



Republic of the Philippines  
**Department of Education**

DepEd MEMORANDUM  
No. **228** , s. 2012

**DEC 26 2012**

**ADMINISTRATION OF SCHOOL YEAR (SY) 2012-2013 NATIONAL  
ACHIEVEMENT TEST (NAT), TEST OF ENGLISH PROFICIENCY  
FOR TEACHERS (TEPT) AND PROCESS SKILLS TEST (PST)  
IN SCIENCE AND MATHEMATICS**

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) through the National Education and Testing Research Center (NETRC) shall administer the National Achievement Test (NAT) nationwide as indicated in the enclosure of DepEd Order No. 26, s. 2012 entitled *School Calendar for School Year (SY) 2012-2013* on the following dates:

<b>Date</b>	<b>Grade/Year Level of Examinee</b>
March 6, 2013	Fourth Year students of public and private schools (census)
March 12, 2013	Grade III pupils of public and Madrasah schools
March 13, 2013	Grade VI pupils 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. Each examinee in NAT (Grade VI) shall be issued with a Certificate of Rating (COR) containing the actual rating per subject area. The COR will reflect the examinee's readiness for high school.

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

5. The same forwarder/courier shall retrieve all the test materials one week after the 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. In relation to this, the NETRC shall conduct the National Conference on the Standardized Administration of the National Achievement Test and Test of English Proficiency for Teachers (TEPT) and Process Skills Test (PST) for the purposes of updating information and resolving issues/concerns on testing.

7. The following topics shall be discussed in the said conference:
  - a. Proper conduct/administration of the test;
  - b. Standard procedure in test administration;
  - c. Security of test materials, delivery, retrieval scheme;
  - d. Allocation of test materials;
  - e. Information derived from the individual Certificate of Rating (COR);
  - f. Utilization/dissemination of findings/implications of test results; and
  - g. Financial matters relative to test administration.
  
8. Authorized to attend the activity (in designated venues and dates) are the regional testing coordinators (RTCs), one from every region, division testing coordinators (DTCs), one from every division, and private school supervisors (PSSs), one from every division with at least ten private schools.
  
9. Dates, venues and clustering of regions for the Conference will be announced later through an Advisory.
  
10. For the TEPT-PST, the DTCs are required to bring the actual number of Grade 3 and Grade 4 public school teachers with permanent positions in their respective divisions.
  
11. The TEPT-PST shall be administered by cluster starting February 3, 2013, all Sundays of March, April and May 2013. The NETRC shall provide the clustering of regions and shall announce it through an Advisory.
  
12. The DTC will serve as chief examiner, while the education supervisors and elementary school principals as room examiners. The teachers shall be given one day service credit as per DepEd Order No. 53, s. 2003.
  
13. All participants must attend only on the date and venue where their region is clustered. Conference proper will start at exactly 8:00 a.m. Participants can be accommodated in the afternoon before the scheduled conference.
  
14. Traveling expenses and allowable expenses shall be charged to NETRC Funds subject to the usual accounting and auditing rules and regulations.
  
15. Immediate dissemination of this Memorandum is desired.

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

References:

DepEd Order: (Nos. 26, s. 2012 and 53, s. 2003)

DepEd Memorandum: (Nos. 12, s. 2012 and 266, s. 2011)

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

CONFERENCE	TEACHERS
OFFICIALS	TEST
PUPILS	STUDENTS