



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

March 19, 2025

**DIVISION MEMORANDUM**  
No. 155, s. 2025

**Division Memorandum for the Orientation and Administration of National Achievement Test for Grade 6 (NAT 6) for S.Y. 2024-2025**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Senior/Education Program Specialists  
Public Schools District Supervisors  
Principal/Head Teacher In-Charge of the Districts  
Heads of Public & Private Elementary/Secondary/Integrated Schools  
District/School Testing Coordinators  
All Others Concerned

1. The Department of Education (DepEd), through the Bureau of Education Assessment (BEA), will administer National Achievement Test for Grade 6 (NATG6), for School Year (SY) 2024-2025, pursuant to DepEd Order (DO) No. 55, s. 2016, titled Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program within the following testing windows.
2. The following schedule relative to NAT6 Administration shall be observed:

Assessment Program/Activity	Date and Venue	Target Participants / Test-Takers
NAT 6 Preparations Sorting of Testing Materials	March 29-30, 2025 (Saturday & Sunday) March 31, 2025 (ASJ Hall, Old DO, Kalibo, Aklan) April 1-2, 2025 Tuesday and Wednesday	DTC & Technical Working Group (TWG) DTC and TWG
NAT6 Orientation and TMs Releasing	8:00 – 12:00 am & 1:00 – 5:00 pm ASJ Hall Poblacion Kalibo Aklan 1. Batch 1 All Schools of Kalibo 1 & 2 (April 1, 8:00- 12: 00 AM).	School Heads: Public and Private Technical Working Group (TWG)



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	2. Batch 2, All Schools in the Eastern Side (April 1, 1:00 – 5:00 pm). 3. Batch 3 All Schools in Western Side (April 2, 8:00 – 12:00 AM). 4. Batch 4 TWG (April 2, 1:00- 5:00 PM)	
NAT6 Administration	April 3, 2025 (Thursday)	Census: Public and Private schools Sampling: Current Grade 6 learners of SY 2024-2025
NAT6 TMs Retrieval	April 3, 2025 - All Schools Except Island Schools (Thursday)	School Heads: Public and Private
NAT6 TMs Retrieval	April 4, 2025 For Island Schools Only (Friday)	School Heads: Public and Private
NAT6 TMs Final Sorting and PACKING	April 5, 2025 (Saturday) (ASJ Hall)	DTC and TWG



- Attached are the lists of Technical Working Group (TWG), Monitors and monitoring tool.
- Travel and other incidental expenses relative to the conduct of this activity shall be charged to BEA downloaded and other local funds subject to the usual accounting and auditing rules and regulations.
- The Technical Working Group (TWG) are entitled to Service Credits for their services rendered during weekend but not to exceed 15 days per year in accordance with DO No. 53, s. 2023 titled: Updated Guidelines on the Grant of Vacation Service Credits to teachers. On the other hand, non-teaching personnel shall be provided with Compensatory Time Off (CTO) for their services rendered during weekends and holidays as per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2024 on Non-Monetary Remuneration for Overtime Service Rendered.



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6. Immediate dissemination and compliance with this Memorandum are desired.

  
**FELICIANO C. BUENAFE, JR., CESO VI**  
Schools Division Superintendent 

Reference: DO. No 55, s. 2016, 029, s. 2022, & 34, s. 2022  
To be included in the Perpetual Index  
Under the following Subjects:

ASSESSMENT                      BUREAUS AND OFFICES  
MONITORING AND EVALUATION

LEARNERS  
PERFORMANCE

POLICY                      SCHOOLS

TEST

*CIU/jcm*





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Enclosure No. 1 to DIVISION MEMORANDUM No. 155s. 2025

DIVISION ORIENTATION ON THE CONDUCT OF NATIONAL ASSESSMENT TEST  
FOR GRADE 6 (NAT6) FOR S.Y. 2024 -2025 TECHNICAL WORKING GROUP (TWG)

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**Executive Working Committees:**

