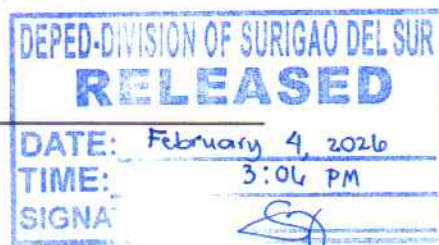




Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR



DIVISION MEMORANDUM

No. **051**, s. 2026

To: Public Schools District Supervisors
School Heads of Public and Private Schools
All Others Concerned

GUIDELINES ON THE CONDUCT OF NATG12 FAMILIARITY TEST

1. In the Second Congressional Commission on Education (EDCOM2) Final Report, it was revealed that in the NATG12 result only 0.04% of the SHS students reached proficient level. Thus, in preparation for the conduct of the National Achievement Test for Grade 12 students, this division shall initiate the conduct of **NATG12 Familiarity Test** on **February 5-6, 2026**, to all public and private senior high schools of the division.
2. The test is designed to establish baseline data for both the division and schools by identifying competencies that have not been adequately taught or learned. This evidence-based information will serve as the basis for crafting targeted, data-driven interventions.
3. All grade 12 students in both public and private schools shall participate in the assessment.
4. To ensure the smooth conduct of assessment and to gather credible and valid results, the following terms of reference are established:
 - A. Education Program Supervisors:**
 - Initiate the development and quality assurance of the Familiarity Test per learning area.
 - Monitor the conduct of the examination in their assigned districts
 - B. Division Learning Resource Manager:**
 - Compile all the test materials and distribute the soft copies to the district testing coordinators.
 - C. Division Testing Coordinator**
 - Gather, consolidate and analyze the result of the examination.
 - D. Public District Supervisors/District Testing Coordinators**
 - Assign chief examiners and room examiners for the different senior high schools in the district and conduct brief orientation.
 - Monitor the conduct of the examination
 - Facilitate the district consolidation of the learners' proficiency level per learning area.

E. Chief Examiners: these are the school heads of senior high schools of both public and private schools. They must be retained in their respective schools.

- Facilitate the printing and distribution of the test materials.
- Monitor the conduct of the assessment including the attendance and the behavior manifested by the students while taking the exam.
- Use the result as a basis for school interventions.

G. Room Examiners- these are school heads of elementary level

- Receive the test materials from the chief examiner
- Administer the tests to all grade 12 learners
 - a. Ensure that no students shall submit their papers ahead of time.
 - b. No gadgets are allowed on the examination proper
 - c. Provide extra sheets of paper for the students to do computations in Mathematics.
- Facilitate the checking of answer sheets of learners
- Compute the proficiency level and submit it to chief examiners
- Retain the test materials at the school

5. The learning areas to be tested with several items and time allocation are as follows:

Learning Areas	Number of Items	Time Limit	Time allocation
Day 1- February 5, 2026			
MORNING SESSION			
Science	60	60	8:30- 9:30
Break		30	9:30- 10:00
Philosophy	48	60	10:00- 11:00
AFTERNOON SESSION			
Media and Information Literacy	48	60	1:00- 2:00
Break		30	2:00-2:30
Language and Communication	54	60	2:30- 3:30
Checking of Answer Sheets			3:30-5:00
Day 2- February 6, 2026			
MORNING SESSION			
Mathematics	48	90	8:30- 10:00
Break		30	10:00-10:30
Wika at Komunikasyon	54	60	10:39-11:30
AFTERNOON SESSION			
Social Science <i>(Personality development Understanding Culture, Society and Politics)</i>	48	60	1:00- 2:00
Break		30	2:30-3:00
Humanities <i>(21st Century Literature from the Philippines and the World</i>	48	60	3:00- 4:00

Contemporary Philippine Arts)			
Checking of Answer Sheets			4:00-5:00

4. The school shall prepare a list (2 copies) of all Grade 12 students in alphabetical order of surnames regardless of sex, specialization, and strand. One copy will be posted at the door of the testing room while the other copy will be given to the room examiner.
5. The seating arrangement shall be the same as the conduct of NAT where only 30 examinees per testing room will be accommodated based on the list of examinees.
6. Immediate and widest dissemination of this Memorandum is desired.

LORENZO O. MACASOCOL PhD CESO V
Schools Division Superintendent

By the authority of the Schools Division Superintendent,

LALA F. DANAQUE EdD., CESO VI
 Assistant Schools Division Superintendent

Enclosure: As stated,
 To be indicated in the PERPETUAL INDEX under the following subjects:
 ASSESSMENT CURRICULUM SCHOOLS
 IGA/DM- Guidelines on the Conduct of NATG12 Familiarity Test
 _____/February 3, 2025



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**MONITORING & EVALUATION TOOL ON THE CONDUCT OF
NATG12 FAMILIARITY TEST**

School		District	
Name of School Head		Date of M&E	

Indicators:		MOVs	Evident	Not Evident	Remarks
BEFORE THE CONDUCT OF THE EXAM					
1	The Public Schools District Supervisor/ District Testing Coordinator				
1.1	Assigns chief examiners and room examiners for the different public and private senior high schools in the district	<i>List of chief and room examiners with school assignments</i>			
1.2	Conducts brief orientation to chief and room examiners	<i>Memo, Attendance Sheet, Minutes, Pictorials</i>			
1.3	Monitors the conduct of assessment	<i>PMCF/FAR</i>			
2.	The Chief Examiner (SHS School Head)				
2.1	Facilitates the printing and reproduction of test materials and answer sheets by schools	<i>Tracking of printed and reproduced test materials</i>			
2.2	Checks the seating arrangement of classroom appropriate for the examination	<i>Seat Plan</i>			
2.3	Ensures that the test questions are secured before the conduct of the test				
2.4	Distributes the test materials and answer sheets to room examiners	<i>Distribution list of test materials</i>			
3.	The Test Materials				
3.1	The test materials are complete	<i>List of Materials received</i>			



	(TOS, Key answers, and Test Questionnaires)				
3.2	The ratio of learner to material is 1:1				
3.3	The Test Questionnaires are readable and in good condition				
DURING THE CONDUCT OF THE EXAM					
4	The Room Examiner				
4.1	Checks test materials received before proceeding to the assigned room				
4.2	Checks the attendance of learners				
4.3	Checks the seating arrangement of examinees				
4.4	Administers the tests to all grade 12 learners				
4.5	Sets the standards in taking the examination before distributing the test questions *No Gadgets allowed				
4.6	Follows the prescribed test schedule as indicated in the memorandum or depending on the availability of test materials	<i>Test Schedule</i>			
4.7	Sets a one-hour time limit for each learning area as written on the blackboard/manila paper *No submission of Answer Sheets ahead of time	<i>Board work</i>			
4.8	Monitors the needs of test takers while test is on-going and provide immediate technical assistance				
4.9	Prepares narrative report of the conduct of the test daily	<i>Narrative Report</i>			
5	The Chief Examiner				
5.1	Monitors the overall conduct of the exam	<i>Narrative Report</i>			
5.2	Monitors the attendance of test takers				
5.3	Provides technical assistance as needed to ensure the orderly conduct of the quarterly test	<i>PMCF</i>			

AFTER THE CONDUCT OF THE EXAM					
6.	The room examiners				
6.1	Facilitate the checking of the test papers	<i>Test papers checked</i>			
6.2	Compute the proficiency level per learning area	<i>Proficiency Level</i>			
6.3	Retain the test materials to chief examiners				

Other observations:

Prepared by:

Monitor

Conforme: