



DepEd ICT Unit
 Web Posted by: dm
 Control no.: 26-PU6282

Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF VALENZUELA CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 10217 s. 2026

ADMINISTRATION OF THE COMPUTER-BASED NATIONAL ACHIEVEMENT TEST FOR GRADE 12 (CB-NATG12) FOR SY 2025-2026

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Public Schools District Supervisors
 Public and Private Secondary School Heads
 Division and School Testing Coordinators
 All Others Concerned

1. The Computer-Based National Achievement Test for Grade 12 (CB-NATG12) for SY 2025-2026 shall be administered from March 9 to March 18, 2026.
2. Participating schools were randomly selected by the Bureau of Education Assessment (BEA) following national sampling procedures. In the selected schools, all officially enrolled Grade 12 learners are required to take the test to ensure the validity and integrity of the results.
3. The randomly selected schools in SDO Valenzuela are:
 - Valenzuela National High School
 - Parada National High School
 - Sitero Francisco Memorial National High School
 - Vicente P. Trinidad National High School
 - Our Lady of Fatima University
4. All concerned are directed to ensure full compliance with the guidelines, readiness of facilities, and strict observance of testing protocols.
5. Attached for reference are the Additional Guidelines on the Administration of the Computer-Based National Achievement Test for Grade 12 (CB-NATG12) for School Year 2025-2026, List of Testing Personnel, Timeline of Activities, Links for CB-NATG12 Materials and Submission, for your guidance.
6. Expenses incurred relative to the conduct of this activity shall be charged against SUB-ARO: NCR 25-07-1036, subject to existing accounting and auditing rules and regulations.
7. Immediate and wide dissemination of this memorandum is desired.

NOEL D. BAGANO
 Schools Division Superintendent

Encl.: As stated
 References: BEA Advisory No. 4, s. 2025
 To be indicated in the Perpetual Index under the following subject
CB-NCAE ASSESSMENT
 JUL/SGOD December 1, 2025



Address: Pio Valenzuela St., Marulas, Valenzuela City
 Telephone Nos.: (02) 8293-4507, 8277-4648, 8291-0873, 8277-3439
 Email Address: sdovalenzuela@deped.gov.ph
 Official Website: <https://www.depedvalenzuela.com>





Republic of the Philippines
Department of Education
BUREAU OF EDUCATION ASSESSMENT

Office of the Director

Advisory No. _____, s. 2025

27 February 2026

ADVISORY

Additional Guidelines on the Administration of the Computer-Based National Achievement Test for Grade 12 (CB-NATG12) for School Year 2025-2026

In reference to the DepEd Memorandum No. ____ s. 2026 on the administration of the Computer-Based National Achievement Test for Grade 12 for SY 2025-2026, the following guidelines are provided to ensure smooth, secure, and equitable testing administration and to maximize available resources and minimize disruptions of school operations.

ASSESSMENT PLATFORM

1. The platform can accommodate up to **40,000** examinees nationwide per session per day.
2. The user allocation for the Schools Division Office (SDO) per day shall be provided by the Bureau of Education Assessment (BEA) through this link <https://tinyurl.com/CBNATG12UserAllocation>
3. The examinees in the sampled schools may access the assessment platform through this link <https://frontlearners.org/>.
4. The installation of **Safe Exam Browser (SEB)** is required before proceeding to the test.
5. A stable internet connection is required.

TEST ADMINISTRATION PLAN

1. Regional-Level

- 1.1. The CB-NATG12 shall be administered from **March 9 to 18, 2026**, across all regions and SDOs.
- 1.2. The Regional Testing Coordinator (RTC) and Division Testing Coordinator (DTC), in coordination with the Information Technology Officers (ITO), are responsible for managing platform capacity.
- 1.3. The RTC shall oversee the CB-NATG12 test administration across the region's SDOs, based on the number of examinees per day as provided by the DTCs in their respective SDOs, in accordance with the user accounts allocation from BEA.



2/F Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City 1600
Telephone No.: (02) 8631-6921 (Telefax); 8631-2588; 8631-2589; 8631-2571; 8631-2591
Email Address: bea.od@deped.gov.ph; bea.ead@deped.gov.ph; bea.erd@deped.gov.ph



DepEd Philippines



@depedphilippines



@DepEd_PH



www.depded.gov.ph



Republic of the Philippines
Department of Education
 BUREAU OF EDUCATION ASSESSMENT

Office of the Director

- 1.4. The RTC shall ensure that the guidelines and timelines are followed, and shall report any concerns raised by the DTCs to BEA.

