



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
 REHIYON V (BIKOL)  
**TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES**

24 March 2025

DIVISION MEMORANDUM  
 No. 295, s. 2025

**ADMINISTRATION OF THE 2025 NATIONAL ACHIEVEMENT TEST FOR GRADE 6  
 (NATG6) FOR SCHOOL YEAR 2024-2025**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors (CID & SGOD)  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Principals-In-Charge of the Districts  
 Public & Private Elementary School Heads  
 All Others Concerned

1. DepEd Order No. 55, s. 2016 enumerates the exit assessments which include the National Achievement Test for Grade 6. Likewise, DepEd Memorandum No. 024, s. 2025 set the testing window for the said test from March 31, 2025, to April 4, 2025, for the public and private elementary schools with permits.
2. The activity aims to evaluate if the learners who are exiting the elementary level are meeting the learning standards set under DepEd Order No. 31, s. 2012 titled *Policy Guidelines on the Implementation of Grades 1 to 10 of the K to 12 Basic Education Curriculum (BEC) Effective School Year 2012-2013*.
3. The following guidelines are reiterated to ensure the successful administration of the said assessment:

<b>I. Timeline</b>	<b>April 3, 2025</b>
<b>II. Duration</b>	1 day
<b>III. Who will Administer</b>	<ul style="list-style-type: none"> <li>• master teachers shall be tasked to administer the test except for health reasons before assigning other teachers;</li> <li>• REs must be assigned from within the district or municipality; however, simple school-to-school exchanges are strictly prohibited.</li> </ul>
<b>IV. Test Materials</b>	1:1 ratio of test materials and examinee during the examination should be observed
<b>V. Important Reminders</b>	<ul style="list-style-type: none"> <li>• punctuality should be observed by coming to the testing rooms before 7:00 A.M. for the success of the activity, thus, the proximity of the residence of the RE shall be considered;</li> <li>• room examiners must bring cutting tools, masking or scotch tape, and markers for preparing, accomplishing and tacking the board work;</li> <li>• observe the proper steps in the distribution and retrieval of the materials.</li> <li>• make sure that the school header and the different forms are properly filled out before inserting them in the ETRE/CETRE;</li> </ul>



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	<ul style="list-style-type: none"> <li>forms 5 and 6 should not be placed in the CETRE/ETRE;</li> <li>return the TMs in their original packaging after the examination.</li> </ul>
VI. Scoring	A school achieves proficiency with a score of 75% or above.
VII. Confidentiality	Confidentiality and integrity to ensure the reliability of the NATG6 are enjoined.
VIII. Schedule of Distribution of the TMs	<b>April 3, 2025</b> : <b>Zones 3 &amp; 4</b> (8:00 A.M.-12:00 A.M) <b>(1:00 P.M.-5:00 P.M.)</b> : <b>Zones 1 &amp; 2</b>
VIII. Schedule of Retrieval of TMs	<b>April 3, 2025</b> : <b>Zones 1 &amp; 2</b> (4:00 P.M-5:00 P.M) <b>April 4, 2025</b> (8:00-5:00 P.M.) : Zones 1, 2 3 & 4 * (Late returns of TMs are not allowed.)
IX. In-Charge of the Retrieval	Marivic T. Camacho : DTC Mary Liza T. Ibayan : Head Teacher III Eliezer Vargas : COS Ricky S. Rosales : COS

- This memorandum has the following enclosures:  
 Enclosure No. 1 : Assignment of NATG6 Monitors  
 Enclosure No. 2 : Assignment of Field Testing Personnel  
 Enclosure No. 3 : NATG6 Monitoring Tool
- Travel and other incidental expenses incurred in the distribution and retrieval of the testing materials shall be charged to school MOOE/local funds subject to the relevant accounting and auditing rules and regulations.
- Compliance to this memorandum is expected.

By Authority of the OIC-Schools Division Superintendent:

  
**EVA S. TOLENTINO**  
 Administrative Officer  
 Officer-In-Charge

CID/mtc  
 3/24/2024



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Enclosure No. 1 Division Memorandum No. 295 s. 2025

