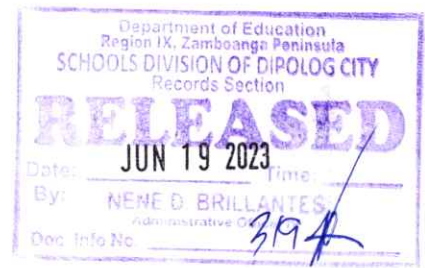




Republic of the Philippines
Department of Education
REGION IX - ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



June 19, 2023

DIVISION MEMORANDUM
NO. 319, S. 2023

MONITORING ON THE CONDUCT OF COMPUTER-BASED NCLA AND NAT FOR GRADE 10

**TO: Chief Education Supervisors
Public Schools District Supervisors
All others concerned**
This Division

1. This memorandum is issued to inform and direct all Public Schools District Supervisors (PSDS) regarding the monitoring of the upcoming **Computer-Based National Learning Camp Assessment (CB-NLCA)** and **National Achievement Test (NAT)** for Grade 10.
2. The CB-NLCA is scheduled to take place from June 21, 2023, to July 7, 2023, while the NAT for Grade 10 is scheduled on June 27, 2023.
3. Each PSDS is hereby tasked to monitor the assessments in their assigned schools under their districts.
4. The primary objectives of the monitoring activities are as follows:
 - a) Ensure the smooth implementation of the CB-NLCA and NAT for Grade 10 in accordance with the prescribed guidelines and protocols;
 - b) Coordinate with the Test Administrators (during the CB-NLCA) and Room Examiners (during the NAT) in verifying the adequacy of the testing facilities, equipment, and resources in the schools;
 - c) Observe the administration procedures and ensure adherence to standardized protocols during the assessments; and
 - d) Assess the overall conduct and fairness of the assessments.
5. It is essential that the assigned PSDS be present on the designated assessment days at the respective schools in order to carry out their monitoring responsibilities effectively. Call time is **6:30** a.m.





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6. Furthermore, please note that this memorandum should be considered in conjunction with other related division memoranda that have been simultaneously released, providing additional guidance and instructions regarding the CB-NLCA and NAT for Grade 10.
7. All PSDS are to submit a report summarizing their observations and findings to the Division Office no later than two weeks after the activities. See *Enclosure 1* for the outline of this report.
8. Your strict compliance with this directive is expected.


AMELINDA D. MONTERO, DM
Chief Education Program Supervisor
Curriculum Implementation Division

MA. LIZA R. TABILON EdD, CESO V
Schools Division Superintendent
 Office of the Schools Division Superintendent



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Enclosure 1. Summary Report: Observations and Findings

1. Name of the assessment:
2. Name of Test Administrator/Room Examiner:
3. Date of the assessment:
4. Grade level(s) assessed:
5. Name of the PSDS conducting the monitoring:
6. District name:
7. Name of the school being observed:
8. Date of the monitoring visit:

Observations

a. Testing Facilities:

- *Describe the condition and suitability of the testing facilities.*
- *Assess the availability and functionality of necessary equipment (computers, internet connectivity, etc.).*
- *Note any issues or concerns regarding the physical setup.*

b. Administration Procedures:

- *Evaluate the adherence to standardized protocols during the assessments.*
- *Comment on the efficiency and effectiveness of the administration process.*
- *Identify any deviations from the prescribed guidelines.*

c. Resources and Materials:

- *Evaluate the adequacy and availability of resources and materials for the assessments.*
- *Comment on the appropriateness and accessibility of the provided materials.*

d. Conduct and Fairness:

- *Assess the overall conduct of the assessments.*
- *Comment on the fairness of the assessment environment.*
- *Note any irregularities or concerns related to fairness and integrity.*

Findings

a. Overall Assessment:

- *Summarize the overall performance of the school in conducting the assessments.*
- *Highlight any significant positive or negative aspects observed.*

b. Strengths:

- *Identify areas where the school excelled in the administration of the assessments.*
- *Recognize good practices or commendable efforts.*

c. Areas for Improvement:

- *Identify specific areas where improvements can be made in future assessments.*
- *Provide recommendations for addressing any challenges or weaknesses observed.*





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Conclusion

a. Overall Impression:

- *Provide an overall impression of the assessment process based on the observations.*
- *Comment on the level of compliance with established protocols.*

b. Appreciation:

- *Express appreciation for the cooperation and efforts of the school administration and staff.*

Recommendation

- *Based on the findings, provide recommendations for enhancing the administration of future assessments.*
- *Highlight any necessary actions or improvements to be implemented.*

Signature:

[PSDS Name]
[Designation]
[Date]



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