**FELICIANO C. BUENAFE Jr., CESO VI**  
Schools Division Superintendent

**RAMON D. PARAS, Jr. EdD**  
Assistant Schools Division Superintendent

**MICHAEL T. RAPIZ**  
Chief Education Supervisor - SGOD

**DOBIE P. PAROHINOG PhD.**  
Chief Education Supervisor - CID

**Division Testing Coordinator:**

**JOHN C. MARCIALES**  
Division Testing Coordinator  
Education Program Specialist II

**Division Information Technology Officer:**

**FLORADEL P. JAMERO**  
Information Technology Officer I

**NAT6 Supervising Testing Coordinators:**

**CHARLIE I. URETA**  
Education Program Supervisor – SGOD

**JUNE R. PATRICIO**  
Senior Education Program Specialist M&E  
Division In-Charge of the Private Schools Operations

**Documentation and Attendance:**

**DARREN N. NAELGAS, PhD**  
Education Program Supervisor



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**MILGIE C. VILLAREAL**  
Planning Officer III

**MARIEL A. ISTURIS**  
Administrative Officer II

**Data Gatherings/Preparations:**

**APPLE GAY M. OQUENDO**  
Education Program Specialist II

**LENIEL M. IBADLIT**  
Administrative Officer II

**Finance and Payroll Preparation:**

**SHEENA RICKA Y. MAMBURAM**  
Project Development Officer II

**NINO SEAN AXL T. MORALES**  
Project Development Officer I

**CRIS GEO D. ADVINCULA**  
Administrative Officer II

**DENOR D. TORRES**  
Technical Support Assistant II

**Logistics and Command:**

**BABY SARAH G. MALACAD**  
Administrative Officer II

**PATRICK Y. MAMBURAM**  
Administrative Assistant II

**DAN T. TAD-Y**  
Administrative Aide I

**CLARENCE LACHICA**  
Administrative Aide I

**LEINEL BRIAN M. FRANCISCO**  
Contract of Service



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Enclosure No. 1 to DIVISION MEMORANDUM No. 155s. 2025

**LIST OF MONITORS ON THE CONDUCT OF NATIONAL ASSESSMENT TEST  
FOR GRADE 6 (NAT6) FOR S.Y. 2024 -2025**

<b>District</b>	<b>Monitors</b>	<b>Position</b>
Altavas	Charlie I. Ureta	EPS - SGOD
	Apolonio C. Payba, PhD	PSDS
Balete	Kyzil D. Lipar PhD	EPS – English
	Ma. Rowena L. Birol	HTID
Banga	Johann C. Cawaling	EPS – ALS & SNED
	Lucita P. Recidoro PhD	PSDS
Batan	Charlie I. Ureta	EPS – SGOD
	Louie B. Zorolla, PhD	PSDS
Buruanga	Darren N. Naelgas	EPS- Social Studies
	Rosa R. Sualog	PID
Ibajay East	Apple Gay M. Oquendo	EPSt-II SMNS
	Idy R. Pedrita	PSDS
Ibajay West	Arch. Mar Bien Gregory G. Parel	SEPS - SMNS
	Idy R. Pedrita	PSDS
Kalibo I	Ma. Theresa L. Lao	EPSt. II - ALS
	Marcelle I. Briones, PhD	PSDS
Kalibo II	Dobbie P. Parohinog PhD	CES - CID
	Marcelle I. Briones, PhD	PSDS
Lezo	Hajji S. Tropa, PhD	EPSt. II ALS
	Kenneth B. Revestir	PSDS
Libacao	June R. Patricio	SEPS -M&E
	Jude Ulysses V. Ruiz	PSDS
Madalag	Mikko Jan D. Lopez, EdD	SEPS – P&R
	Wilma N. Castro	PID
Makato	Mary Cherry Lynn D. Tabernilla, EdD	EPS – Science
	Kenneth B. Revestir	PSDS
Malay	John C. Marciales	EPSt. II – M&E *All Districts as DTC
	Michael T. Rapiz	CES-SGOD
	Jessie I. Flores	PSDS
Malinao	Milgie C. Villareal	PO III
	Louie B. Zorolla, PhD	PSDS
Nabas	Rebecca R. Ibarreta	EPS - MAPEH
	Jessie I. Flores	PSDS
New Washington	Marth S. Tropa	EPS – Filipino
	Ariel Z. Zubiaga	PSDS
Numancia	Leila L. Pamati-an	SEPS – HRDS





