

The 2011 NAT

**NATIONAL ACHIEVEMENT TEST
(GRADE 3, GRADE 6 AND YEAR II)**

NAT : Reminders before Testing Day

1. Assignment of Testing Staff shall be done by the SDS.

Public Schools

- ❖ Room Examiners are teachers coming from another school district (NAT Grades 3 & 6) or coming from another school within the division (NAT Year 2)
- ❖ An exemption rules out when a lone school is found in the hinterlands in which case teachers from other grade/year levels serve as the examiners.
- ❖ Room Supervisors are teachers coming from another school other than those schools where room examiners will be assigned.
- ❖ Chief Examiners are school heads of another public school.
- ❖ School Testing Coordinators will stay in their respective schools.

NAT: Reminders before Testing Day

Private Schools

- ❖ Room examiners are teachers coming from another private schools.
- ❖ Teachers from two or more small size private high schools are examiners in a big high school. Contrastingly, the teachers from a big high school can be assigned in the said small size high schools.
- ❖ An exemption rules out when a lone private school is found in a municipality in which case teachers from nearby public schools shall serve as the examiners.
- ❖ Room supervisors are teachers coming from private schools other than those schools where the room examiners will be assigned.
- ❖ The school head of the private school shall serve as the chief examiner in his respective school.
- ❖ The designated school testing coordinator shall be assigned in another private school.

NAT : Reminders before Testing Day

2. Information Dissemination

- 1) Inform the examinees to bring pencils (lead #2) on exam day.
- 2) Inform the second year students taking the NAT to bring snacks/lunch on exam day. Testing is more than 5 hours. Nobody is allowed to leave the testing room/center on exam day.
- 3) Inform all schools that list of examinees must be alphabetically arranged in the whole school. Males first then the females.
- 4) Private schools without permit to operate are excluded from Test Administration.

NAT : Reminders before Testing Day

- 6) The following are exempted from taking the NAT: Grade VII, classes of Behavioral Programs and Mental Retardates, the Home Study Programs, newly-enrolled foreign students, irregular students with back subjects, American Standard Curriculum and students in night classes.
- 7) In case there are five or less examinees in excess, they can be integrated in the last five rooms, each accommodating an examinee.
- 8) Examinees from small-size private schools can be merged and tested in one testing center in a city or in a municipality.

Pretest : Number of Sessions/TBs Allocation

NAT for Grade 3: two sessions

(All public schools including Madrasah private schools)

NAT for Grade 6: two sessions

(All public and private schools)

NAT for Second Year : one session only

(All public and private schools)

- * **50% of TB Allocation in the grades with two sessions but a minimum of 60 examinees shall have a 100% allocation.**
- * **Buffers will be provided to big high schools (5% of its total enrolment in packs of 5's).**

Responsibilities of the Chief Examiner/ School Testing Coordinator (STC)

1. Maintains the security and confidentiality of test materials received from the DTC;
2. He/She is accountable and responsible for all test materials received. This ends when materials shall have been returned to the DTC;
3. Assigns a room where all Room Examiners can be met before and after the administration of the test in their respective testing rooms;
4. Counts all packs of test booklets and/or answer sheets before releasing them to each Room Examiner;

Responsibilities of the Chief Examiner/ School Testing Coordinator (STC)

5. Records pertinent data about the test materials released to and received from the Room Examiners in the Accounting Form (Form 3); and Forms 4, 5, 6 and in the School Header.
6. Distributes the test booklets to each Room Examiner and remind him/her to count these without opening the pack and before leaving the room; and
7. Follows the instruction for Accounting and Packing of Test Materials found at the latter part of the Handbook.

Note: The STC, using pencils, are expected to prepare the School Headers Data ahead of time using replicas to be transcribed in original forms

Responsibilities of the Room Supervisor

1. Monitors the conduct of the test administration in a testing center with 5 or more testing rooms (Grade 6, Year 2) and 10 or more testing rooms (Grade 3).
2. Checks if the room examiners adhere to instructions in the Examiners Handbook.
3. Assists the Chief Examiner in counting the Test Booklets per pack and the number of ETRE's.

Note: The number of the room supervisors assigned in a testing center will depend on the number of examinees in an examination room.

Below is the ratio:

1 Room Supervisor is assigned in every 10 rooms if there are 20 examinees/room

1 Room Supervisor is assigned in every 5 rooms if there are 30 examinees/room

ROLES OF THE DISTRICT SUPERVISOR

1. Assists in the distribution of test materials in the district (NAT Grades 3 and 6).
2. Monitors the conduct of NAT in the district

Responsibilities of the Room Examiner

1. Counts the test booklets and answer sheets without opening the plastic bags containing them before proceeding to his/her assigned testing room. Any discrepancy should be acted upon immediately and this should be reported in the Chief Examiner's Report;
2. Signs the Test Materials Accounting Form as he/she receives the test materials from the Chief Examiner/School Testing Coordinator while still in the distribution room.
3. Checks if the examinees have lead pencils to use and a sheet of blank paper for computation purposes;
4. Facilitates the recording of the Examinee Number and Test Booklet Number of the Examinees in the NETRC Form 2, Seat Plan;

Responsibilities of the Room Examiner

5. Follows strictly the Examiner's Unified Handbook during test administration;
6. Keeps custody of all the used and unused Test booklets but are not allowed to read the contents of test booklets; otherwise, he/she will be given corresponding sanctions based on DECS Order No. 85, s. 1999;
7. Checks the contents of the ETRE before he/she seals it while still in the examination room; and
8. (For Grade 3 only) Assists the examinees in accomplishing the name grid and other pertinent personal information about herself/himself and other school-related information. Fills in the data in Forms 1 and 2.

NETRC Forms

- Form 1 - List of Examinees (List of GASTPE grantees reflected in G6 & Y2)
- Form 2 - Seat Plan
- Form 3 - Chief Examiner's Accounting Form
- Form 4 - Chief Examiner's Narrative Report
- Form 5 - Test Booklet Quantity and Completeness Verification Sheet
(to be collected by the DTC and to be placed in Box 1 of the Division; on top of the TBs)
- Form 6 - Answer Sheet Quantity and Completeness Verification Sheet (to be collected by the DTC and to be placed in Box 1 of the Division; on top of the C/ETREs)

*Note: Information in the Answer Sheets (AS):
NAT Grade 3, Grade 6 and Year 2 – Replicas
of the AS will be shown*

Board Work : NAT Grade 6

Note:

One TB for Filipino, Mathematics, English,
Science, and HeKaSi

			Time Started	Time to End
General Directions & Sample Items		5 mins	_____	
Part I (EDQ)	1 - 10	5 mins		_____

Board Work : NAT Grade 6

Part II (Test Proper)		Time Started		Time to End
Filipino	1 - 40	_____		
Mathematics	1 - 40			
English	1 - 40			
Break			15 mins	
Science	1 - 40			
HEKASI	1 - 40			_____
Composition Writing in sample schools			20 mins	

Total time limit: 3 hrs & 50 mins

*** Use same board work for the second session.**

Board Work : NAT Second Year

Note:

One TB for Filipino, Mathematics, English,
Science, and Araling Panlipunan

			Time Started	Time to End
General Directions & Sample Items		5 mins	_____	
Part I (EDQ)	1 - 15	5 mins		_____

Board Work : NAT Second Year

Parts of Test	Item Numbers	Time Limit	Time Started	Time to End
General Directions & Sample Items		5 mins	_____	_____
Part I (EDQ)	1 – 15	5 mins	_____	_____
Part II (Test Proper)				
Filipino	1 – 50		_____	
Mathematics	1 – 40			
English	1 – 50			_____
Time limit		2 hours 20 mins		
Break		10 mins		
Science	1 – 50		_____	
Araling Panlipunan	1 – 50			_____
Time limit		1 hour 40 mins		
Lunch Break				
OIISSS	1 - 260	1 hr	_____	_____
Composition Writing in Sample Schools		30mins	_____	_____
Total time limit		5 hrs and 40 mins		

BREAK TIME

- NAT Grade 6, 15 min snacks break
- NAT Year II, 30 min lunch break

Pretest : Entrance and Seating Arrangement

NAT Grade 3:

20 examinees in a room

Seats are 4 rows of 5

NAT Grade 6

30 examinees in a room

Seats are 6 rows of 5

Count TBs before opening package in front of examinees.

Do not allow electronic devices - calculator & cell phones in the exam room.

All belongings shall be placed in front beneath the blackboard. Only pencils, sharpeners and a computation paper shall be with the examinees while test is going on.

Pretest : Distributing and Checking the TBs and ASs

- ❖ Distribute from right to left and from lowest number.
- ❖ Check page by page.
- ❖ Place defective/unused TB and AS, if any, in the plastic bag.
- ❖ Check and double check that all Examinees have shaded the correct circles pertaining to the NAME GRID and all the necessary information about the Examinee.
- ❖ Examinees are reminded to avoid using liquid/tape eraser in erasing shaded circles.
- ❖ Do not start the Test Proper unless each examinee has shaded properly the NAME GRID.
- ❖ No examinees should start accomplishing the NAME GRID unless they have shown their pencils.

Information in the Answer Sheet: NAT Grade 6 and Year II

- ❖ Examinee Stub, Name Grid (refer to replica), Birth Date, Nutritional Status, School Code (Region, Division, School ID), Gender, Number of Pupils in a Section, School Subject Grade in the 5 Subjects, Type of Community, Are You a Moslem, Enrolled in MADRASAH, Name and Address of School, Signature

Test Proper

- ❖ Read verbatim the boxed portions in the handbook. Don't translate in local language/dialect.
- ❖ Always record the time started and the time the subject test will end.
- ❖ Don't add or subtract minutes in the time.
- ❖ Accomplish the Seat Plan while the examinees are answering the EDQ.

Post test

- ❖ Give five minutes to inspect and clean the Answer Sheet.
- ❖ For Grade 6 & Year 2 students, instruct examinees to tear the examinee stubs before collecting the ASs.
- ❖ The examinee stubs should be turned over by the Room Examiner to the School Testing Coordinator (for public schools) and to the School Heads (in private schools).
- ❖ Count TBs and ASs before allowing examinees to leave the room.

Note: The examinee stubs have to be turned over to the principal/guidance counselor of the school.

Post Test: Accounting of Test Materials and Preparation of Reports

- ❖ Count and arrange TBs and ASs according to serial number sequence respectively.
- ❖ Accomplish the ETRE's Data. Indicate the number of registrants and the actual number of examinees.
- ❖ After the contents have been accounted for, SEAL the ETRE with DepED-NETRC paper tape in the exam room and sign across it.
- ❖ Account for and submit to the Chief Examiner what you have received.

