



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
Mercao Avenue, Pasig City

OFFICE OF THE SECRETARY

June 8, 1998

DECS MEMORANDUM
No. 233, s. 1998

ADMINISTRATION OF THE 1998 NATIONAL ELEMENTARY ASSESSMENT
TEST (NEAT) AND NATIONAL SECONDARY ASSESSMENT TEST (NSAT)

To: Bureau Directors
Regional Directors
Schools Superintendents
Private Elementary and Secondary School Principals

1. Date of the 1998 NEAT and NSAT Administration. The 1998 National Elementary Assessment Test (NEAT) and the National Secondary Assessment Test (NSAT) will be administered to a sample of Grade VI pupils and Fourth Year students on August 25, 1998 and August 28, 1998 respectively.
2. Components of the NEAT and the NSAT. The Tests will comprise the same subject areas and the same number of items as in the previous tests.
3. Assignment of Responsibilities. The National Educational Testing and Research Center (NETRC), in cooperation with the Bureau of Elementary Education (BEE), Bureau of Secondary Education (BSE), and the regional offices, shall undertake this assessment activity. All bureaus, centers, regional and division offices of this department with the cooperation of other government agencies shall assist in this undertaking. The regional directors shall take charge of the effective administration of these tests.
4. Guidelines and other pertinent rules and regulations relative to the administration of both tests are inclosed.
5. Immediate and wide dissemination of this Memorandum is desired.


ERLINDA S. PEFIANCO
Secretary

Incl.:

As stated

References:

DECS Orders: Nos. 30, 31, 65 and 70, s. 1995

Allotments: 1—(D.O. 50-97)

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

**Course of Study, ELEMENTARY
Course of Study, SECONDARY
SCHOOLS
STUDENTS
TESTS**

(Inclosure No. 1 to DECS Memorandum No. 233 s. 1998)

GUIDELINES ON THE ADMINISTRATION OF THE 1998 NATIONAL ELEMENTARY ASSESSMENT TEST (NEAT) FOR SIXTH GRADE PUPILS AND NATIONAL SECONDARY ASSESSMENT TEST (NSAT) FOR FOURTH YEAR STUDENTS

1. The following guidelines have been designed for the smooth and effective administration of the 1998 NEAT and NSAT.

A. Over-all Management and Supervision

2. *National Level.* The Undersecretaries, the Assistant Secretaries and some Central Office Directors shall act as testing monitors and over-all Coordinators in their respective areas of assignment.

3. *Regional Level.* The over-all management and supervision of the NEAT and NSAT in the Regional Level shall be as follows:

1. The Regional Director shall be responsible to the Secretary for the systematic and effective administration of the NEAT and the NSAT in the region. He shall likewise: (a) adopt appropriate measures necessary to insure the smooth conduct of the tests and (b) designate the Chiefs of the Elementary and Secondary Education Division as Regional Testing Coordinators (RTC).

2. On the other hand, the Chiefs of the Elementary and Secondary Education Divisions in their capacity as Regional Testing Coordinators shall: (a) serve as liaisons between the NETRC and the regional office and/or school divisions participating in the administration of the tests.

4. *Division Level.* The Schools Division Superintendent (SDS) shall organize and chair a Division Examination of the NEAT and the NSAT. This committee shall be composed of (1) the Assistant Schools Division Superintendents for Elementary and Secondary Education (ASDS); (2) Provincial PNP Superintendent; (3) a representative of the private school sector; and (4) a representative of state colleges and universities, if there is any in the division, as members.

B. Function/Responsibilities of Personnel Involved

5. To ensure the smooth implementation and administration of the NEAT and the NSAT, efficient, synchronized and well-coordinated efforts of the personnel involved shall be required.

6. The Schools Division Superintendent, who is also the DEXCOM Chairman, shall: (1) be responsible for the smooth conduct of the test/s in the divisions; (2) define the responsibilities of the DEXCOM members; (3) designate the ASDS for elementary and secondary as the Division Testing Coordinators for the NEAT and

the NSAT respectively or in the absence of one, another DECS personnel of his confidence shall be designated; (4) coordinate with the Provincial PNP Superintendent relative to the security measures on the examination day, of test materials and the smooth conduct of testing activities; (5) assign Chief Examiners and Room Examiners, keeping in mind the principle that no faculty or non-teaching personnel shall participate in the actual conduct of the NEAT and NSAT in his school, and keeping further in mind that Chief Examiners shall come from the promotional/supervisory staff while Room Examiners for public school examinees shall be private school teachers; and (6) designate additional examiners from the public school of another district to be supervised by responsible private school officials in cases where the number of private school teachers is not enough; (7) designate the sample schools as examination centers or a sample school as a testing center for satellite sample schools.

7. The Assistant Superintendents shall: (1) act as the Division Testing Coordinators (DTCs); (2) receive and distribute Forms 1 and 4 to school heads of sample schools; (3) distribute test materials to Chief Examiner; (4) consolidate Chief Examiner's reports on the number of examinees per sample school (Form 5); (5) check the number of classified and non-classified materials returned by the Chief Examiners before submitting them to the Schools Division Superintendent for storage that will be retrieved by the NETRC representative; (6) prepare post examination reports and transmit the same to the office concerned; (7) prepare the list of schools tested (Form 2) to be submitted to the NETRC representative during the retrieval phase.
8. The Provincial PNP Superintendent upon proper representation of the DECS Division Office shall enlist the assistance of all local PNP units in the division to ensure the security of test materials and the smooth conduct of the test.
9. The representatives of Private and Chartered State Schools shall assume responsibility for the effective and systematic conduct of the test in the schools they are assigned to monitor and supervise on examination day.
10. The School Head of a Sample School shall: (1) prepare the NEAT/NSAT Form I (List of Examinees) in duplicate copies, one copy to be sent to the Division Office and provide: (a) the required number of forty/thirty half-tablet or full-tablet school desks, board erasers, chalk in each testing room; (b) canteen service; (c) clean comfort rooms; (d) first-aid service; and (e) a directory of testing rooms on a standing board at the entrance of the school; (2) prepare NEAT/NSAT Form 4 (List of Actual Examinees) in four copies, two copies to be given to the Chief Examiner a day before the examination day, one copy for the NETRC (ETRE) and the last for the DEXCOM; (3) ensure that only authorized personnel are allowed to enter the school compound on examination day.

11. The Chief Examiner (CE) shall: (1) coordinate with the head of the school where he/she is assigned in the preparation of examination rooms at least three days before the examination day; (2) receive the test materials from the DTC and distribute the same to the room examiners not later than 7:00 o clock a.m. on examination day; (3) monitor and supervise the test administration while in progress (4) check the number of test materials (AS etc.) returned by the Room Examiners after the test; (5) check reports of examiners and consolidate the same as required; and (6) prepare his reports and accomplish the forms contained in the Chief Examiner's Transmittal Report envelope (CETRE).
12. The Room Examiner (RE) shall (1) have familiarized himself/herself with the contents of the Examiner's Handbook before the examination day; (2) be in his/her assigned examination center/sampled school to receive the test materials from the CE not later than 7:00 a.m. on examination day; (3) check the number of the test materials he/she received before proceeding to his/her assigned room; (4) prepare the boardwork; (5) ascertain the identity of individual examinees through the Form 4 (List of Examinees) before letting them enter the room; (6) give the preliminary instruction (P. 4 handbook) before distributing the test materials; (7) distribute the test materials individually to the examinees and administer the test strictly in accordance with the examiner's Handbook; (8) go around the room while the test is in progress to find out if the examinees are following directions correctly especially in the accomplishment/shading the name grid/personal information especially the school code; (9) retrieve individually the Answer Sheets and verify data entered (school code, birthday, etc.) after the examination before dismissing the examinees; (10) return the unused Answer Sheets (ASs) to the Chief Examiner; (11) prepare his/her reports and the Examiner's Transmittal Report Envelope (ETRE) and submit the same to the CE.

C. Forms to be Accomplished

13. For purposes of accuracy and proper documentation of data relative to the pre and post test activities, the following forms shall be accomplished and submitted during the retrieval phase.

