30 Jawili IS	2

NAT G6 (G7 EXAMINEES)
Assignment of Room Supervisors and Room Examiners

Schools to be Tested	Room Examiners	No. of RE	Room Supervisors	No. of RS
1 Altavas NS	1 Fr. Julian C. Rago MNHS, Linayasan NHS	6,6	Linayasan NHS	2
2 Fr. Julian C. Rago MNHS	2 Altavas NS	4		
3 Aguinaldo T. Repiedad Sr. IS	3 Candelaria NHS	6	Fr. Julian C. Rago MNHS	1
4 Batan Academy (ANS)	4 Kalantiaw Institute	4		
5 Naisud NHS	5 Melchor Memorial School, Inc	5	Tamalagon IS	1
6 Aklan NHS for Arts and Trades	6 Regional Science HS for R-VI, KISEC	7,7	1 RSHS + 1 Linabuan NHS	2
7 Linabuan NHS	7 Aguinaldo T. Repiedad Sr. IS	7	Aklan NHS for Arts and Trades	1
8 Regional Science HS for R-VI	8 Aklan NHS for Arts and Trades	6	Aguinaldo T. Repiedad Sr. IS	1
9 Catalino M. Prado NHS	9 Lezo Technical College, Inc	3		
10 Guadalupe NHS	10 Madalag NHS	4		
11 Madalag NHS	11 Guadalupe NHS	6	Guadalupe NHS	1
12 Dr. Ramon B. Legaspi, Sr. NHS	12 Aklan Central Institute, Inc	4		
13 Boracay NHS	13 Manocmanoc NHS, Lamberto H. Tirol NHS	4,5	Manocmanoc NHS	1
14 Malinao SPC	14 St. Joseph Academy of Malinao, Aklan, Inc	6	Lezo IS	1
15 Unidos NHS	15 Buruanga Academy	6	Toledo NHS	1
16 Candelaria NHS	16 Linabuan NHS	5	ANHSAT	1
17 Numancia NSF	17 Sto. Nino Seminary, Inc	6	Numancia IS	1
18 Panayakan NHS	18 Tamalagon IS	2		
19 Tamalagon IS	19 Jawili IS	5	Panayakan NHS	1
20 Jawili IS	20 Panayakan NHS	2		
21 Balete Academy, Inc	21 Central Visayan Institute of Aklan, Inc	3		
22 Central Visayan Institute of Aklan, Inc	22 Balete Academy, Inc	3		
23 Kalantiaw Institute	23 Batan Academy (ANS)	2		
24 Buruanga Academy	24 Unidos NHS	1		
25 Melchor Memorial School, Inc	25 Naisud NHS	8	Ondoy NHS	1
26 Aklan Polytechnic College	26 Montfort Technical Institute, Inc	7	KISEC	1
27 Lezo Technical College, Inc	27 Catalino M. Prado NHS	2		
28 Aklan Central Institute, Inc	28 Dr. Ramon B. Legaspi, Sr. NHS	3		
29 Conperrey Integrated Learning School, Inc	29 Boracay NHS	2		
30 St. Joseph Academy of Malinao, Aklan, Inc	30 Malinao SPC	5	Malinao SPC	1
31 Montfort Technical Institute, Inc	31 Aklan Polytechnic College	4		
32 Sto. Nino Seminary, Inc	32 Numancia NSF	1		