Post Test: Contents of Room Examiner's ETRE

- ❖ Examiner's Narrative Report
- ❖ Report on time test started and ended
- ❖ Used Answer Sheets placed in original plastic bag (photocopied AS should be on top of the used AS; if any)
- ❖ Copy of NETRC Forms 1 and 2

POST TEST: CONTENTS OF CHIEF EXAMINER'S ETRE

- ❖ **Unused Answer Sheets**
- ❖ **NETRC Form 3, Test Materials Accounting Form**
- ❖ **NETRC Form 4, Chief Examiner's Report Form**
- ❖ **School Header**

Note: Forms 5 & 6 shall be submitted separately to the DTCs.

Post Test: Materials for Submission to the Division Office

- ❖ Bundles of R/CETREs placed in the original boxes
- ❖ Bundles of used and unused TBs placed in the original boxes
- ❖ Examiner's Handbook
- ❖ NETRC Form 5, Test Booklet Quantity and Completeness Verification Sheet, to be inserted in box no. 1 of the Division on top of the TBs
- ❖ NETRC Form 6, Answer Sheet Quantity and Completeness Verification Sheet, to be inserted in box no. 1 of the Division on top of the ASs
- ❖ Take note of the time and date of the Forwarder's retrieval of the test materials.
- ❖ Accomplish the Questionnaire on Forwarder's performance.
- ❖ Notify the NETRC if test materials are ready for retrieval or if they were not retrieved promptly.
- ❖ Examiner's Handbook will be stored in the D.O. Name Grid replicas will be stored in the schools for future use.

Test Materials for Retrieval/Storage

A. Test Materials for Retrieval by NETRC

- ❖ All Test Booklets packed in original boxes for Test Booklets;
- ❖ All used Answer Sheets in ETRE's together with Forms 1 and 2 and narrative report of Examiners;
- ❖ All unused Answer Sheets in CETRE's together with Forms 3 and 4 and School Headers packed in original boxes for Answer Sheets; and
- ❖ Forms 5 and 6 submitted to DTC's

Note: Don't mix-up test booklets with answer sheets

B. Test Materials for Storage:

- ❖ Name Grid and Examiner's Handbooks to be stored in testing centers or schools participating in the test administration for future use/reference.

Filling Out the School Header

- ❖ The data have to be prepared by the STC days ahead before exam day using replicas. Lead PENCIL only, not ball pen.
- ❖ The data from the replica have to be transcribed in the scannable School Header using a PENCIL (lead# 2) during examination day.
- ❖ Take note of the labels of each variable intended either grade/year level or school concerns.
- ❖ Observe place values in filling out the variables:
 - Percentage rates of the education indicators
 - The three place values are for 100% while two place values are below 100%.

Ex. 95%

	9	5
--	---	---

100%

1	0	0
---	---	---

Filling Out the School Header

- Nominal counts of Data - start filling out the last box for one's, next box for ten's, next third box from the last is for hundreds, and so forth.

Ex. An enrolment of 203 is filled out as:

	2	0	3
--	---	---	---

An enrolment of 94 is filled out as:

		9	4
--	--	---	---

- ❖ GASTPE Grantees (For private schools only)
 - Take note of the bubbles for EVS and ECS.
 - Take note if there are GASTPE Grantees in Grade 6.
- ❖ Dropout rate is to be based on previous year of the grade/year level for NAT.

Instruction for Filling Out the School Header

- ❖ The data to be filled in are all pertaining to the current or present school year.
- ❖ Participation rate will not be filled out.
- ❖ The following variables are grade/year level concerns:
 - Total Enrolment as of July/August
 - Total Registrants (enrolment as of March)
 - Actual examinees (as of examination day)
 - Conduct of SPED classes
 - Conduct of remedial reading classes
 - Number of shifts per day
 - Extent NAT results are utilized
 - Pupil-textbook ratio

Instruction for Filling Out the School Header

- ❖ The remaining variables are school concerns.
- ❖ The number of teachers and pupil-textbook ratios will take into account national funding.
- ❖ Head Teacher Categories are considered in the bubble/circle for TIC/OIC.
- ❖ Major and minor subjects will not be taken into account in the school headers for the NAT Grade 3 and Grade 6.

Test Results Dissemination

- ❖ No hardcopy will be provided to all division offices. This in line with the Secretary's mandate to utilize ICT in education.
- ❖ Explore the NETRC website to avail the NETRC test results.
- ❖ Schools can only log in by using their own School ID as Username and Password.
- ❖ Example:
 - Username: 702406
 - Password: 702406
- ❖ The results will be posted for six (6) months only.
- ❖ Secure soft copy of the results, which is convertible to Excel file, from the Website.

NETRC Website

Homepage:

<http://netrc.sysportal.net/HomePage.aspx>

Division/School Account Log In Page:

<http://netrc.sysportal.net/signin.aspx>

The Generic Forms

Form 1

NETRC FORM 1

LIST OF EXAMINEES

REGION: _____
 SCHOOL: _____
 ADDRESS: _____
 GRADE LEVEL : _____ YEAR LEVEL: _____

DIVISION: _____
 SCHOOL ID: _____
 Number of Male: _____ Number of Female: _____ Total: _____

	NAME	GASTPE		GENDER	AGE
		EVS	ECS		
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

	NAME	GASTPE		GENDER	AGE
		EVS	ECS		
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

IMPORTANT

- To be accomplished by the Room Examiner.
- Names listed as they appeared in the Seat Plan.
- Leave the space blank if not a GASTPE grantee.
EVS - Education Voucher System
ECS - Education Contracting System

