



Department of Education
Region III – Central Luzon
DIVISION OF CITY SCHOOLS
Angeles City

Jesus Street, Pulungbulu, Angeles City
Tel. No. (045) 322-5722; 888-0582 / Fax Nos. (045) 322-4702; 887-6099



MAY 26, 2016
By _____
DepED Angeles City
Division of City Schools
May 26, 2016

DIVISION MEMORANDUM
No. 138, S. 2016

NATIONAL ACHIEVEMENT TEST PREPARATION

To: Heads of Public Elementary, Secondary and Integrated Schools

1. In view of the conduct of National Achievement Test this coming June, a NAT Preparatory activity shall be conducted from May 30 – June 10, 2016, for Grade 6 (incoming Grade 7) and Grade 3 (Incoming Grade 4) which will be handled by the Grade 3, 4 and 6 teachers in their respective schools.
2. The Final briefing for Grade 6 which is on June 13-16, 2016 will be done in the Secondary Schools where the students enrolled.
3. The following are the duties and responsibilities of the School Heads, Master Teachers and Teachers in the preparation for NAT.

School Heads (Elementary)

- Prepare and disseminate the schedule of the preparatory activities for NAT
- Assign teachers who will conduct and monitor the activity
- Hold meeting to inform the parents about the review and seek parental consent; and,
- Issue Certificate of attendance signed by the teachers who handled the activity and noted by the School Head.

School Heads (Secondary)

- Advise the teachers in Grade 7 to inform the incoming Grade 7 students regarding the NAT activity which will be conducted in the elementary schools where they graduated.
- Schedule Final briefing among parents, students and teachers.


Master Teachers (Elementary)

- Assist the Principal in the NAT Preparation
- Facilitate the conduct of NAT activities
- Assist teachers who were assigned to handle the activities

Teachers (Elementary and Secondary)

- Teachers in the Secondary Schools will advise the incoming Grade 7 to report to their former Schools on May 30 for the orientation on NAT review.
- Grades 3, 4, 5 and 6 teachers will be the ones in-charge of the NAT activities with the MT's
- Give feedbacks on the conduct of the NAT Preparation.

4. For your information and guidance.


LEILANI S. CUNANAN, CESO VI
Officer-In-Charge
Office of the Schools Division Superintendent