NAT G6 (G7 EXAMINEES)
Assignment of Room Supervisors and Room Examiners

Schools to be Tested	Room Examiners	No. of RE	Room Supervisors	No. of RS
1 Altavas NHS	1 Fr. Julian C. Rago MNHS, Linayasan NHS	6,6	Linayasan NHS	2
2 Fr. Julian C. Rago MNHS	2 Altavas NS	4		
3 Aguinaldo T. Repiedad Sr. IS	3 Candelaria NHS	6	Fr. Julian C. Rago MNHS	1
4 Batan Academy (ANS)	4 Kalanliaw Institute	4		
5 Naisud NHS	5 Melchor Memorial School, Inc	5	Tamalagon IS	1
6 Aklan NHS for Arts and Trades	6 Regional Science HS for R-VI, KISEC	7,7	1 RSHS + 1 Linabuan NHS	2
7 Linabuan NHS	7 Aguinaldo T. Repiedad Sr. IS	7	Aklan NHS for Arts and Trades	1
8 Regional Science HS for R-VI	8 Aklan NHS for Arts and Trades	6	Aguinaldo T. Repiedad Sr. IS	1
9 Catalino M. Prado NHS	9 Lezo Technical College, Inc	3		
10 Guadalupe NHS	10 Madalag NHS	4		
11 Madalag NHS	11 Guadalupe NHS	6	Guadalupe NHS	1
12 Dr. Ramon B. Legaspi, Sr. NHS	12 Aklan Central Institute, Inc	4		
13 Boracay NHS	13 Manocmanoc NHS, Lamberto H. Tiral NHS	4,5	Manocmanoc NHS	1
14 Malinao SPC	14 St. Joseph Academy of Malinao, Aklan, Inc	6	Lezo IS	1
15 Unidos NHS	15 Buruanga Academy	6	Toledo NHS	1
16 Candelaria NHS	16 Linabuan NHS	5	ANHSAT	1
17 Numancia NSF	17 Sto. Nino Seminary, Inc	6	Numancia IS	1
18 Panayakan NHS	18 Tamalagon IS	2		
19 Tamalagon IS	19 Jawili IS	5	Panayakan NHS	1
20 Jawili IS	20 Panayakan NHS	2		
21 Balete Academy, Inc	21 Central Visayan Institute of Aklan, Inc	3		
22 Central Visayan Institute of Aklan, Inc	22 Balete Academy, Inc	3		
23 Kalanliaw Institute	23 Batan Academy (ANS)	2		
24 Buruanga Academy	24 Unidos NHS	1		
25 Melchor Memorial School, Inc	25 Naisud NHS	8	Ondoy NHS	1
26 Aklan Polytechnic College	26 Montfort Technical Institute, Inc	7	KISEC	1
27 Lezo Technical College, Inc	27 Catalino M. Prado NHS	2		
28 Aklan Central Institute, Inc	28 Dr. Ramon B. Legaspi, Sr. NHS	3		
29 Concepcion Integrated Learning School, Inc	29 Boracay NHS	2		
30 St. Joseph Academy of Malinao, Aklan, Inc	30 Malinao SPC	5	Malinao SPC	1
31 Montfort Technical Institute, Inc	31 Aklan Polytechnic College	4		
32 Sto. Nino Seminary, Inc	32 Numancia NSF	1		

BASIC EDUCATION EXIT ASSESSMENT (G12 EXAMINEES)
Assignment of Room Supervisors and Room Examiners

Schools to be Tested	Room Examiners	No. of RE	Room Supervisors	No. of RS
1 Altavas College	1 Altavas NS	2		
2 Altavas NS	2 Batan Academy (ANS)	9	Linayasan NHS	1
3 Catmon IS	3 Linayasan NHS	1		
4 Justicia Morales-Young NHS	4 Altavas NS	1		
5 Linayasan NHS	5 Lupo NHS	2		
6 Lupo NHS	6 Catmon IS	1		
7 Balete IS	7 Balete Academy	1		
8 Calizo NHS	8 Justicia Morales-Young NHS	2		
9 Fr. Julian C. Rago MNHS	9 Jose F. Menez MNHS	3		
10 Jose B. Legaspi MNHS	10 Patrocinio A. Lachica IS	3		
11 Jose F. Menez MNHS	11 Calizo NHS	2		
12 Balete Academy	12 Fr. Julian C. Rago MNHS	2		
13 Aklan State University	13 Bacan NHS	3		
14 Aguinaldo T. Repiedad Sr. IS	14 Linabuan NHS	3		
15 Bacan NHS	15 Mangan NHS	5	Linabuan NHS	1
16 Daja Sur NHS	16 Rosario NHS	1		
17 Mangan NHS	17 Bacan NHS	2		
18 Petronilo C. Ibadlit NHS	18 Torralba NHS	1		
19 Torralba NHS	19 Petronilo C. Ibadlit NHS	3		
20 Central Visayan Institute	20 Bacan NHS	2		
21 Patrocinio A. Lachica IS	21 Calizo NHS	1		
22 Batan Academy (ANS)	22 Altavas NS	4		
23 Bay-ang Magpag-ong NHS	23 Rizal J. Rodriguez Sr. NHS	2		
24 Camaligan NHS	24 Candelaria NHS	2		
25 Camanci NHS	25 Bay-ang Magpag-ong NHS	1		
26 Rizal J. Rodriguez Sr. NHS	26 Linayasan NHS	2		
27 Napti IS	27 Mandong IS	1		