Room Examiner

School

Form 2

NETRC Form 2		SEAT PLAN					
Testing Program: _____							
REGION: _____		SCHOOL NAME: _____			DATE OF EXAM. _____		
DIVISION: _____		SCHOOL ADDRESS: _____			ROOM NO. _____		
Name Exam. No. TB No.	Name Exam. No. TB No.	Name Exam. No. TB No.	Name Exam. No. TB No.	Name Exam. No. TB No.	Name Exam. No. TB No.	Name Exam. No. TB No.	
1	2	3	4	5	6	6	
Name Exam. No. TB No.	Name Exam. No. TB No.	Name Exam. No. TB No.	Name Exam. No. TB No.	Name Exam. No. TB No.	Name Exam. No. TB No.	Name Exam. No. TB No.	
7	8	9	10	11	12	12	
Name Exam. No. TB No.	Name Exam. No. TB No.	Name Exam. No. TB No.	Name Exam. No. TB No.	Name Exam. No. TB No.	Name Exam. No. TB No.	Name Exam. No. TB No.	
13	14	15	16	17	18	18	
Name Exam. No. TB No.	Name Exam. No. TB No.	Name Exam. No. TB No.	Name Exam. No. TB No.	Name Exam. No. TB No.	Name Exam. No. TB No.	Name Exam. No. TB No.	
19	20	21	22	23	24	24	
Name Exam. No. TB No.	Name Exam. No. TB No.	Name Exam. No. TB No.	Name Exam. No. TB No.	Name Exam. No. TB No.	Name Exam. No. TB No.	Name Exam. No. TB No.	
25	26	27	28	29	30	30	

Exam. No. - Examinee Number in the Answer Sheet
TB No. - Test Booklet Number

ROOM EXAMINER'S SIGNATURE OVER PRINTED NAME

SCHOOL

Note: Only twenty seaters for Grade 3.

Form 3

NETRC FORM 3

Republic of the Philippines
Department of Education
NATIONAL EDUCATION TESTING AND RESEARCH CENTER
Pasig City

Name of School: _____ Address of School: _____ Name of Chief Examiner: _____ Date of Test: _____

TEST MATERIALS ACCOUNTING FORM

INSTRUCTIONS:

Place issued _____
Time/Date Issued _____

This is to certify that I received _____ carton(s)/ package(s) which contain Test booklets (TBs) and Answer Sheets (ASs). The seals of these are all intact

Signature: _____

1. The Chief Examiner fills up the information required in each column.
2. All Examiners are required to affix their signature in Column 6 as they receive the materials for their respective examination rooms.
3. The duly accomplished form is to be placed inside the Chief Examiner's Transmittal Report Envelope (CETRE) for transmittal to the NETRC, Pasig City.
4. Notedown under "Remarks" the total number of defective and replaced Test Booklets.

No.	Name in Print of Examiner	Exam Room No.	Distribution Phase			Retrieval Phase					Remarks
			No. of TB	Inclusive Serial Numbers	Signature of Examiner	No. of Used TB	No. of Unused TB	Serial Number(s) of Unused TB	Signature of Examiner	Initial of Chief Examiner	
1	2	3	4	5	6	7	8	9	10	11	12
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											

NOTE:

Each carton/package is sealed. Only the Chief Examiner is authorized to break the seal in the presence of the examiners

Page ____ of ____ pages

Form 4

NETRC Form 4

**Chief Examiner's Report Form
Testing Program: _____**

Region: _____ Division: _____ Date of Testing: _____ Testing Center: _____

Direction: Please complete/answer truthfully and objectively all the subsequent indicators.

A. Fill in the blanks

1. Number of testing rooms : Morning session _____ Afternoon session _____
2. Total enrolment/registrants of (grade/year) _____
Male _____ Female _____ Total _____
3. Total number of examinees
AM Session: Male _____ Female _____ Total _____
PM Session: Male _____ Female _____ Total _____
4. Total number of absences
AM Session : Male _____ Female _____ Total _____
PM Session : Male _____ Female _____ Total _____
5. Time when the test materials were distributed to Room Examiners
AM Session : From _____ to _____
PM Session : From _____ to _____

B. Pre-test Activities on Examination Day

Describe the pre-test activities in terms of the following:	Sufficient	Insufficient	Number of Needed Additional Copies
1. The following are sufficient: 1.1 Test booklet
1.2 Scannable Answer Sheet
1.3 Accounting Form
1.4 CETRE & ETRE
1.5 Seat Plan
1.6 Enlarged Replica of Name Grid

	Evident	Not Evident
2. Testing rooms are ready: 2.1 The first and the last rows of seats are close as possible to the walls to allow enough space
2.2 Lists of Examinees at the door of each Testing Room are posted already

C. Test Proper

Rate the examiners based on the following aspects:	Evident	Not Evident
1. Instruction on the accomplishment of name grid, personal information and shading the chosen answer is followed
2. Accomplishment of seat plan is well done
3. Time limit for testing is well adhered to
4. Testing discipline is imposed strictly. 1.1 No unnecessary noise while the exam is in progress
1.2 Cheating in any form is strictly prohibited (e.g. talking to co-testees, use of dictionary, cell phone, calculator, and the like)
5. Refraining from the following are strictly followed: 2.1 reading/copying test items in the test booklet by the room examiner.....
2.2 explaining/translating to the examinees certain word/s used in the item
6. Examiner keeps custody on the TBs and ASs while test is in progress

Number of Test Booklets with misprints _____ Serial Nos. _____

Number of Test Booklets with same Serial Nos. _____ Serial Nos. _____

D. Post Test

Describe the procedure adopted by the Examiner in the retrieval of test booklets and Answer Sheets	Evident	Not Evident
1. Examiner requires each examinee to insert first the Answer Sheet in the test booklet before he/she submits to the examiner
2. Examiner checks the number of test booklets and Answer Sheets before he/she dismisses the examinees
3. Examiner arranges the TBs and ASs according to serial numbers
4. Examiner places the used Answer Sheets in original plastic bags
5. Examiner seals the ETRE while still inside the examination room

E. Specify the problem(s) encountered, solution(s) you gave and recommend measures to improve the conduct of future national test.

Problem 1: _____
Solution/s made: _____
Recommendation/s: _____

Problem 2: _____
Solution/s made: _____
Recommendation/s: _____

Problem 3: _____
Solution/s made: _____
Recommendation/s: _____

Problem 4: _____
Solution/s made: _____
Recommendation/s: _____

Prepared by: _____

Attested by: _____

Name of the Chief Examiner
(Signature over Printed Name)

Name of the Monitor (NETRC Rep.)
(Signature over Printed Name)

School

Designation/Position

Designation/Position

Date

Date

Forms 5 and 6

Form 5

TEST BOOKLET QUANTITY and COMPLETENESS VERIFICATION SHEET

Name of School: _____ Region: _____

School ID: _____ Division: _____

PRE-TEST

1. How many test booklets were allotted to your testing center as indicated in the Packing Guide, including buffer? _____
2. Upon opening of boxes, are the test materials: _____ complete _____ incomplete _____ with excess
3. If incomplete, how many are lacking/missing? _____
4. What is/are the Serial Number/s?

5. If excess, how many? _____
6. What is/are the Serial Number/s?

POST-TEST

1. After retrieval, are the test booklets complete? _____
2. If not, how many are missing/lacking? _____
3. What is/are the Serial Number/s? _____

Prepared by:

Signature over Printed Name of School Testing Coordinator (STC)

Attested by:

Signature over Printed Name of Chief Examiner

School

NOTE: This form is to be submitted separately to the DTC.

NETRC Form 6

ANSWER SHEET QUANTITY and COMPLETENESS VERIFICATION SHEET

Name of School: _____ Region: _____

School ID: _____ Division: _____

PRE-TEST

1. How many answer sheets were allotted to your testing center as indicated in the Packing Guide, including buffer? _____
2. Upon opening of boxes, are the test materials: _____ complete _____ incomplete _____ with excess
3. If incomplete, how many are lacking/missing? _____
4. What is/are the Serial Number/s?

5. If excess, how many? _____
6. What is/are the Serial Number/s?

POST-TEST

1. After retrieval, are the answer sheets complete? _____
2. If not, how many are missing/lacking? _____
3. What is/are the Serial Number/s? _____

Prepared by:

Signature over Printed Name of School Testing Coordinator (STC)

Attested by:

Signature over Printed Name of Chief Examiner

School

NOTE: This form is to be submitted separately to the DTC.

Room Examiner's Transmittal Report Envelope

Republic of the Philippines
DEPARTMENT OF EDUCATION
NATIONAL EDUCATION TESTING AND RESEARCH CENTER
2nd Floor, Mabini Bldg., DepED Complex, Meralco Avenue, Pasig City

ROOM EXAMINER'S TRANSMITTAL REPORT ENVELOPE (ETRE) *(Brown Envelope)*

Region: _____ Division: _____ School ID: _____
Name of School: _____ Type of School: _____
Address of School: _____
Street Barangay Municipality Province/City

ROOM NUMBER: _____

No. of Registrants: Male _____ Female _____ Total _____
No. of Examinees: Male _____ Female _____ Total _____

1. Arrange the used Answer Sheets consecutively.
2. Double check the number of used **SCANNABLE ANSWER SHEETS** and fill up the following:
Quantity of used AS: _____ Serial No. _____ to _____
3. Place inside this ETRE the following contents:
 - 3.1 Used Answer Sheets with serial numbers arranged consecutively placed in the original plastic bag
 - 3.2 One copy of the NETRC Form 1 back to back with NETRC Form 2
 - 3.3 Examiner's Narrative Report
 - 3.4 Time started and ended, copied from the board and signed by the Examiner
4. Seal this ETRE with the DepED-NETRC paper tape and sign across while still in the examination room.

*** DO NOT PUT UNUSED SCANNABLE ANSWER SHEET/S INSIDE THIS ENVELOPE.**

SUBMITTED BY:

Signature over Printed Name of Room Examiner

School

Chief Examiner's Transmittal Report Envelope

Republic of the Philippines
DEPARTMENT OF EDUCATION
NATIONAL EDUCATION TESTING AND RESEARCH CENTER
2nd Floor, Mabini Bldg., DepED Complex, Meralco Avenue, Pasig City

CHIEF EXAMINER'S TRANSMITTAL REPORT ENVELOPE (CETRE) *(White Envelope)*

Region: _____ Division: _____ School ID: _____
Name of School: _____ Type of School: _____
Address of School: _____
Street Barangay Municipality Province/City

NUMBER OF ROOMS: _____

Total No. of Registrants: Male _____ Female _____ Total _____
Total No. of Examinees: Male _____ Female _____ Total _____

Place in this Envelope the following:

1. NETRC Form 3 – Test Materials Accounting Form
2. NETRC Form 4 – Chief Examiner's Report Form
3. School Header
4. Unused Scannable Answer Sheets