2. Division-Level

- 2.1. The examinees shall be grouped by the DTC to ensure an even distribution of the daily capacity per session and per day.
- 2.2. The scheduling system shall be provided by the DTCs to the respective schools with the following information:

Sampled School	
Testing Date	
No. of Testing Session	
No. of Learners per Session	
No. of Units Available	

- 2.3. The DTC is responsible for disseminating the testing schedule to the respective sampled schools.
- 2.4. The ITO is responsible for ensuring technical readiness and providing support during test administration.
- 2.5. The ITO shall map all sampled schools with computer laboratory facilities, including their capacity, internet stability, and power reliability, as part of the preparation for test administration.
- 2.6. The ITO shall consolidate the **Form 1 - Inventory of Computer Facilities** through this link <https://tinyurl.com/CBNATG12-InventoryofComputer> submitted by the sampled schools as a reference for the DTC scheduling system.
- 2.7. The DTC or ITO shall submit the consolidated Form 1 to BEA through this link <https://forms.office.com/r/PZiA8X7sPd>

3. School-Level

- 3.1. Identify the number of functional computer units available.
- 3.2. Prepare the needed testing resources following the technical requirements.





Republic of the Philippines
Department of Education
 BUREAU OF EDUCATION ASSESSMENT

Office of the Director

- 3.3. Strictly follow the assigned testing date and session provided by the DTC.
- 3.4. Submit **Form 1 - Inventory of Computer Facilities** containing the sampled school's resources to the DTC and/or ITO.
- 3.5. A video on the assessment platform walkthrough shall be provided by BEA as supplementary material for learners and the testing personnel.
- 3.6. The sampled schools should evaluate their readiness in the CB-NATG12 administration by checking the following information:
 - 3.6.1. All computer units function properly.
 - 3.6.2. The internet connection is stable with an alternate internet provider as backup.
 - 3.6.3. Familiarization of key testing personnel with the test administration procedure and guidelines.
 - 3.6.4. The examinees understand the interface of the assessment platform.
- 3.7. The sampled schools shall conduct an **Assessment Platform Walkthrough** and **Test Orientation** for the learners prior to the scheduled test administration.

TESTING SESSION

- 1. A fixed daily testing window shall be implemented to ensure smooth operation and technical monitoring. Each testing center may implement:

No. of Session	Session	Time
2	Morning	6:30 a.m. to 11:30 a.m.
	Afternoon	12:00 n.n. to 5:00 p.m.
1	Morning/Afternoon	6:30 a.m. to 11:30 a.m.
		12:00 n.n. to 5:00 p.m.

Note: Mid-session (e.g. 9:00 a.m. to 3:00 p.m.) is not allowed as this will affect the fixed schedule of other schools.

- 2. The schedule of the test shall include preliminaries, practice test, test proper, posttest, and allowance in case of interruptions.





Republic of the Philippines
Department of Education
BUREAU OF EDUCATION ASSESSMENT

Office of the Director

TECHNICAL REQUIREMENTS

1. Hardware

- 1.1. A 1:1 ratio of examinees to computers per session is required.
- 1.2. A buffer of 5–10 computer units should be available.
- 1.3. The server must be tested prior to the actual test administration.
- 1.4. Laptops and tablets may be used, provided that the SEB is installed.
- 1.5. It is recommended to have at least 30 functioning computer units per session, when available. If fewer are available, maximize resources to ensure all examinees complete the test within the testing period.

2. Connectivity

- 2.1. A minimum of 10 Mbps stable connection per **20-30 computer units** is required.
- 2.2. At least 2 router/extender per computer room is recommended.

3. Power

- 3.1. Inform/Coordinate with local electrical service provider/cooperatives beforehand to avoid power interruption.
- 3.2. A generator or UPS is recommended as back up in case there are unexpected power interruptions.
- 3.3. An automatic voltage regulator per computer unit is recommended.

USER ACCOUNTS

1. Division-Level

- 1.1. The DTC and DITO shall provide instructions to the sampled schools on the required mode of submission for the list of learners, including their Learner Reference Numbers (LRNs).
- 1.2. The **Form 2 - User Accounts** shall be completed by the DTC through this link <https://tinyurl.com/CBNATG12ForRTCsandDTConly>. Instructions on how to accomplish the form are indicated in the file.



2/F Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City 1600
Telephone No.: (02) 8631-6921 (Telefax); 8631-2588; 8631-2589; 8631-2571; 8631-2591
Email Address: bea.od@deped.gov.ph; bea.ead@deped.gov.ph; bea.erd@deped.gov.ph



DepEd Philippines



@depedphilippines



@DepEd_PH



www.deped.gov.ph



Republic of the Philippines
Department of Education
BUREAU OF EDUCATION ASSESSMENT

Office of the Director

2. School-Level

- 1.1. The School Testing Coordinator (STC) shall keep the user accounts strictly confidential. No individual other than the examinees shall use the accounts.
- 1.2. The STC shall **provide a copy of the user accounts to the test takers on the day of the test.**
- 1.3. The STC shall dispose of the user accounts immediately after the examinees take the test.

