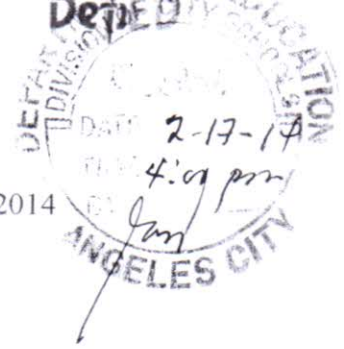


Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City

February 17, 2014



DIVISION MEMORANDUM
No. 09, S. 2014

DIVISION ORIENTATION
ON THE ADMINISTRATION OF THE 2014 NATIONAL ACHIEVEMENT TEST
and TEST OF ENGLISH PROFICIENCY FOR TEACHERS (TEPT) AND PROCESS
SKILLS TEST (PST) IN SCIENCE AND MATHEMATICS

To: Education Supervisors I
Public School District Supervisors
School Heads – Public and Private Schools (Elementary and Secondary)

1. As per **DepEd Memorandum No. 222, S 2013**, the administration of the National Achievement Test (NAT) for SY 2013 – 2014 shall be on the following dates.

DATE	Grade/Year Level
March 5, 2014	Fourth Year students of public and private schools (census)
March 11, 2014	Grade III pupils of public and madrasah schools
Mach 13, 2014	Grade VI pupils of public and private schools (census)

2. Only private elementary and secondary schools with permit to operate from the Department shall be included in the conduct of the test.
3. There will be a **division orientation of all school heads** on the conduct of the 2014 National Achievement Test as follows:

Public	Private
Elementary and Secondary Schools	Elementary and Secondary Schools
February 19, 2014 – 8:00 a.m.	February 20, 2014 – 8:00 a.m.
Gabalton Bldg., Pulungbulu, Angeles City	Gabalton Bldg., Pulungbulu, Angeles City

4. The said orientation shall discuss the following topics:
Proper Conduct/Administration of the test
Standard procedure in test administration
Security of materials, delivery, retrieval scheme
Allocation of Materials
Information derived from the Individual Certificate of rating (COR)
Utilization of test Results
5. The TEPT-PST shall be administered to all **Grade 1, 2, 5 and 6 public school teachers** with permanent positions in the division. It shall be given by cluster, all Saturdays and Sundays starting March 2014 to June 2014. The National Education and Testing and Research Center (NETRC) shall provide the clustering of regions and shall announce it through an advisory.
6. All school heads are required to bring the list of teachers who will serve as room examiners (RE) and room supervisors (RS) to other schools.
7. Immediate and wide dissemination of this memorandum is desired.


LUZ C. ARRIOLA
Schools Division Superintendent



2/17/14