Quantity of unused AS: _____ Serial No. _____ to _____

SUBMITTED BY:

Signature over Printed Name of Chief Examiner

School

NAT Grade 6 School Header-back

NUMBER OF TEACHERS (School)						NUMBER OF TEACHERS (School)							
COMPLETED		COMPLETED		COMPLETED		TEACHER I		TEACHER II		TEACHER III		MASTER TEACHER	
BACHELOR'S DEGREE	MALE	FEMALE	MASTERS DEGREE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9	9	9

NO. OF GASTPE SCHOLARS		NO. OF TEACHERS W/ TEACHING LOAD	NUMBER OF CLASSROOM FURNITURES				NO. OF GRADE 1 PUPILS	
EVS	ECS		CHAIR	ARM CHAIR	DESK	LONG TABLE W/ CHAIR	MALE	FEMALE
0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9

NO. OF GRADE 2 PUPILS		NO. OF GRADE 3 PUPILS		NO. OF GRADE 4 PUPILS		NO. OF GRADE 5 PUPILS		NO. OF GRADE 6 PUPILS	
MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

NUMBER OF TEACHERS WHO ARE MAJOR/MINOR IN										NO. OF TEACHERS WHO ARE NON-MAJOR/MINOR BUT TEACHING THE SUBJECT									
MATH		ENGLISH		SCIENCE		FILIPINO		HEKASI		MATH		ENGLISH		SCIENCE		FILIPINO		HEKASI	
MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9

