



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

FEB 28 2022

MEMORANDUM

No. 040, s. 2022

**SCHEDULE OF ACTIVITIES RELATED TO THE ADMINISTRATION OF THE
COMPUTER-BASED NATIONAL ACHIEVEMENT TEST (CB-NAT)**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public and Private Secondary School Heads/OICs
All Others Concerned

1. With reference to Division Memorandum No. 024, dated January 27, 2022, titled, "Sampled Schools in the Main Survey (MS) of Bureau of Assessment," the six randomly selected schools are hereby informed of the scheduled activities related to the administration of the CB-NAT for Grades 7 and 11, as follows:

Activities	Date	Expected Participants	Orientation/ Meeting Link
1. Coordination Meeting with the Heads of Selected Schools	March 4, 2022 10:30 a.m.- 12:00 n.n.	School Heads of the following schools: 1. Pedro E. Diaz HS 2. Tunasan National HS 3. San Beda College of Alabang 4. Muntinlupa National HS 5. Muntinlupa Science HS 6. Lyceum of Alabang	https://bit.ly/CB-NAT-COORDINATION-MEETING-SELECTED-SCHOOL-HEADS
2. Orientation of the Parents Involved	March 7, 2022 10:30 a.m.- 12:00 n.n.	Parents of randomly selected Grades 7 and 11 students	https://bit.ly/CB-NAT-ORIENTATION-PARENTS-INVOLVED
3. Orientation of Students	March 8, 2022 10:30 a.m.- 12:00 n.n.	Grade 7 only (morning)	https://bit.ly/CB-NAT-ORIENTATION-STUDENTS
	1:30 -3:00p.m.	Grade 11 only (afternoon)	
4. Generation of e-mails for Students and Parents	As soon as possible	Students and Parents	N/A
5. Preparation of venue and equipment	As soon as possible, depending on the chosen scheme	Concerned schools	N/A



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2. The actual conduct of the main survey is scheduled as follows:

Date (2022)	School	Grade Level	Assigned Test Administrator (TA)
March 10	Pedro E. Diaz HS	G7	TA 1 - REYNANTE H. ESPELETA TA 2 - EDWARD R. MONTOJO TA 3 - RYAN JEFF A. MERCADO
March 14	Tunasan National HS	G7	
March 16	San Beda College of Alabang	G7	
March 10	Muntinlupa National HS	G11	TA 4 - ROMEO T. NAVARRO JR. TA 5 - NERY ANN E. LORENZO TA 6 - PAMELA LOUISE R. APACIBLE TA 7 - KRISTINE JOAN DA. BARREDO
March 14	Muntinlupa Science HS	G11	
March 16	Lyceum of Alabang	G11	
March 11, 15, 17, 18, with SAT (12) and SUN (13).	These dates are reserved for those students who were not able to take the survey on the specified date.	G7 and G11	All concerned TAs

3. In order to facilitate better coordination and dissemination of communication, aside from simple sharing of contact numbers, there shall be organized messenger Group Chats (GCs) as follows:

GC – 1	GC – 2
Creator: Test Administrator Members: 1. Test Administrator 2. Division ITO 3. School Head 4. School Testing Coordinator 5. Student Advisers 6. School ITO	Creator: School Head / School Testing Coordinator Members: 1. School Head 2. School Testing Coordinator 3. School ITO 4. Student Advisers 5. Parents 6. Students

4. After each day of the survey administration, a brief post-conference shall be organized by the Division Testing Coordinator (DTC) and must be participated by the concerned TAs, School Heads, ITOs, and School Testing Coordinators (STCs). In the said meeting, feedback and issues shall be carefully generated, and solutions shall be formalized. The TAs will present in the said post-conference the status of the survey conducted using the template as follows:

Names and number of students who SUCCESSFULLY participated in the survey	Names and number of students who FAILED to participate in the survey	ACTIONS to be taken for those students who failed to participate in the survey

5. For information and strict compliance of all concerned.


DOMINICO C. IDANAN CESO V
 Schools Division Superintendent

Enclosure: None
 References: As stated
 To be indicated in the Perpetual Index
 under the following subjects:

SURVEY
 EXAMINATION