14. NEAT/NSAT FORMS

- Form 1 - List of Examinees Per School (2 copies)
- Form 2 - List of Schools, School Code and Enrolment
- Form 3 - Test Materials Accounting Form (2 copies)
- Form 4 - List of Examinees Per Room (4 copies)
- Form 5 - Summary of Enrolment and Examinees by Sample School/Testing Center

15. Envelopes

1. Examiner's Transmittal Report Envelope (ETRE). This shall contain the following: (a) used ASs consecutively arranged according to serial numbers; (b) the RE's copy of NEAT/NSAT Form 4 bearing the Answer Sheet Number of each examinee indicated in the appropriate column; and (c) report on the conduct of the test.
2. Chief Examiner's Transmittal Report Envelope (CETRE). This shall contain the following: (a) unused answer sheets returned by the REs; (b) Test Materials Accounting Form (NEAT Form 3); (c) report on the actual number of examinees in his designated testing center; and (d) Evaluation Report on the conduct of the test.

16. Packing of Test Booklets (TBs)

1. The test is in booklet form, each having a six (6) digit serial number.
2. The TB's are packed in 40s and 5s (NEAT) and in 30s and 5s (NSAT) according to their serial number and are sealed in plastic bags together with a small sheet of paper indicating the serial numbers of the TBs and the sequence number of the pack.
3. The plastic bags are bundled by sample school and placed in cartons. In instances when test materials for two (2) or more testing centers/sampled schools are placed in one big carton, each smaller carton/bundle is packed and properly labeled, numbered and strapped in plastic and metal bands.

17. Packing Answer Sheets (ASs)

1. The ASs are computer-printed, each with a six digit number. In case of a defective Test Booklets or Answer Sheet, such shall be changed with a new one from the buffer pack.
2. The ASs are likewise sealed in plastic bags of 40s and 5s (NEAT) and 30s and 5s (NSAT) with a batch slip also indicating the inclusive serial numbers of the ASs and the sequence number of the pack to facilitate matching and distribution of TBs and ASs.
3. The plastic bags containing the ASs are bundled by sample schools and placed inside the cartons containing the test booklets.

D. Distribution and Retrieval of Test Materials

18. The distribution and the retrieval of test materials require utmost care, diligence, and vigilance on the part of the Regional Office, DEXCOM members, CEs and REs to insure the confidentiality of the test materials and integrity of the test.

19. Distribution Phase

1. The NETRC shall deliver the test materials in cartons to the Regional Office or the Division Office as the case may be. In case materials are directly consigned to the Division Office the Regional Director shall authorize the SDS concerned to receive and secure the materials. The packing guide that goes with the test materials shall be the reference in determining the allocation per sample school.

2. The DEXCOM Chairman and/or the DTC shall devise a scheme for the distribution of the test materials to the different sample schools observing strict security measures. In case a testing center/sample school is far, the DEXCOM (DTC) Chairman shall exercise his sound discretion as to when to turn over the test materials to the chief Examiner concerned.

3. The CE shall verify the correct number of the test materials received from the DEXCOM (DTC) and match the serial numbers in the plastic bags of ASs and TBs before distributing the same to the examiners.

4. In conformity with the procedure indicated in the Examiner's Handbook, the plastic bags containing the TBs and ASs shall be opened at the examination room in the presence of the examinees.

20. Retrieval Phase

1. After the examination, the RE shall collect individually the ASs and verify the data entries before placing them in the ETRE and count the unused ASs before placing them in the plastic bags for submission to the CE.

2. The contents of the ETRE and the data entries on the said envelope shall be verified by the CE with the assistance of the RE before the envelope is sealed with an NETRC-DECS paper seal. The RE shall sign across the seal at least three times extending to the envelope.

3. The following shall be submitted by the CE to the DTC: (a) plastic bags containing unused Answer Sheets; (b) ETREs; (c) CETREs; and likewise he will also submit all handbooks to the Assistant Superintendent who will turn them over to the Schools Division Superintendent for storage purposes.

4. The DEXCOM Chairman and members shall supervise the sorting of the ETREs and CETREs and see to it that these are properly labeled by sample schools/centers placing them inside the cartons.