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NATIONAL ACHIEVEMENT TEST FOR YEAR TWO (Y2)												
School Header												
NAME OF SCHOOL _____												
SCHOOL ID	REG	DIV	TOTAL ENROLMENT (Y2)				TOTAL REGISTRANTS (Y2)				NON-TEACHING PERSONNEL	
			MALE		FEMALE		MALE		FEMALE		MALE FEMALE	
	1	A	0	0	0	0	0	0	0	0	0	0
	2	B	1	1	1	1	1	1	1	1	0	0
	3	C	2	2	2	2	2	2	2	2	1	1
	4A	D	3	3	3	3	3	3	3	3	2	2
	4B	E	4	4	4	4	4	4	4	4	3	3
	5	F	5	5	5	5	5	5	5	5	4	4
	6	G	6	6	6	6	6	6	6	6	5	5
	7	H	7	7	7	7	7	7	7	7	6	6
	8	I	8	8	8	8	8	8	8	8	7	7
	9	J	9	9	9	9	9	9	9	9	8	8
10	K	10	10	10	10	10	10	10	10	9	9	
11	L	11	11	11	11	11	11	11	11	10	10	
12	M	12	12	12	12	12	12	12	12	11	11	
NCR	N	13	13	13	13	13	13	13	13	12	12	
CAR	O	14	14	14	14	14	14	14	14	13	13	
ARMM	P	15	15	15	15	15	15	15	15	14	14	
CARAGA	Q	16	16	16	16	16	16	16	16	15	15	
HEADED BY		NO. OF SHIFTS PER DAY (Y2)		LEGISLATIVE/CONGRESSIONAL DISTRICT								
<input type="radio"/> PRINCIPAL I		1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4		<input type="radio"/> LONE DISTRICT <input type="radio"/> 4th DISTRICT								
<input type="radio"/> PRINCIPAL II				<input type="radio"/> 1st DISTRICT <input type="radio"/> 5th DISTRICT								
<input type="radio"/> PRINCIPAL III				<input type="radio"/> 2nd DISTRICT <input type="radio"/> 6th DISTRICT								
<input type="radio"/> PRINCIPAL IV				<input type="radio"/> 3rd DISTRICT								
<input type="radio"/> TIC/OIC												
PUPIL-TEXTBOOK RATIO PER SUBJECT AREA (Y2)			HIGH SCHOOL TYPE			NUMBER OF CLASSROOMS		NUMBER OF ACTUAL EXAMINEES				
ENGLISH			<input type="radio"/> NATIONAL BARANGAY/COMMUNITY HIGH SCHOOL			MALE		FEMALE				
<input type="radio"/> 3:1 <input type="radio"/> 2:1 <input type="radio"/> 1:1 <input type="radio"/> 1:2 <input type="radio"/> 1:3			<input type="radio"/> NATIONAL COMPREHENSIVE HIGH SCHOOL			0 0 0 0 0 0 0 0 0 0		0 0 0 0 0 0 0 0 0 0				
SCIENCE			<input type="radio"/> PUBLIC SCIENCE HIGH SCHOOL			1 1 1 1 1 1 1 1 1 1		1 1 1 1 1 1 1 1 1 1				
<input type="radio"/> 3:1 <input type="radio"/> 2:1 <input type="radio"/> 1:1 <input type="radio"/> 1:2 <input type="radio"/> 1:3			<input type="radio"/> PUBLIC VOCATIONAL HIGH SCHOOL			2 2 2 2 2 2 2 2 2 2		2 2 2 2 2 2 2 2 2 2				
MATHEMATICS			<input type="radio"/> STATE COLLEGE/UNIVERSITY HIGH SCHOOL			3 3 3 3 3 3 3 3 3 3		3 3 3 3 3 3 3 3 3 3				
<input type="radio"/> 3:1 <input type="radio"/> 2:1 <input type="radio"/> 1:1 <input type="radio"/> 1:2 <input type="radio"/> 1:3			<input type="radio"/> PRIVATE SECTARIAN HIGH SCHOOL			4 4 4 4 4 4 4 4 4 4		4 4 4 4 4 4 4 4 4 4				
FILIPINO			<input type="radio"/> PRIVATE NON-SECTARIAN			5 5 5 5 5 5 5 5 5 5		5 5 5 5 5 5 5 5 5 5				
<input type="radio"/> 3:1 <input type="radio"/> 2:1 <input type="radio"/> 1:1 <input type="radio"/> 1:2 <input type="radio"/> 1:3			<input type="radio"/> PRIVATE SCIENCE HIGH SCHOOL			6 6 6 6 6 6 6 6 6 6		6 6 6 6 6 6 6 6 6 6				
ARALIN PANLIPUNAN			<input type="radio"/> PRIVATE VOCATIONAL HIGH SCHOOL			7 7 7 7 7 7 7 7 7 7		7 7 7 7 7 7 7 7 7 7				
<input type="radio"/> 3:1 <input type="radio"/> 2:1 <input type="radio"/> 1:1 <input type="radio"/> 1:2 <input type="radio"/> 1:3						8 8 8 8 8 8 8 8 8 8		8 8 8 8 8 8 8 8 8 8				
						9 9 9 9 9 9 9 9 9 9		9 9 9 9 9 9 9 9 9 9				
						0 0 0 0 0 0 0 0 0 0		0 0 0 0 0 0 0 0 0 0				
						1 1 1 1 1 1 1 1 1 1		1 1 1 1 1 1 1 1 1 1				
						2 2 2 2 2 2 2 2 2 2		2 2 2 2 2 2 2 2 2 2				
						3 3 3 3 3 3 3 3 3 3		3 3 3 3 3 3 3 3 3 3				
						4 4 4 4 4 4 4 4 4 4		4 4 4 4 4 4 4 4 4 4				
						5 5 5 5 5 5 5 5 5 5		5 5 5 5 5 5 5 5 5 5				
						6 6 6 6 6 6 6 6 6 6		6 6 6 6 6 6 6 6 6 6				
						7 7 7 7 7 7 7 7 7 7		7 7 7 7 7 7 7 7 7 7				
						8 8 8 8 8 8 8 8 8 8		8 8 8 8 8 8 8 8 8 8				
						9 9 9 9 9 9 9 9 9 9		9 9 9 9 9 9 9 9 9 9				
						0 0 0 0 0 0 0 0 0 0		0 0 0 0 0 0 0 0 0 0				
IN WHAT WAY DOES THE SCHOOL UTILIZE NAT Y2 RESULTS			IS THE SCHOOL SUPPORTED/SPONSORED BY			SCHOOL LOCATION						
<input type="radio"/> INTERVENTION PROGRAM			<input type="radio"/> LOCAL GOVERNMENT			<input type="radio"/> WITHIN THE CITY PROPER <input type="radio"/> HINTERLAND						
<input type="radio"/> REMEDIAL CLASSES			<input type="radio"/> NON-GOVERNMENT ORGANIZATIONS			<input type="radio"/> OUTSIDE THE CITY PROPER <input type="radio"/> COASTAL AREA						
			<input type="radio"/> PRIVATE COMPANIES			<input type="radio"/> WITHIN THE TOWN PROPER <input type="radio"/> ON AN ISLET						
			<input type="radio"/> INDIVIDUAL DONOR			<input type="radio"/> OUTSIDE THE TOWN PROPER						
PERCENTAGE RATE (School)			DOES THE SCHOOL HAVE THE FOLLOWING (Y FOR YES ; N FOR NO)							DOES THE SCHOOL CONDUCT SPED CLASSES?		
DROP-OUT	PARTICIPATION	RETENTION	SURVIVAL	<input type="checkbox"/> SCIENCE LABORATORY <input type="checkbox"/> COMFORT ROOMS							<input type="radio"/> YES	
0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0	<input type="checkbox"/> COMPUTER LABORATORY <input type="checkbox"/> HOME ECONOMICS ROOM							<input type="radio"/> NO	
1 1 1 1 1 1 1 1 1 1	1 1 1 1 1 1 1 1 1 1	1 1 1 1 1 1 1 1 1 1	1 1 1 1 1 1 1 1 1 1	<input type="checkbox"/> SPEECH LABORATORY <input type="checkbox"/> INDUSTRIAL ARTS ROOM								
2 2 2 2 2 2 2 2 2 2	2 2 2 2 2 2 2 2 2 2	2 2 2 2 2 2 2 2 2 2	2 2 2 2 2 2 2 2 2 2	<input type="checkbox"/> CANTEEN <input type="checkbox"/> SCHOOL PLAYGROUND								
3 3 3 3 3 3 3 3 3 3	3 3 3 3 3 3 3 3 3 3	3 3 3 3 3 3 3 3 3 3	3 3 3 3 3 3 3 3 3 3	<input type="checkbox"/> MULTI-PURPOSE HALL <input type="checkbox"/> PORTABLE DRINKING WATER								
4 4 4 4 4 4 4 4 4 4	4 4 4 4 4 4 4 4 4 4	4 4 4 4 4 4 4 4 4 4	4 4 4 4 4 4 4 4 4 4	<input type="checkbox"/> AUDIO-VISUAL ROOM <input type="checkbox"/> ELECTRICITY SUPPLY								
5 5 5 5 5 5 5 5 5 5	5 5 5 5 5 5 5 5 5 5	5 5 5 5 5 5 5 5 5 5	5 5 5 5 5 5 5 5 5 5	<input type="checkbox"/> FACULTY ROOM <input type="checkbox"/> INTERNET ACCESS/CONNECTION								
6 6 6 6 6 6 6 6 6 6	6 6 6 6 6 6 6 6 6 6	6 6 6 6 6 6 6 6 6 6	6 6 6 6 6 6 6 6 6 6	<input type="checkbox"/> GUIDANCE COUNSELOR ROOM <input type="checkbox"/> WELL VENTILATED CLASSROOMS								
7 7 7 7 7 7 7 7 7 7	7 7 7 7 7 7 7 7 7 7	7 7 7 7 7 7 7 7 7 7	7 7 7 7 7 7 7 7 7 7	<input type="checkbox"/> SPORTS FACILITIES <input type="checkbox"/> PROPERLY LIGHTED CLASSROOMS								
8 8 8 8 8 8 8 8 8 8	8 8 8 8 8 8 8 8 8 8	8 8 8 8 8 8 8 8 8 8	8 8 8 8 8 8 8 8 8 8									
9 9 9 9 9 9 9 9 9 9	9 9 9 9 9 9 9 9 9 9	9 9 9 9 9 9 9 9 9 9	9 9 9 9 9 9 9 9 9 9									
0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0									