**2025 NATIONAL ACHIEVEMENT TEST FOR GRADE 6 (NATG6) MONITORS**

Team	Team Leader	Position	Area of Assignment
1	<b>Romel G. Petajen</b>	CID Chief	Zones 1 & 4 (Vehicle: pick-up)
	Amelia B. Cabrera	EPS (EPP/TLE/TVL)	
	Marivic T. Camacho	EPS (DTC)	
	Gina L. Custodio	EPS (Kindergarten)	
2	<b>Gina B. Pantino</b>	EPS (English)	Zones 2 & 3 (Vehicle: Van)
	Gina M. Templonuevo	EPS (Filipino)	
	Niño Gerald C. Ceneta	EPS (Science)	
	Jezrahel T. Omadto	EPS (Mathematics)	
	Jayson Floranza	EPS (AP)	
<b>Private Schools/SUC</b>			
2	Ma. Rita SR. Tablate	Senior Education Program Specialist	Virac & San Miguel
	Achilles V. Alberto	Education Program Specialist	
<b>Additional Monitors</b>			
3	Elias V. Abundo	PSDS	Virac North
	Frankie T. Turalde	EPS (MAPEH)	
4	Miguelito T. Rodriguez	PSDS	Virac South
5	Ruth B. Sorraera	PSDS	San Andres
6	Belen T. Tapas	PSDS	Bato
7	Marisol T. Lim	PSDS	San Miguel
8	Nieva DJ. Tubieo	PSDS	Viga
9	Arnold M. Valledor	PSDS	Panganiban
10	Brenda V. Villarey	PSDS	Bagamanoc
11	Arnel D. Bonifacio	PID	Pandan East
12	Amalia I. Domingo	PID	Pandan West
13	Delfin I. De Leon	PSDS	Caramoran
14	Joselito T. Ruiz	PSDS	Gigmoto
15	Jose T. Arcilla Jr.	PSDS	Baras



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**LIST OF CE, ROOM EXAMINERS, SUPPORT STAFF, & SE PER SCHOOL FOR THE ADMINISTRATION OF NATG6**

Enclosure No. 2 Division Memorandum No. 295 s 2025

**Bagamanoc North District**

School	School Head / Chief Examiner	G6 Enrollment			No. of Testing Rooms	No. of Res Needed 1 RE:30 E	Name of Room Examiners	School they are Teaching	Name of Support Staff	Name of Supervising Examiner
		M	F	T						1 SE/10 Testing Rooms
Bugao Central ES	Noe M. Villamartin	14	14	28	1	1	Mylen R. Lopez	Mavil ES	Maureen Gil	Not applicable
Cahan Barrio School	Jenle T. Evangelista	2	1	3	1	1	Edsil B. Rodriguez	Bugao CES	Ricky C. Bonayon	
Hinipaan ES	Rebecca C. Villacorta	7	7	14	1	1	Ana Merla L. Rodriguez	Bugao CES	Abegail S. Teleg	
Mavil ES	Cherry S. San Jose	4	9	13	1	1	Ginny V. Angulo	San Vicente ES	Eva Gianan	
Sagrada ES	Jerry C. Velchez	16	9	25	1	1	Aileen T. Catacutan	San Vicente ES	Mia V. Fernandez	
San Vicente ES	Jose B. Tapia	13	11	24	1	1	Julie Ann V. Jacob	Sagrada ES	Leonora O. Villamartin	





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**Bagamanoc South District**

School	School Head / Chief Examiner	G6 Enrollment			No. of Testing Rooms	No. of Res Needed 1 RE:30 E	Name of Room Examiners	School they are Teaching	Name of Support Staff	Name of Supervising Examiner
		M	F	T						1 SE/10 Testing Rooms
Bacak ES	Lolita P. Dela Rosa	4	6	10	1	1	Maribel Templonuevo	Bagamanoc CES	Rina V. Pena	Not applicable
Bagamanoc Central ES	Jose O. Aguinillo	30	34	64	3	3	Ramil V. Capistrano	Salvacion ES	Elpidio Soledad	
							Abegail F. Villion	San Rafael ES		
							Jharrel C. Catacutan	Salvacion ES		
Pangcayanan ES	Romeo T. Ogalinola	1	3	4	1	1	Lorena Valerio	Bacak ES	Romelie A. Vargas	
Quigaray ES	Maria Gracia A. Baluyot	1	2	3	1	1	Richelle Capistrano	Suchan ES	Ma. Karissa Cabrera	
Salvacion ES	Leny B. Ignacio	8	6	14	1	1	Marissa Villacorta	Bagamanoc CES	Carina P. Bonifacio	
San Rafael ES	Cynthia P. Evangelista	13	12	25	1	1	Myrna Santos	Suchan ES	Nilda E. Palmero	
Suchan ES	Aileen V. Vera	10	6	16	1	1	Eva Rose Pena	Bagamanoc CES	Jonalaine V. Brillo	