5. The cartons shall then be delivered to the regional or division distribution center for retrieval by personnel of the NETRC.

E. Funding

There is a very limited budget for the CY 1998 NEAT and NSAT. For this reason, expenses shall be shared among the regions, divisions, and the NETRC as hereunder presented:

- I. Regional Funds:
 1. Expenses of participants to the national orientation /seminar.
 2. Expenses on echo orientation/briefing in the different School Division.
- II. Division Funds:
 1. Travel expenses of participants to national orientation/seminar and echo orientation to testing centers.
- III. NETRC Funds:
 1. National Orientation/Seminar.
 2. Transportation/Delivery/Retrieval of test materials and other related documents
 3. Printing of classified/unclassified and information materials
 4. Travel expenses of DECS Central Office Officials/personnel for the national and local orientation/ seminar/ supervision and monitoring.
 5. General orientation for DECS Central Staff for monitoring, delivery and retrieval.
 6. Administration of the test per division and Regional /Division expenses for monitoring and supervision of the tests.
 7. Other miscellaneous expenses related to the program.

F. Areas of assignment of Over-all Coordinators/Monitors in the 1998 NEAT/NSAT Administration

1. Dr. Thelma Santos ----- Region I/CAR
2. Dir. Rolando Brilliantes ----- Region II
3. ASEC. Reno Capinpin----- Region III
4. Dir. Fe Hidalgo----- Region IV
5. USEC Wilfredo D. Clemente----- Region V
6. Dir. Rosario J. de Guzman----- Region VI
7. ASEC. Martial Salvatierra----- Region VII
8. Dir. Lidinila Santos----- Region VIII
9. ASEC. Ramon C. Bacani/Dir. Alberto Mendoza-- Region IX
10. Dr. Teresita Inciong----- Region X/CARAGA
11. Dir. Maximo Aljibe----- Region XI
12. USEC. Gutierrez Mangansakan/Dr. Lourdes Macatangay - Region XII/ARMM
13. Dr. Emma L. Lopez, ----- NCR

(Inclosure No. 2 to DECS Memorandum No. 233 s. 1998)

**NATIONAL ORIENTATION SEMINAR ON THE ADMINISTRATION
OF THE 1998 NATIONAL ELEMENTARY ASSESSMENT TEST
(NEAT) AND NATIONAL SECONDARY ASSESSMENT TEST (NSAT)**

In view of the need for accurate and valid test results of the 1998 NEAT/NSAT and effective test administration, a two-day live-in national orientation seminar/workshop will be conducted by the NETRC-DECS at the Philippine Village Hotel, Pasay City on July 21 - 22, 1998 for regional and division testing coordinators, considered as key persons in the testing activity.

1. The objectives of the activity are:

- 1.1. To present and analyze special cases of school performance in the 1997 NEAT/NSAT;
- 1.2. To re-orient field personnel on the strict implementation of the standardized testing procedures;
- 1.3. To formulate recommendation policies and resolutions with regard to objective No. 1;
- 1.4. To provide a forum for interaction and feedbacking with regard to the 1997 administration of the NEAT/NSAT;
- 1.5. To present, discuss and evolve a modified funding scheme relative to the administration of the NEAT/NSAT and
- 1.6. To discuss paradigm shifts in the administration of the NEAT/NSAT.

2. Expected Outputs

After the two-day seminar-workshop, the following shall have been achieved:

- Formulated for implementation, (1) remedial measures and/or courses of action for schools with special cases i.e. questionable/controversial results for a more valid and reliable school performance, (2) special guidelines for stricter implementation of standardized testing procedures, and (3) a modified funding scheme relative to the NEAT/NSAT administration.
- Evolved workable set of guidelines regarding paradigm shifts relative to the administration of the NEAT/NSAT.

3. Considering the limited funds for this purpose, only one (1) testing coordinator to represent NEAT/NSAT shall attend.

4. Transportation expenses and per diems shall be charged against local funds, while board and lodging shall be charged against NETRC funds subject to the usual accounting and auditing rules and regulations.