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	Joyce M. Toriaga, PhD	PSDS
Tangalan	Edselyn T. Biray PhD	EPS -Mathematics
	Mark T. Daroy	PID



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Monitoring Tool for the  
**ADMINISTRATION OF THE 2025 NATIONAL ACHIEVEMENT TEST FOR GRADE 6 (NAT6)**  
Date of Examination: April 03, 2025

School: \_\_\_\_\_

District: \_\_\_\_\_

No. of Testing Room/s \_\_\_\_\_

Testing Room No.: \_\_\_\_\_

ELEMENTARY: NAT6

LEVEL	NO. OF TEST REGISTRANTS			NO. OF ACTUAL TEST TAKERS			PERCENTAGE OF ATTENDANCE		
NAT 6									
NAT10									
TOTAL									

**Instructions:**

Listed below are indicators in the conduct of 2025 NAT6 Test. 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
<b>BEFORE EXAMINATION DAY</b>				
1. Chief examiner conducts ocular inspection on the readiness of testing rooms <ul style="list-style-type: none"><li>• well-ventilated and well-lighted testing rooms</li><li>• presence of functional comfort room near the testing rooms</li><li>• seating arrangement (30 seats, 6 rows and 5 columns seats per room), excess chairs are placed outside the testing room</li></ul>				



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Indicators	Observed	Not Observed	Remarks/MOVs	Action Taken/TA provided
<ul style="list-style-type: none"><li>• first and last rows of seats are close to the wall to allow enough space</li><li>• tables and chairs are provided for</li><li>• presence of signage for the smooth conduct of the test</li><li>• provision of drinking water</li></ul>				
2. List of examinees arranged alphabetically regardless of gender is posted outside of the testing rooms.				
<b>DURING EXAMINATION DAY</b>				
3. Chief examiner distributes test materials systematically.				
4. Chief Examiner distributes test materials on time.				
5. Room examiners/Room supervisors and other testing personnel sign the attendance sheet				
6. 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)				
7. Room examiners are in their respective testing rooms at least 30 minutes before the test starts.				
8. Room examiners check the identities of the examinees before getting inside the testing rooms.				
9. 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.				



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Indicators	Observed	Not Observed	Remarks/MOVs	Action Taken/TA provided
10. Room examiners strictly follow examiner's handbook during the test.				
11. Room examiners posted the replica of the name grid on the board.				
12. Room examiners supervise closely the shading of circles in the name grid, LRN and other data/ non-test items in the answer sheets.				
13. Time limits for testing are well adhered to (board work displayed).				
14. Room examiners supervise the accomplishment of seat plan (BEA Form 2).				
15. Chief examiner/room supervisor monitors the testing activities and ensures the confidentiality of the test materials.				
16. Unused test booklets are kept inside the plastic bag and in the custody of the room examiner while the test is in progress.				
17. Testing personnel observe proper/ appropriate attire with ID.				
<b>AFTER EXAMINATION DAY</b>				
18. Room examiners account test materials before examinees are dismissed.				
19. Room examiners arrange used and unused TBs and ASs according to serial numbers from lowest to highest.				
20. Room examiners place used ASs and TBs in its original plastic bags containing its batch slip.				
21.Used ASs, BEA Forms 1, 2, and 7 are placed inside the ETRE.				



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Indicators	Observed	Not Observed	Remarks/MOVs	Action Taken/TA provided
22. Room examiners seal and sign across the Examiners Transmittal Report Envelopes (ETREs) while still inside the testing room.				
23. Room examiners return the sealed and signed ETRE and unused ASs to the Chief Examiner and sign the BEA Accounting Form (BEA form 3)				
24. Chief examiner accounts all test materials and places them in their corresponding boxes.				
25. Chief Examiner accomplishes CETRE, BEA Forms 4, 5, 6.				
26. Chief Examiner places BEA Forms 5 and 6 in the corresponding boxes.				

**Part II. Other findings**

Issues/Concern	Person/s involved	Technical Assistance Provided	Remarks
<b>Best Practices:</b>			

Monitored by:

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Designation

Conforme:

\_\_\_\_\_  
School Head/Chief Examiner

\_\_\_\_\_  
Date and time



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