

Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
City of Muntinlupa

RECEIVED	DATE
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January 18 2012

Division Memorandum
No. 038 s, 2011

MOCK TEST FOR GRADE 3, GRADE 6 AND FOURTH YEAR

To: Division Supervisors/Coordinators
Public Elem./Sec. School Principals
Department Heads/Coordinators/Master Teachers
Guidance Counselors

1. In order to gauge student's academic performance in the National Achievement Test (NAT) and address their learning needs by giving them immediate, adequate and appropriate intervention, this Office shall conduct Mock Test for Grade 3, Grade 6 and Fourth Year on February 17, 2012. This is also to familiarize our pupils/students how it is to take the NAT.
2. NAT guidelines and mechanics shall be followed in the administration of the said Mock Test with only little modification in Fourth Year Level. Details will be discussed during the Division Orientation on the Administration of the National Achievement Test on February 1, 2012, 1:00 pm. at the Division Office, Conference Room.
4. Division Supervisors/Coordinators and School Heads are expected to study the results of the Mock Test and prepare Intervention Plan that would help addressed pupil's learning needs. More focus should be given to the learning areas and sections which registered the lowest MPS. Analyze the least mastered skills recorded or break down the skills into smaller pre-requisite skills together with the subject teacher and draft the intervention plan.
5. There will be no classes in all other grade/year levels during the Mock Test. Some teachers are assigned as proctors to another school and for those with no assignment, they are required to report in their mother school.
6. Cluster schools have to exchange teachers with regards to this Mock Test and this assignment shall be the same during the actual NAT. (see enclosure letter C)
7. Administration of the Mock Test shall be monitored by the Division Supervisors, Department Heads/Coordinators and Master Teachers.
8. In addition, schools are to serve heavy snacks to the testing staff (room examiners and room supervisors).
9. It is expected that everyone gives this intervention activity the much needed attention and support in our desire to improve our NAT performance.
10. Immediate and wide dissemination of this Memorandum is desired.


DOMINICO C. IDANAN, Ed.D.
Officer-In-Charge
Office of the Schools Division Superintendent

A. Elementary

Number of Students/Pupils who will take the MOCK TEST

SCHOOL NAME	SY 2011-2012 Enrolment			
	GRADE 3	No. of Rooms	GRADE 6	No. of Rooms
Muntinlupa ES	766	39	703	24
Bayanan ES Main	556	28	479	16
Itaas ES	521	27	492	17
Itaas ES - NBP Annex	860	43	783	27
Putatan ES	318	16	280	10
Tunasan ES	352	18	300	10
Victoria Homes ES	279	14	177	6
Soldiers Hills ES	298	15	276	10
F. de Mesa ES	229	12	196	7
Lakeview ES	196	10	190	7
Alabang ES	1104	56	844	29
Bagong Silang ES	236	12	200	7
Bayanan ES UI	402	21	309	11
Buli Es	259	13	245	9
Cupang ES	516	26	401	14
Cupang ES Annex	139	7	131	5
Sucat ES	495	25	473	16
Sucat ES Annex	204	11	155	6
SUB TOTAL	7730	393	6634	231

B. High School

SCHOOL NAME	Year 4	No. of
	TOTAL	Rooms
Muntinlupa National High School	1784	60
Muntinlupa Science High School	198	7
Muntinlupa National High School Annex	515	18
Muntinlupa Business High School	754	26
Pedro E. Diaz High School	1561	53
Total	4812	164

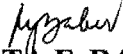
C. The following cluster schools that proctors have to exchange with each other.

1. MES (85) IESA (85) AES (85)
2. BES Main (45) Itaas ES Main (45)
3. PES (30) TES (30) VHES (30)
4. SHES (34) BES 1 (34)
5. SES (44) SESA (22) BSES (22)
6. FDMESA (21) LES (21)
7. CES (42) BES (24) CESA (18)
8. MNHS (65) PEDHS (65)
9. MBHS (28) MNHSA (19) MSHS (9)


D. The following Head Teachers/Coordinators/Master Teachers are assigned to monitor the conduct of the MOCK TEST. **DIVISION SUPERVISORS AND COORDINATORS** have to monitor their adopted schools.

Elementary School	Supervisors/ Coordinators	Head Teachers / Master Teachers
Muntinlupa Elem. School	Miss Carmen D. Hicap	Mrs. Chona Bundoc
Itaas Elem. School	Dr. Celia G. Espina	Mr. Dean Hermoso
Itaas Elem. School -Annex	Mr. Wison F. Pascual	Mrs. Felisa Basijan
Putatan Elem. School	Dr. F. Pagkalinawan	Miss. Gloria Chavez
Tunasan Elem. School	Mrs. Angelita A. Abella	Mrs. Rowena Hibanada
Victoria Homes Elem. School	Dr. Diosdado S. Medina	Mrs. Paz Solar
Soldier's Hills Elem. School	Miss Carmen D. Hicap	Miss. Marissa Muldong
F. De Mesa Elem. School	Mrs. Angelita A. Abella	Mrs. Martha Ullero
Lakeview Elem. School	Mrs. Nerissa R. Lomeda	Mrs. Eden Binaday
Bayanan Elem. School Main	Mrs. Angelina C. Pascual	Miss. Edna Salamat
Alabang Elem. School	Dr. Diosdado S. Medina	Mrs. Pinky Gomez
Bagong Silang Elem. School	Mr. Wison F. Pascual	Mr. Joaquin Basijan
Bayanan Elem. School Unit I	Mrs. Nerissa R. Lomeda	Mrs. Daisy Rodenas
Buli Elem. School	Mrs. Angelita A. Abella	Mrs. Estela Espino
Cupang Elem. School	Mr. Amado M. Angat	Miss. Soledad Joaquin
Cupang Elem. School – Annex	Mr. Wilson F. Pascual	Mrs. Melesa Calapano
Sucac Elem. School	Mr. Amado M. Angat	Dr. Emilia Bautista
Sucac Elem. School – Annex	Mrs. Marieta F. Babera	Dr. Onofre Santos
Secondary School	Supervisors/ Coordinators	Head Teachers / Master Teachers
Muntinlupa National High School	Dr. Celia G. Espina	Mrs. Titaflor Toledo
Muntinlupa National High School- Annex	Mrs. Marieta F. Babera	Mr. David Libao
Muntinlupa Science High School	Dr. F. Pagkalinawan	Ms. Cristina Bitavarra
Pedro E. Diaz High School	Mrs. Angelina C. Pascual	Miss. Lilibeth Fernicita
Muntinlupa Business High School	Dr. Armando N. Romero	Mr. Rogelio Cabanting

Prepared by:


MARIETA F. BABERA
 Division Testing Coordinator

Noted:


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 Officer-In-Charge
 Office of the Schools Division Superintendent