28 Angas IS	28 Napti IS	1		
29 Mandong IS	29 Angas IS	1		
30 Tabon IS	30 Ipil IS	1		
31 Ipil IS	31 Tabon IS	1		
32 Palay IS	32 Angas IS	1		
33 Kalantiaw Institute	33 Palay IS	1		
34 Buruanga VS	34 Buruanga NHS	7	Habana IS	1
35 Buruanga NHS	35 Habana IS	1		
36 Habana IS	36 Buruanga VS	1		
37 Buruanga Academy	37 Buruanga VS	1		
38 Ibayay NHS	38 Naile NHS	6	Maloco NHS	1
39 Maloco NHS	39 Ondoy NHS	5	Ibayay Academy	1
40 Naile NHS	40 Naisud NHS	3		
41 Ondoy NHS	41 Maloco NHS	3		
42 Ibayay Academy	42 Melchor Memorial School	3		
43 Melchor Memorial School	43 Maloco NHS	7	Ibayay Academy	1
44 Naisud NHS	44 Ibayay NHS	3		
45 Aklan NHS for Arts and Trades	45 Gaudencia L. Vega NHS	7	Bakhaw IS	1
46 Bakhaw Norte IS	46 Kalibo Integrated SPED Center	1		
47 Gaudencia L. Vega NHS	47 Camaligan NHS	2		
48 Kalibo Integrated SPED Center	48 Bakhaw Norte IS	2		
49 Linabuan NHS	49 Bacan NHS	4		
50 Regional Science HS for R-VI	50 New Washington NCHS	5	Bakhaw IS	1
51 Catalino M. Prado NHS	51 Makato IS	2		
52 Lezo IS	52 Makato IS	3		
53 Lezo Technical College	53 Lezo IS	2		
54 Dalagsaan IS	54 Dalagsaan IS (Elem)	1		
55 Alfonso XII NHS	55 Libacao NFVHS	1		
56 Gaudalupe NHS	56 Libacao NFVHS	2		
57 Libacao NFVHS	57 Guadalupe NHS	7	Ortiga IS	1
58 Loctuga NHS	58 Ortega IS	2		