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NUMBER OF TEACHERS (School)							NUMBER OF TEACHERS (School)							
COMPLETED		COMPLETED		COMPLETED			TEACHER I		TEACHER II		TEACHER III		MASTER TEACHER	
BACHELOR'S DEGREE		MASTER'S DEGREE		DOCTORAL DEGREE			MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	FEMALE								
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9	9	9	9

NO. OF TEACHERS W/ TEACHING LOAD		NUMBER OF GASTPE SCHOLARS (School)				NUMBER OF CLASSROOM FURNITURES			
MALE	FEMALE	EVS		ESC		CHAIR	ARM CHAIR	DESK	LONG TABLE W/ CHAIR
0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

NO. OF 1ST YEAR STUDENTS		NO. OF 2ND YEAR STUDENTS		NO. OF 3RD YEAR STUDENTS		NO. OF 4TH YEAR STUDENTS	
MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9

NUMBER OF TEACHERS WHO ARE MAJOR/MINOR IN										NO. OF TEACHERS WHO ARE NON-MAJOR/MINOR BUT TEACHING THE SUBJECT									
MATH		ENGLISH		SCIENCE		FILIPINO		ARALIN PANLIPUNAN		MATH		ENGLISH		SCIENCE		FILIPINO		ARALIN PANLIPUNAN	
MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9

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Guidelines in the Preparation of Enrolment Data for the NAT

A. Two sets of matrices for the enrolment data shall be prepared:

1. Elementary level covering Grades 3 and 6;
2. Secondary level covering Year 2 and Year 4;
3. The enrolment data starting July 30, 2010 or beyond should be the basis;
4. Group schools by municipality and not by alphabetical order;
5. Lone district is the only one in the province, while first district is a part of a large province having more than one constituency;
6. Provide separate lists for elementary schools (Grades 3 and 6) and secondary schools (second year) and
7. Use the standard format found below in the preparation of enrolment data. Soft and hard copies have to be submitted in Excel format:

Matrix 1. Enrolment Data for the Elementary Level

Region	Division	Municipality/ District	Region Code	Division Code	Legislative District	School Type (Public or Private)	School ID	School Name	SY Enrolment	
									G3	G6

Matrix 2. Enrolment Data for the Secondary Level

Region	Division	Municipality/ District	Region Code	Division Code	Legislative District	School Type (Public or Private)	School ID	School Name	SY Enrolment	
									Y2	Y4

Converging Areas Where the NAT (3 Levels) and NCAE are Parallel in the Examiner's Handbook as Indicated in Checkmarks

Area	NAT			NCAE	Area	NAT			NCAE
	G3	G6	Y2			G3	G6	Y2	
Responsibilities and Functions:					Post Test				
Chief Examiner	✓	✓	✓	✓	Preparing the Reports	✓	✓	✓	✓
Room Examiner	✓	✓	✓	✓	Sealing the ETRE	✓	✓	✓	✓
Pre-Test					Turning over the TM's to the Chief Examiner	✓	✓	✓	✓
Boardwork					Accounting of Materials by the CE	✓	✓	✓	✓
Entrance and Seating Arrangement	✓	✓	✓	✓	Packing of Test Materials	✓	✓	✓	✓
Seat Plan		✓	✓	✓	Generic Forms:				
Orientation of the Examiner	✓	✓	✓	✓	Form 1		✓	✓	✓
Distributing the AS's and TB's	✓	✓	✓	✓	Form 2		✓	✓	✓
Checking the AS's and TB's	✓	✓	✓	✓	Form 3	✓	✓	✓	✓
Filling Information in AS					Form 4	✓	✓	✓	✓
Filling up the Name Grid	✓	✓	✓	✓	Form 5	✓	✓	✓	✓
Filling up latest Grade	✓	✓	✓	✓	Form 6	✓	✓	✓	✓
Signature	✓	✓	✓	✓	CETRE	✓	✓	✓	✓
other information	✓	✓	✓	✓	ETRE	✓	✓	✓	✓
Test Proper					Instruction for the Storage:				
Reading the Directions	✓	✓	✓	✓	• Examiner's Handbooks in the Division Office	✓	✓	✓	✓
Reading the Boxed Information	✓	✓	✓	✓	• Replica of the Name Grid (in Testing Center)	✓	✓	✓	✓
Dismissing the Examinees	✓	✓	✓	✓					

End of Presentation...

