



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

FEB 0 2 2026

**MEMORANDUM**

**THREE-DAY DIVISION ADMINISTRATION OF ONLINE MOCK-TEST ON THE  
NATIONAL ACHIEVEMENT TEST (NAT) FOR GRADE 12 LEARNERS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID & SGOD)  
Education Program Supervisors and Public Schools District Supervisors  
Public Secondary School Heads  
Division/School IT Officers  
Division/School Testing Coordinators  
All Others Concerned

1. To ensure the readiness of our learners for the upcoming National Achievement Test (NAT) and to assess the technical capability of schools in conducting large-scale computer-based assessments, this Office announces the **3-Day Division Administration of Online Mock-Tests** for Grade 12 learners.

2. The mock-test will be conducted from **February 11 – 13, 2026**. The target participants are **30% of the total Grade 12 learners** currently enrolled in each secondary school for School Year 2025–2026 for two (2) hours in three batches per day. Each learner must finish all items per batch.

**Note:** School Heads are advised to select the 30% sample representing various strands (STEM, HUMSS, ABM, TVL, etc.) from the SF 1 to ensure a balanced diagnostic result.

3. The assessment shall be delivered via **Google Form thru a link to be sent on February 11**. To ensure a smooth administration, School Heads must oversee the following:

- **ICT Readiness:** Coordination with the School ICT Coordinator to ensure stable internet connectivity and functional computer laboratories.
- **Device Ratio:** Schools may implement a "shifting" schedule within the 3-day window to accommodate the 30% sample size if devices are limited.
- **Account Verification:** Ensure all participating learners have active school DepEd email accounts or assigned testing credentials.

049

UN-2026-049



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City  
8805-9935, 8805-9940  
[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)  
[deped-muntinlupa.com](http://deped-muntinlupa.com)

049 CID




Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

4. Roles and Responsibilities

Personnel	Key Responsibility
<b>School Head</b>	Overall supervision and provision of technical resources.
<b>School Testing Coordinator</b>	Distribution of testing links and monitoring of completion rates.
<b>ICT Coordinator</b>	Technical troubleshooting and bandwidth management.
<b>Advisers/Proctors</b>	Supervision of learners during the actual online session.

5. A consolidated report on the participation rate and initial performance analytics must be submitted to the Division Testing Office through the provided link no later than two days after the final testing date.

6. Immediate dissemination of and strict compliance with this Memorandum is desired.

  
**VIOLETA M. GONZALES, CESO VI**  
Asst. Schools Division Superintendent  
Officer-In-Charge

Office of the Schools Division Superintendent

Encl: As stated

Reference: As stated

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

ASSESSMENT      LEARNERS

049

UN-2026-049



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City  
8805-9935, 8805-9940  
[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)  
[deped-muntinlupa.com](http://deped-muntinlupa.com)