59 Ortega IS	59 Alfonso XII NHS	1		
60 Loreto N. Nedic NHS	60 Madalag NHS-Mamba Ext.	2		
61 Madalag NHS	61 Loreto N. Nedic NHS	4		
62 Madalag NHS-Mamba Ext.	62 Madalag NHS	1		
63 Maria Cristina IS	63 Loreto N. Nedic NHS	1		
64 Medina IS	64 Agtuhangin IS	1		
65 Agtuhangin IS	65 Medina IS	1		
66 Anselmo B. Legaspi NHS	66 Makato IS	2		
67 Baybay Alibagon IS	67 Numancia NSF	1		
68 Dr. Ramon B. Legaspi NHS	68 Tamalagon IS	2		
69 Makato IS	69 Numancia IS, Numancia NSF	5,2	Anselmo B. Legaspi NHS	1
70 Aklan Central Institute	70 Makato IS	2		
71 Lamberto H. Tirol NHS	71 Manocmanoc NHS	2		
72 Boracay NHS	72 Lamberto H. Tirol NHS	4		
73 Malay NHS	73 Union NHS	7	Buruanga NHS	1
74 Manocmanoc NHS	74 Boracay NHS	4		
75 Ciriaco L. Icamina Sr. NHS	75 Kinalangay Viejo IS	2		
76 Kinalangay Viejo IS	76 San Roque IS	1		
77 Lilo-an NHS	77 Navitas NHS	2		
78 Malinao SPC	78 Lilo-an NHS, Ciriaco L. Icamina Sr. NHS	2, 3	San Roque IS	1
79 Navitas NHS	79 Ciriaco L. Icamina Sr. NHS	1		
80 Rosario NHS	80 Daja Sur NHS	2		
81 San Roque IS	81 Lilo-an NHS	1		
82 St. Joseph Academy	82 Malinao SPC	2		
83 Solido NHS	83 Toledo NHS	2		
84 Toledo NHS	84 Unidos NHS	6	Union NHS	1
85 Unidos NHS	85 Union NHS	4		
86 Union NHS	86 Malay NHS	5	Toledo NHS	1
87 St. Anne Business Institute	87 Western Aklan Academy	1		
88 Western Aklan Academy	88 Solido NHS	4		
89 Candelaria NHS	89 Gaudencio L. Vega NHS	3		

90 New Washington NCHS	90 Ochando NHS	7	Pinamuk-an IS	1
91 Ochando NHS	91 Montfort Technical Institute	2		
92 Pinamuk-an IS	92 Ochando NHS	1		
93 Montfort Technical Institute	93 Pinamuk-an IS	3		
94 Numancia IS	94 Lezo IS	5	Numancia NSF	1
95 Numancia NSF	95 Numancia IS	3		
96 Irao Technical College	96 Madyaas Institute	1		
97 Madyaas Institute	97 Irao Technical College	1		
98 Sto. Nino Seminary	98 Numancia IS	1		
99 Jawili IS	99 Tamalagon IS	1		
100 Panayakan NHS	100 Jawili IS	2		
101 Tamalagon IS	101 Tangalan NHS	3		
102 Tangalan NHS	102 Panayakan NHS	5	Jawili IS	1
103 Aklan Catholic College	103 Aklan NHS for Arts and Trades, Linabuan NHS	8, 3	Makato IS	2
104 Aklan Valley HS	104 Regional Science HS for R-VI	5	Kalibo Integrated SPED Center	1
105 Aklan Polytechnic College	105 Aklan Valley HS, Regional Science HS for R-VI	3, 2	Kalibo Integrated SPED Center	1
106 Infant Jesus Academy	106 Aklan Valley HS	2		
107 St. Gabriel College	107 Infant Jesus Academy	3		
108 St. Anne Montessori School	108 Wadeford School	1		
109 Starglow Center for Academics and Arts	109 St. Gabriel College	2		
110 Verde Grande College	110 Gaudencio L. Vega NHS	1		
111 Wadeford School	111 St. Anne Montessori School	1		
112 Central Panay College	112 Josefita Alba Vocational and Technology School	2		
113 STI	113 Northwestern Visayan Colleges	5	Garcia College of Technology	1
114 Kalibo Institute	114 Panay Technological College	2		
115 Aklan Academy	115 Central Panay College	2		
116 Infant Jesus School	116 Garcia College of Technology	2		
117 Panay Technological College	117 Dela Cruz Institute of Business and Industry	1		
118 Dela Cruz Institute of Business and Industry	118 Kalibo Institute	1		
119 Josefita Alba Vocational and Technology School	119 Kalibo Institute	1		

120 Garcia College of Technology	120 Infant Jesus School, Aguinada T. Repiedad Sr. IS, KISEC	5, 6, 5	Regional Science HS for R-VI	3
121 Northwestern Visayan Colleges	121 STI, Lezo IS	5, 6	Makato IS	2
122 Boracay Island Global Academy	122 Boracay NHS	1		
123 Caticlan Academy Foundation	123 Conperrey Integrated Learning Center	1		
124 Conperrey Integrated Learning Center	124 Caticlan Academy Foundation	1		