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**Panganiban District**

School	School Head / Chief Examiner	G6 Enrollment			No. of Testing Rooms	No. of Res Needed 1 RE:30 E	Name of Room Examiners	School they are Teaching	Name of Support Staff	Name of Supervising Examiner
		M	F	T						1 SE/10 Testing Rooms
Alinawan ES	Felipe F. Tuldac Jr.	12	12	24	1	1	Hanne Jane S. Concepcion	Tibo ES	Janice S. Gianan	Not applicable
Bayhan CS	Romeo M. Alberto	0	1	1	1	1	Juan S. Jacob	Mabini ES	Elena T. Bobiles	
Burabod CS	Corazon C. Magtangob	5	2	7	1	1	Guadalupe D. Villamor	PCES	Judy Ann V. Villamor	
Cabuyoan ES	Josephine V. Vallespin	4	11	15	1	1	Liza A. Robles	PCES	Jerald D. Sabayle	
Cagdarao ES	Walter R. Turado	8	8	16	1	1	Maryglor C. Vicente	Alinawan ES	Karen Joyce P. Pena	
Mabini ES	Cherilyn T. Turado	4	6	10	1	1	Roberto F. Aquino	PCES	April P. Samudio	
Maculiw CS	Beatriz M. Arisapa	3	4	7	1	1	Sylvia S. Alfaro	Panay CS	Annie O. Bernardo	
Panay CS	Romeo M. Alberto	2	4	6	1	1	Carina S. Pasuengos	Maculiw CS	Teresa A. Balmaceda	
Panganiban Central ES	Linda V. Dela Rosa	26	40	66	3	3	Susie D. Cabrera	Bayhan CS	Lara Melissa T. Tito	
							Ariel S. Valledor	Cabuyoan ES		
							Christy C. Dela Cruz	San Miguel ES		
San Miguel ES	Julie V. Vitalicio	14	11	25	1	1	Margie G. Aquino	Burabod CS	Suzette C. Olarve	
Tibo ES	Arnel T. Fernandez	11	8	19	1	1	Aiza S. Bautista	Cagdarao ES	Emelda S. Soneja	





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**Viga East District**

School	School Head / Chief Examiner	G6 Enrollment			No. of Testing Rooms	No. of Res Needed 1 RE:30 E	Name of Room Examiners	School they are Teaching	Name of Support Staff	Name of Supervising Examiner
		M	F	T						1 SE/10 Testing Rooms
Batohoanan ES	Romela L. Vista	1	1	2	1	1	Alvin T. Diones	Sagrada Es	Marian M. Tresvalles	Not applicable
Begonia ES	Genaro V. Robles	9	11	20	1	1	Rosie O. Del Rosario	Ogbong ES	Sharamae R. Tuibeo	
Botinagan ES	Arnulfo T. Tawat Jr.	2	5	7	1	1	Rosemarie O. Buendia	Quezon ES	Aiza O. Bailon	
Buenavista ES	Mary Ann V. Belardo	10	10	20	1	1	Harlene T. Villegas	Osmeña ES	Leo T. Traquena	
Magsaysay ES	Sheryl U. Lita	9	11	20	1	1	Francia Padilla	Sta. Rosa ES	Marvic A. Francisco	
Quirino ES	Mylene T. Lopez	0	3	3	1	1	Sheryl O. Usero	Sagrada ES	Elaine Mae T. Tesorero	
Soboc ES	Arnulfo T. Tawat Jr.	6	8	14	1	1	Edlen T. Villamartin	San Jose ES	Thelma Torcuator	
Tambongon ES	Clarissa G. Magdaraog	11	19	30	1	1	Rowena T. Able	Viga CES	Hezil T. Tumala	
		1	1	2	1	1	Arlene T. Tudio	Viga CES		
Tinago ES	Cecile T. Leon	13	10	23	1	1	Lotis T. Trinidad	Almojuela ES	Ricky T. Tid	
Villa Aurora ES	Mc Donald R. Tating	10	5	15	1	1	Francis C. Tomes	Almojuela ES	Aurora L. Mercado	



