



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM

No. 013, s. 2023

**MONITORING COMMITTEE ON THE ADMINISTRATION OF THE NATIONAL
ACHIEVEMENT TEST FOR GRADE 12 FOR SCHOOL YEAR 2022-2023**

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
Administrative Officer V
All Others Concerned

1. This Office informs all concerned on the list of officials and personnel who are involved in the monitoring of the above captioned activity.
2. Attached are the Committee on the *Administration of the Basic Education Exit Assessment (BEEA) Grade 12* and the *Regional Monitoring Tool on the National Achievement Test Administration*.
3. Immediate and wide dissemination of this Memorandum is desired.


CARLEEN S. SEDILLA CESO V
Schools Division Superintendent

Enclosure: As stated
References: DM-2023-001
To be indicated in the Perpetual Index
under the following subjects:

ASSESSMENT MONITORING AND EVALUATION TEST

CDGR/ DM / MONITORING COMMITTEE ON THE ADMINISTRATION OF THE NATIONAL ACHIEVEMENT TEST FOR
GRADE 12 FOR SCHOOL YEAR 2022-2023

013 / January 17, 2023

NUM-2023-013



 Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
 (02) 805-9935, (02) 805 - 9940
 sdomuntinlupa@gmail.com





Department of Education
National Capital Region
SDO – Muntinlupa City

**COMMITTEE ON THE ADMINISTRATION OF THE
BASIC EDUCATION EXIT ASSESSMENT (BEEA) GRADE 12, SY 2022-2023**
January 30- 31, 2023

Committee	Name	Duties / Functions
A. Management/ Supervision	Ms. CARLEEN S. SEDILLA CESO V Schools Division Superintendent Dr. NERISSA R. LOMEDA OIC-Asst. Schools Division Superintendent Ms. MADELINE ANN L. DIAZ Chief Education Supervisor, CID Ms. MA. REGAELE A. OLARTE Education Program Supervisor, SGOD Private Schools Supervisor Ms. CLARISA C. AVILA Public Schools District Supervisor	- Oversee the administration - Supervise the administration Private Schools - Supervise the administration in Muntinlupa NHS – Main, Muntinlupa NHS – Tunasan Annex, Muntinlupa Science HS and Cupang Senior HS
	Dr. ZOREN PEPITO L. GUBALANE Senior Education Program Specialist Division Testing Coordinator	- Coordinate with BEA on the schedule of test - Receive, distribute, retrieve, and controls testing materials during the administration of the test
B. Support Personnel	Ms. CHELO DG. RONGAVILLA Education Program Specialist II Ms. CECILIA TERESA C. CLAUDEL Education Program Specialist II Mr. ANDRES F. SICAM JR. Education Program Specialist II Ms. PHOEBE R. ARROYO Senior Education Program Specialist Ms. ROCHELLE A. JIMENEZ Senior Education Program Specialist Ms. IVY M. ROMANO Senior Education Program Specialist Mr. JOSEPH D. NILO Planning Officer IIII Mr. KING SOLIDINI J. TORRES Project Development Officer I Ms. SUE ANN R. YAGO Project Development Officer I Ms. MA. TERESA S. INDAP Nurse II Ms. ROSALIE R. AREVALO Admin Officer II Ms. GIZELLE A. ADRIANO Revenue Collection Clerk I Ms. IMELDA SACOPLA Admin Aide III Ms. VIVIAN RAPOSA Admin Aide III Mr. JOSE B. REDRICO JR. Admin Aide III Mr. JONATHAN M. ESCARPE Admin Aide III	- Prepared the Statistical Report - Assist in the distribution and retrieval of the testing materials during and after the administration of the test