Republic of the Philippines
Department of Education
Region VI – Western Visayas

Enclosure No.2 of Division Memorandum No. 38, s. 2020
(SDO)

**Monitoring Tool for
NATIONAL ACHIEVEMENT TEST FOR GRADE TEN (NAT 10)**

Date of Examination: _____

Name of School/Testing Center: _____ Schools District: _____

Number of testing rooms: _____

Total enrolment/registrants: Male: _____ Female: _____ Total: _____

Total number of actual examinees: Male: _____ Female: _____ Total: _____

Total number of absences: Male: _____ Female: _____ Total: _____

Total TBs Allotted _____ Total TBs Lacking _____

Total ASs Allotted _____ Total ASs Lacking _____

No. of missing TBs _____ Serial Number/s _____

Instructions:

Listed below are indicators in the conduct of NAT10. Please indicate compliance by putting a check mark (/) on the column that corresponds to your findings, specify remarks/MOVs if necessary and action taken/TA provided if not observed.

Part I

Indicators	Observed	Not Observed	Remarks/ MOVs	Action Taken/TA provided
Before the examination day...				
1. Chief examiner conducts orientation to room examiners days before the test.				
2. Chief examiner conducts ocular inspection on the readiness of testing rooms				
• well-ventilated and well-lighted testing rooms	_____	_____	_____	
• presence of functional comfort room near the testing rooms	_____	_____	_____	
• seating arrangement (30 seats, 6 by 5 seats per room), excess chairs are placed outside the testing room	_____	_____	_____	
• first and last rows of seats are close to the wall to allow enough space	_____	_____	_____	
• table and chair are provided for the room examiner	_____	_____	_____	
• presence of signage for the smooth conduct of the test	_____	_____	_____	
3. List of examinees arranged alphabetically regardless of gender is posted outside of the testing rooms.				
During the examination day...				
4. Chief examiner distributes test materials systematically.				
5. Chief Examiner distributes test materials on time.				
6. Room examiners/Room supervisors and other testing personnel sign the attendance sheet				
7. Room examiners receive and count the test booklets and answer sheets while plastic bags are still sealed and sign BEA Form 3.(Test Materials Accounting Form)				

8. Room examiners are in their respective testing rooms at least 30 minutes before the test starts.				
9. Room examiners check the identities of the examinees before getting inside the testing rooms				
10. All belongings of the examinees are placed in front beneath the blackboard. Only pencil, rubber eraser, sharpener, and computation paper are with the examinees while the test is in progress.				
11. Room examiners strictly follow examiner's handbook during the test				
12. Room examiners posted the replica of the name grid on the board.				
13. Room examiners supervise closely the shading of circles in the name grid, LRN and other data/ non test items in the answer sheets				
14. Time limits for testing are well adhered (board work displayed).				
15. Room examiners supervise the accomplishment of seat plan (BEA Form 2).				
16. Chief examiner/ room supervisor monitors the testing activities and ensures the confidentiality of the test materials.				
17. Unused test booklets are kept inside the plastic bag and in the custody of the room examiner while the test is in progress.				
18. Testing personnel observe proper/ appropriate attire with ID.				
After examination...				
19. Room examiners account test materials before examinees are dismissed.				
20. Room examiners arrange used and unused TBs and ASs according to serial numbers from lowest to highest.				
21. Room examiners place used ASs and TBs in its original plastic bags containing its batch slip.				
22. Used ASs, BEA Forms 1, 2, and 7 are placed inside the ETRE.				
23. Room examiners seal and sign across the Examiners Transmittal Report Envelopes (ETREs) while still inside the testing room				
24. Room examiners return the sealed and signed ETRE and unused ASs to the Chief Examiner and sign the BEA Accounting Form(BEA form 3)				
25. Chief examiner accounts all test materials and places in the corresponding boxes				
26. Chief Examiner accomplishes CETRE, BEA Forms 4, 5, 6,				
27. Chief Examiner places BEA Forms 5 and 6 in the corresponding boxes				