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**Viga West District**

School	School Head / Chief Examiner	G6 Enrollment			No. of Testing Rooms	No. of Res Needed 1 RE:30 E	Name of Room Examiners	School they are Teaching	Name of Support Staff	Name of Supervising Examiner
		M	F	T						1 SE/10 Testing Rooms
Almojuela ES	Amos T. Tuplano	14	3	17	1	1	Alan M. Magdaraog	Tambongon CES	May T. Odiaman	Not applicable
Ananong ES	Manilyn N. Torio	1	8	9	1	1	Judy Mae T. Obre	Tambongon CES	Julieta T. Ruiz	
Burgos ES	Amos T. Tuplano	10	12	22	1	1	Daisy L. Guerrero	Buenavista ES	Romnick T. Tugano	
Del Pilar ES	Noemie O. Ogena	4	5	9	1	1	Analyn O. Valderama	Tambongon CES	Joanna Rose O. Susi	
Mabini ES	Marilyn T. Vega	10	3	13	1	1	Joel Soliman	Tinago ES	Aileen B. Timajo	
Ogbong ES	Danilo V. Valderama	12	10	22	1	1	Ma. Lizzete T. Magistrado	Tambongon CES	Rowena O. Tating	
Osmeña ES	Mary Jane O. Tuno	8	10	18	1	1	Jheramie B. Teope	Soboc ES	Christine Dane O. Tolod	
P. Vera ES	Perfecto M. Usero	3	7	10	1	1	Princess C. Rojas	Villa Aurora ES	Rizza Mae M. Villarey	
Quezon ES	Marites D. Sanchez	11	10	21	1	1	Mary Ann S. Tanon	Villa Aurora ES	Ma. Eva T. Abeto	
Rizal ES	Ma. Liza R. Arrojo	15	17	32	2	2	Carmel T. Tacorda	Tambongon CES	Donna C. Templonuevo	





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							Maricel V. Bruma	Tambongon CES	
Roxas ES	Sarrah T. Tulod	7	6	13	1	1	Grace V. Valenzuela	Magsaysay ES	Sarah O. Sismundo
Sagrada ES	Kennon Jay U. Ogena	8	8	16	1	1	Janiel R. Panti	Tinago ES	Robinie T. Lopez
San Jose ES	Francia T. Tebelin	13	10	23	1	1	Sharon O. Sta. Rosa	Tinago ES	Jose Olfindo Jr.
San Roque ES	Randy T. Odi	20	16	36	2	2	Wedalyn E. Boragay	Buenavista ES	Ramil T. De La Cruz
San Vicente ES	Ma. Karen V. Papango	7	1	8	1	1	Mylene A. Francisco	Buenavista ES	Ricshell O. Dedase
Sta. Rosa ES	Shryl V. Tuplano	4	14	18	1	1	Marvic A. Francisco	Magsaysay ES	Ryan T. Tañon
Summit ES	Perfecto M. Usero	16	12	28	1	1	Salvador T. Tojon	Begonia ES	Ginalyn Dorado
Viga CES	Cynthia D. Usero	37	31	68	2	2	Villa T. Tuibeo	Tambongon ES	Nora O. Capistrano
							Rowena T. Tonio	Tambongon ES	
							Lea T. Robles	Begonia ES	



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Enclosure No. 3 Division Memorandum No. 295 s 2025

**MONITORING AND EVALUATION TOOL IN THE ADMINISTRATION OF THE**  
**NATIONAL ACHIEVEMENT TEST FOR GRADE 6**  
**(Name of the Testing Program)**

(To be accomplished by the Division/Regional Monitoring Team)

School Name: _____	School ID: _____
School Head: _____	Contact No. _____
School Address: _____	District: _____
Division: Catanduanes	

Number of Examinees									Type of School: <input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> HEI			
REGISTERED			ACTUAL			% of Test Takers						
M	F	Total	M	F	Total	M	F	Total				

AREAS	CRITERIA	OBSERVED	COMMENTS/ OBSERVATIONS
Testing Center Requirements	There is a distribution room for the test materials to ensure the security and confidentiality of the test.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	The distribution room is accessible to all testing rooms to facilitate the release and retrieval of test materials.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	There are enough testing rooms to accommodate the examinees.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	The testing rooms are well-ventilated and well-lighted, and free from any kind of noise that may distract the examinees while taking the test.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	The List of Actual Examinees are posted in each testing room the day before the exam.	<input type="checkbox"/> YES <input type="checkbox"/> NO	





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The list posted are in alphabetical order, regardless of gender.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
The first and last rows of seats are close to the classroom walls to ensure enough spacing in between rows.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Seats of absentees are left vacant	<input type="checkbox"/> YES <input type="checkbox"/> NO	
A comfort room is accessible to the examinees and testing personnel in the area.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Instructional materials/aids posted on the classroom walls are covered.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Each testing room has the following materials:	<input type="checkbox"/> YES <input type="checkbox"/> NO	
a. Test materials enough for all examinees in the room in sealed boxes/packs	<input type="checkbox"/> YES <input type="checkbox"/> NO	
b. Table and chair for the Room Examiner	<input type="checkbox"/> YES <input type="checkbox"/> NO	
c. Enough seats for the examinees	<input type="checkbox"/> YES <input type="checkbox"/> NO	
d. Name grid	<input type="checkbox"/> YES <input type="checkbox"/> NO	
e. Board work	<input type="checkbox"/> YES <input type="checkbox"/> NO	