Please see attached Division Monitoring Team

Department of Education
National Capital Region
SDO - Muntinlupa City

DIVISION MONITORING TEAM

No	Testing Center	Schools at the Testing Center	SDO Personnel	Position
1	Lyceum of Alabang	Lyceum of Alabang Holy Infant Academy (Victoria)	Dr. Zoren Pepito L. Gubalane	Senior Education Program Specialist
2	Tunasan National HS	Tunasan National HS	Ms. Clarisa C. Avila	Public Schools District Supervisor
3	Muntinlupa Science HS	Muntinlupa Science HS	Ms. Alyssa A. Aventurado	Public Schools District Supervisor
4	Muntinlupa NHS	Muntinlupa NHS	Ms. Clarisa C. Avila	Public Schools District Supervisor
5	Southernside Montessori School	Southernside Montessori School Our Lady of Abandoned Catholic School, Inc	Ms. Ma. Regaele A. Olarte	Education Program Supervisor
6	Lakewood School of Alabang	Lakewood School of Alabang Colegio de Nuestra Señora de Guadalupe Muntinlupa Cosmopolitan School	Ms. Ma. Regaele A. Olarte	Education Program Supervisor
7	South Mansfield College	Mary Cause of Our Joy Catholic School South Mansfield College South Crest School, Inc Living Light Academy	Ms. Cecilia Teresa C. Claudel	Education Program Specialist II
8	Christ the King College of Science & Technology	Christ the King College of Science & Technology	Ms. Teresa Indap	Nurse II
9	Affordable Private Education Center, Inc. (APEC)	St. Chamuel Institute of Technology Affordable Private Education Center, Inc. (APEC)	Ms. Teresa Indap	Nurse II
10	Maranatha Christian School of Alabang Muntinlupa, Inc	Maranatha Christian School of Alabang Muntinlupa, Inc Muntinlupa School for Child Development Inc	Ms. Chelo DG. Rongavilla	Education Program Specialist II
11	Our Lady of the Lake School	Our Lady of the Lake School	Ms. Ivy M. Romano	Senior Education Program Specialist
12	Cupang Senior HS	Cupang Senior HS	Mr. Jay Boy Evano	Public Schools District Supervisor
13	UBIX Institute of Technologies, Inc.	UBIX Institute of Technologies, Inc.	Andres F. Sicam	Education Program Specialist II
14	San Beda College of Alabang	San Beda College of Alabang	Ms. Sue Ann R. Yago	Project Development Officer I
15	PAREF Southridge	PAREF Southridge	Ms. Sue Ann R. Yago	Project Development Officer I
16	STI College Alabang, Inc.	STI College Alabang, Inc.	Mr. King Solidini J. Torres	Project Development Officer I
17	Informatics College Northgate, Inc.	Informatics College Northgate, Inc.	Mr. King Solidini J. Torres	Project Development Officer I
18	West Bay College	West Bay College	Ms. Ivy M. Romano	Senior Education Program Specialist
19	IETI College Inc. Alabang	IETI College Inc. Alabang	Andres F. Sicam	Education Program Specialist II
20	St. Francis of Assisi College	St. Francis of Assisi College MIT International School Kennedy International School	Ms. Chelo DG. Rongavilla	Education Program Specialist II
21	FEU Alabang	San Roque Catholic School St. Bernadette College of Alabang FEU Alabang	Dr. Zoren Pepito L. Gubalane	Senior Education Program Specialist
22	De La Salle Santiago Zobel-Br. Rafael Donato Night HS	De La Salle Santiago Zobel-Br. Rafael Donato Night High School	Ms. Rochelle A. Jimenez	Senior Education Program Specialist
23	PAREF Woodrose School	PAREF Woodrose School	Ms. Rochelle A. Jimenez	Senior Education Program Specialist

Prepared by:

ZOREN PEPITO L. GUBALANE DPA
Senior Education Program Specialist
Division Testing Coordinator

Recommending approval:

MERISSA R. LOMEDA PHD
NOIC-Asst. Schools Division Superintendent

Approved:


CARLEEN S. SEDILLA CESO V
Schools Division Superintendent

DepEd – National Capital Region
REGIONAL MONITORING TOOL ON THE NAT ADMINISTRATION
 SY 2022 – 2023

Schools: _____
District: _____ **Public:** _____ **Private:** _____
Principal: _____
Division: SDO – Muntinlupa City

I. STATISTICS

Testing Program	Enrolment			No. of Actual Examinees			No. of Absentees		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
NATG12									

II. PREPARATION

A. Division/School preparation in the test administration

- The Division conducted an orientation
- The things discussed in the conference :
 - The assigned Room Examiners and Room Supervisors
 - The partner schools
 - The guidelines and policy
 - The testing personnel
 - The Updates
- The Schools conducted Orientation for the testing personnel
- Orientation of the students prior to the test administration
- The Schools conducted the dry-run re: shading of AS
- Prepared refreshments for the testing personnel
- Posted some reminders at the Guard House and Guidance Bulletin Board
- Submitted the list of examiners to Division prior to the administration

III. ACTUAL EXAMINATION: Tick-off the appropriate box ,

A. On distribution of test materials

	Quite Late	Somewhat Late	Neither Late or early	Somewhat Early	Quite Early
1. Timeliness					
2. Adequacy					

B. On testing rooms

	Not at all satisfied	Simply satisfied	Moderately satisfied	Very satisfied	Extremely satisfied
3. Cleanliness					
4. Ventilation					
5. Lighting					

C. Feedback from examinees

	Not at all helpful	Slightly helpful	Moderately helpful	Very helpful	Extremely helpful
6. On instructions					

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SY 2022 – 2023

	Not sufficient	Slightly sufficient	Moderately sufficient	Quite sufficient	Extremely sufficient
7. Time allotment					

	Not all difficult	Slightly difficult	Moderately difficult	Quite difficult	Extremely difficult
8. Level of difficulty					
21 st Century Skills					
Languages					
Humanities					
Communication					
Mathematics					
Science					
Social Science					
Philosophy					

D. Feedback from Supervisors

	Not at all behaved	Slightly behaved	Moderately behaved	Very well behaved	Extremely behaved
9. Behavior of students					

IV. GENERAL OBSERVATION (specify problems encountered and solutions given)

- Problem encountered:
Solution:

V. RECOMMENDATION/S

Monitor by : _____

Date : _____