Part II (Other findings)

Issues/Concerns	Person/s Involved	Technical Assistance Provided	Remarks
Best Practices:			

Monitored by:

Signature over Printed Name

Designation

Conforme:

School Head/ Chief Examiner

Date/ Time

Republic of the Philippines
Department of Education
Region VI – Western Visayas

(SDO)

**Monitoring Tool for
EARLY LANGUAGE LITERACY AND NUMERACY ASSESSMENT (ELLNA)**

Date of Examination: _____

Name of School/Testing Center: _____ Schools District: _____

Number of testing rooms: _____

Total enrolment/registrants: Male: _____ Female: _____ Total: _____

Total number of actual examinees: Male: _____ Female: _____ Total: _____

Total number of absences: Male: _____ Female: _____ Total: _____

Total TBs Allotted _____

Total TBs Lacking _____

Total ASs Allotted _____

Total ASs Lacking _____

No. of missing TBs _____

Serial Number/s _____

Instructions:

Listed below are indicators in the conduct of ELLNA. Please indicate compliance by putting a check mark (/) on the column that corresponds to your findings, specify remarks/MOVs if necessary and action taken/TA provided if not observed.

Part I

Indicators	Observed	Not Observed	Remarks/ MOVs	Action Taken/TA provided
Before the examination day...				
1. Chief examiner conducts orientation to room examiners days before the test.				
2. Chief examiner conducts ocular inspection on the readiness of testing rooms				
• well-ventilated and well-lighted testing rooms	_____	_____	_____	
• presence of functional comfort room near the testing rooms	_____	_____	_____	
• seating arrangement (30 seats, 6 by 5 seats per room), excess chairs are placed outside the testing room	_____	_____	_____	
• first and last rows of seats are close to the wall to allow enough space	_____	_____	_____	
• table and chair are provided for the room examiner	_____	_____	_____	
• presence of signage for the smooth conduct of the test	_____	_____	_____	
3. List of examinees arranged alphabetically regardless of gender is posted outside of the testing rooms.				
During the examination day...				
4. Chief examiner distributes test materials systematically.				
5. Chief Examiner distributes test materials on time.				
6. Room examiners/Room supervisors and other testing personnel sign the attendance sheet				
7. Room examiners receive and count the test booklets and answer sheets while plastic bags are still sealed and sign BEA Form 3.(Test Materials Accounting Form)				

8. Room examiners are in their respective testing rooms at least 30 minutes before the test starts.				
9. Room examiners check the identities of the examinees before getting inside the testing rooms				
10. All belongings of the examinees are placed in front beneath the blackboard. Only pencil, rubber eraser, sharpener, and computation paper are with the examinees while the test is in progress.				
11. Room examiners strictly follow examiner's handbook during the test				
12. Room examiners posted the replica of the name grid on the board.				
13. Room examiners supervise closely the shading of circles in the name grid, I.RN and other data/ non test items in the answer sheets				
14. Time limits for testing are well adhered (board work displayed).				
15. Room examiners supervise the accomplishment of seat plan (BEA Form 2).				
16. Chief examiner/ room supervisor monitors the testing activities and ensures the confidentiality of the test materials.				
17. Unused test booklets are kept inside the plastic bag and in the custody of the room examiner while the test is in progress.				
18. Testing personnel observe proper/ appropriate attire with ID.				
After examination...				
19. Room examiners account test materials before examinees are dismissed.				
20. Room examiners arrange used and unused TBs and ASs according to serial numbers from lowest to highest.				
21. Room examiners place used ASs and TBs in its original plastic bags containing its batch slip.				
22. Used ASs, BEA Forms 1, 2, and 7 are placed inside the ETRE.				
23. Room examiners seal and sign across the Examiners Transmittal Report Envelopes (ETREs) while still inside the testing room				
24. Room examiners return the sealed and signed ETRE and unused ASs to the Chief Examiner and sign the BEA Accounting Form(BEA form 3)				
25. Chief examiner accounts all test materials and places in the corresponding boxes				
26. Chief Examiner accomplishes CETRE, BEA Forms 4, 5, 6,				
27. Chief Examiner places BEA Forms 5 and 6 in the corresponding boxes				