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	f. Pencils	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	g. Extra sheet of paper for computation	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	There is the visible presence of PTA Officials, Barangay Officials, Barangay Tanod, or PNP to provide assistance, support, and security.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Test Accommodations for Learners with Special Needs	There is a separate, accessible testing room for learners with special needs (those with difficulty in seeing, hearing, remembering/concentrating, walking/moving/climbing steps, communicating) situated at ground floor near clean and accessible restrooms.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA	
	The time allotment for taking the test is doubled. This is to give them ample time to read and answer the test.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA	
	The school implements flexible rules such as allowing test takers to stand up once in a while or get out of the room for those who have difficulty concentrating.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA	
	There is a designated personal assistant to help those with difficulty walking/moving/climbing steps.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA	





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	There is qualified sign language interpreter who shall ensure that all spoken instructions during testing are adequate interpreted to those who have difficulty hearing.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA	
	There are alternative test formats (Braille, large print, audio, electronic).	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA	
	There are alternative response formats such as oral type wherein an examiner reads the test items and a scribe shades the answers in the scannable Answer Sheet for examinees with difficulty seeing.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA	
	There are appropriate test furniture such as tables and chairs.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA	
Test Administration	The test is administered to target learners in the public and private schools.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Examinees are alphabetically arranged regardless of gender. ,	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Each examinee has a Learner Reference Number (LRN)	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Rooms are arranged with six rows by five lines of armchairs.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	A maximum of 30 examinees per testing room	<input type="checkbox"/> YES	



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is seated in alphabetical order.	<input type="checkbox"/> NO	
The seats are spaced far enough from each other to discourage unnecessary talking among examinees.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
To monitor the going in and out of the testing room, only one door is kept open.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
All examinees are provided with their own test booklet and answer sheet.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
The examinees used pencils and blank sheets of paper for computation purposes.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
All belongings of the examinees are placed in front.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Electronic devices such as calculators and mobile phones are not allowed in the testing room.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
The room examiner conducts orientation in taking the test to the examinees.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
The room examiner conducts allows the examinees to go out of the testing room to attend to personal needs, if necessary, before distributing the test materials.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
The examinee received two sheets of AS with the same serial number.	<input type="checkbox"/> YES <input type="checkbox"/> NO	





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## TANGGAPANG PANSANGAY NG CATANDUANES

	The following form is in the possession of the room examiner:		
	a. Form 1-List of Examinees	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	• Form 2-Seat Plan	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	• Form 3-Test Materials Accounting Form	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	• Form 7-Room Examiner's Test Administration Evaluation Report	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	• Information in the room Examiner's Transmittal Report Envelope (ETRE), e.g. number of registrants and actual examinees.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	• Time record (copy of the board work with actual time record)	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Used Ass are arranged consecutively by Examinee Number and are placed inside the original plastic bags.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Retrieval of the Test Materials	The Chief Examiner does the following:		
	• Collects and accounts all ETREs with the assistance of the School Testing Coordinator/Room Supervisor.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	• Arranges and bundles the ETREs accordingly	<input type="checkbox"/> YES <input type="checkbox"/> NO	



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**TANGGAPANG PANSANGAY NG CATANDUANES**

	<ul style="list-style-type: none"><li>Accounts all TBs returned by the Room Examiners.</li></ul>	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	<ul style="list-style-type: none"><li>Require the Room Examiners to affix their signature in the Form 3 after the Test materials have been accounted for.</li></ul>	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	<ul style="list-style-type: none"><li>Accomplishes Form 5-TB Quantity and Completeness Verification Sheet and Form 6-AS Quantity and Completeness Verification Sheet.</li></ul>	<input type="checkbox"/> YES <input type="checkbox"/> NO	

General findings/observations/problems Encountered:

Actions Taken:

Recommendations:

Monitored and Evaluated by:

Certified by:

\_\_\_\_\_  
Division/Regional Monitor

\_\_\_\_\_  
Division Testing Coordinator

Date Signed: \_\_\_\_\_

Date Signed: \_\_\_\_\_