Part II (Other findings)

Issues/Concerns	Person/s Involved	Technical Assistance Provided	Remarks
Best Practices:			

Monitored by:

Signature over Printed Name

Designation

Conforme:

School Head/ Chief Examiner

Date/ Time

Republic of the Philippines
Department of Education
Region VI – Western Visayas

(SDO)
**Monitoring Tool for
NATIONAL ACHIEVEMENT TEST FOR GRADE SIX (NAT 6)**
Date of Examination: _____

Name of School/Testing Center: _____ Schools District: _____
 Number of testing rooms: _____
 Total enrolment/registrants: Male: _____ Female: _____ Total: _____
 Total number of actual examinees: Male: _____ Female: _____ Total: _____
 Total number of absences: Male: _____ Female: _____ Total: _____

Total TBs Allotted _____ Total TBs Lacking _____
 Total ASs Allotted _____ Total ASs Lacking _____

No. of missing TBs _____ Serial Number/s _____

Instructions:

Listed below are indicators in the conduct of NAT6. Please indicate compliance by putting a check mark (/) on the column that corresponds to your findings, specify remarks/MOVs if necessary and action taken/TA provided if not observed.

Indicators	Observed	Not Observed	Remarks/ MOVs	Action Taken/TA provided
Before the examination day...				
1. Chief examiner conducts orientation to room examiners days before the test.				
2. Chief examiner conducts ocular inspection on the readiness of testing rooms <ul style="list-style-type: none"> • well-ventilated and well-lighted testing rooms • presence of functional comfort room near the testing rooms • seating arrangement (30 seats, 6 by 5 seats per room), excess chairs are placed outside the testing room • first and last rows of seats are close to the wall to allow enough space • table and chair are provided for the room examiner • presence of signage for the smooth conduct of the test 				
3. List of examinees arranged alphabetically regardless of gender is posted outside of the testing rooms.				
During the examination day...				
4. Chief examiner distributes test materials systematically.				
5. Chief Examiner distributes test materials on time.				
6. Room examiners/Room supervisors and other testing personnel sign the attendance sheet				
7. Room examiners receive and count the test booklets and answer sheets while plastic bags are still sealed and sign BEA Form 3.(Test Materials Accounting Form)				

8. Room examiners are in their respective testing rooms at least 30 minutes before the test starts.				
9. Room examiners check the identities of the examinees before getting inside the testing rooms				
10. All belongings of the examinees are placed in front beneath the blackboard. Only pencil, rubber eraser, sharpener, and computation paper are with the examinees while the test is in progress.				
11. Room examiners strictly follow examiner's handbook during the test				
12. Room examiners posted the replica of the name grid on the board.				
13. Room examiners supervise closely the shading of circles in the name grid, I.RN and other data/ non test items in the answer sheets				
14. Time limits for testing are well adhered (board work displayed).				
15. Room examiners supervise the accomplishment of seat plan (BEA Form 2).				
16. Chief examiner/ room supervisor monitors the testing activities and ensures the confidentiality of the test materials.				
17. Unused test booklets are kept inside the plastic bag and in the custody of the room examiner while the test is in progress.				
18. Testing personnel observe proper/ appropriate attire with ID.				
After examination...				
19. Room examiners account test materials before examinees are dismissed.				
20. Room examiners arrange used and unused TBs and ASs according to serial numbers from lowest to highest.				
21. Room examiners place used ASs and TBs in its original plastic bags containing its batch slip.				
22. Used ASs, BEA Forms 1, 2, and 7 are placed inside the ETRE.				
23. Room examiners seal and sign across the Examiners Transmittal Report Envelopes (ETREs) while still inside the testing room				
24. Room examiners return the sealed and signed ETRE and unused ASs to the Chief Examiner and sign the BEA Accounting Form (BEA form 3)				
25. Chief examiner accounts all test materials and places in the corresponding boxes				
26. Chief Examiner accomplishes CETRE, BEA Forms 4, 5, 6,				
27. Chief Examiner places BEA Forms 5 and 6 in the corresponding boxes				

Part II (Other findings)

Issues/Concerns	Person/s Involved	Technical Assistance Provided	Remarks
Best Practices:			

Monitored by:

Signature over Printed Name

Designation

Conforme:

School Head/ Chief Examiner

Date/ Time

Republic of the Philippines
Department of Education
Region VI – Western Visayas

Monitoring Tool
BASIC EDUCATION EXIT ASSESSMENT (BEEA)

Name of School: _____ District/Cluster: _____

Number of testing rooms: _____

Total enrolment/registrants: _____

Male: _____ Female: _____ Total: _____

Total number of actual examinees: _____

Day 1: M: _____ F: _____ T: _____ Day 2: M: _____ F: _____ T: _____

Total number of absences: _____

Day 1: M: _____ F: _____ T: _____ Day 2: M: _____ F: _____ T: _____

Total TBs Allotted _____

Total TBs Lacking _____

Total ASs Allotted _____

Total ASs Lacking _____

No. of missing TBs _____

Serial Number/s _____

Instructions:

Listed below are indicators in the conduct of NA16. Please indicate compliance by putting a check mark (/) on the column that corresponds to your findings, specify remarks/MOVs if necessary and action taken/TA provided if not observed.

Part I

Indicators	Observed	Not Observed	Remarks/ MOVs	Action Taken/TA Provided
Before the examination day...				
1. Chief examiner conducts school level orientation to room examiners days before the test.				
2. Ocular inspection on the readiness of testing rooms				
• well-ventilated and well-lighted	_____	_____	_____	
• functional comfort room	_____	_____	_____	
• seating arrangement (30 chairs per room), excess chairs placed outside the testing room	_____	_____	_____	
• first and last rows of seats are close to the wall to allow enough space	_____	_____	_____	
• table and chair provided for the room examiner	_____	_____	_____	
3. List of examinees arranged alphabetically regardless of gender posted outside of the testing rooms.				
During the examination day...				
4. The Room Examiner does the following:				
• receives and counts the test booklets while plastic bags are still sealed and signs form 3.				
• arrives in the testing room at least 30 minutes before the test.				
• checks the identities of the examinees inside the testing rooms.				
• strictly follows examiner's handbook during the test.				
• posts the replica of the name grid.				
• supervises closely the shading of circles in the name grid, LRN and other data/ non test items in the answer sheets.				
• supervises the accomplishment of seat plan (BEA Form 2).				
4. Time limits for testing are well adhered (board work displayed).				
5. All belongings of the examinees are placed in front beneath the blackboard. Only pencil, rubber eraser, sharpener and computation paper are with the examinees while the test is in progress.				

6. Chief examiner/ room supervisor monitors the testing activities and confidentiality of the test materials.				
7. Unused test booklets are kept inside the plastic bag while the test is in progress.				
8. Testing personnel observe proper/ appropriate attire with ID.				
9. Presence of medical/first aid team in the testing center				
10. Provision of help desk				
After examination day...				
11. The Room Examiner does the following:				
<ul style="list-style-type: none"> accounts test materials before examinees are dismissed. 				
<ul style="list-style-type: none"> arranges used and unused TBs and ASs according to serial numbers from lowest to highest. 				
<ul style="list-style-type: none"> places used ASs and TBs in its original plastic bags containing its batch slip. 				
<ul style="list-style-type: none"> seals and signs across the Examiners Transmittal Report Envelopes (ETREs) while still inside the testing room. 				
12. Chief examiner accounts all test materials.				

Part II (Other findings)

Issues/Concerns	Persons Involved	Technical Assistance provided	Remarks
Best Practices:			

Monitored by:

Signature over Printed Name

Designation

Conformed:

School Head/ Chief Examiner

Date/ Time