ALTERNATE SAMPLE SCHOOLS

1. The alternate sample school shall be used when:
 - 1.1. The sampled school has no stable internet connection
 - 1.2. Insufficient/very few computer units for test administration
 - 1.3. Non-availability of ICT personnel
 - 1.4. Limited power supply
 - 1.5. The school has a previously scheduled major activity (e.g. graduation)
2. The DTC should first explore the possibility of rescheduling before using the alternate sample school.

LIMITED TESTING RESOURCES

1. The sample school may request testing resources from nearby schools if:
 - 1.1. There are insufficient working computer units
 - 1.2. The backup equipment is unavailable (*e.g. routers*)
2. Transfer of equipment/testing resources must not disrupt regular school operations in both schools.
3. Transfers must be within the division, endorsed by the DTC, and approved by the School Division Superintendent (SDS).
4. The DTC shall verify the need, identify the nearest school with available resources, and coordinate with both schools regarding the transfer arrangement.



Republic of the Philippines
Department of Education
BUREAU OF EDUCATION ASSESSMENT

Office of the Director

5. Transfers should be accessible and require minimal travel distance, preferably within the same school district. The Information and Communications Technology (ICT) Coordinators of both schools must coordinate accordingly.
6. The borrowing school shall be fully responsible for the computer equipment during pickup and return.
7. A transportation subsidy for the test materials is included in the Program Support Funds (PSF), downloaded to the field offices and may be used for the transfer of testing resources.

RESCHEDULING OF TEST

1. The following unforeseen circumstances should be considered when rescheduling the test:
 - 1.1. *Natural calamities (e.g., earthquake, typhoon, pandemic, high heat index)*
 - 1.2. *Unexpected power or internet interruptions*
 - 1.3. *System downtime or server malfunctions*
2. The DTC shall report to BEA should any circumstances arise, that might result in rescheduling.
3. In the event of rescheduling, BEA shall provide a new testing date within the testing window.

Immediate dissemination and compliance with this Advisory are desired.


LADY ANGELA M. ROCENA
Director III
Officer-In-Charge
Bureau of Education Assessment



Republic of the Philippines
Department of Education
 BUREAU OF EDUCATION ASSESSMENT

Office of the Director

Attachment: Summary of CB-NATG12 Forms to be submitted

Summary of CB-NCAE Forms

All Forms are available in the CB-NATG12 Orientation Materials drive.

FORMS		WHEN	TO BE PREPARED BY	TO BE SUBMITTED TO
1	Inventory of Computer Facilities	<i>Pretest</i>	DTC/ITO	BEA
			School Heads	DTC/ITO
2	User Accounts	<i>Pretest</i>	DTC and DITO	Schools
3	List of Examinees	<i>Pretest</i>	School Head	DTC
4	Attendance Sheet	<i>Test Proper</i>	Test Administrator	DTC
5	Evaluation Report	<i>Posttest</i>	Test Administrator/ School Head	DTC
	Consolidated Evaluation Report**	<i>Posttest</i>	DTC	BEA
6	Monitoring Form	<i>Posttest</i>	DTC	RTC
	Consolidated Monitoring Report**	<i>Posttest</i>	RTC	BEA

**To be done through Google Form



2/F Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City 1600
 Telephone No.: (02) 8631-6921 (Telefax); 8631-2588; 8631-2589; 8631-2571; 8631-2591
 Email Address: bea.od@deped.gov.ph; bea.ead@deped.gov.ph; bea.erd@deped.gov.ph



DepEd Philippines



@depedphilippines



@DepEd_PH



www.deped.gov.ph



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF VALENZUELA CITY

Enclosure B: Testing Personnel

Name	Position	PMT Designation	Function
Micah Pacheco	Chief Education Supervisor	RTC	Oversee test administration in the region.
Jayson U. Loayon	OIC-SEPS-SMME	Division Testing Coordinator	Supervise the preparation of the testing centers, orientation of the testing personnel, and activities related to test administration in all public and private schools
Noel D. Bagano	SDS	Overall Division Testing Chairperson	Responsible Official for CB-NCAE Administration in SDO-Valenzuela
Salvador A. Gaban	EPS, Private School	Supervising Officer	Supervise and monitor the test in the SDO.
Noel E. Reyes	Information Technology Officer I	Division Information Technology Officer	Provide technical support, conduct system checks, and ensure proper functioning of computer-based assessment platforms
Kareshene SD. Malvar	IT Personnel	Support Staff	Provide any test-related assistance to the DITO.
IT Personnel of Valenzuela NHS	IT Personnel	Support Staff	Provide any test-related assistance to the DITO.
IT Personnel for Parada NHS	IT Personnel	Support Staff	Provide any test-related assistance to the DITO.
IT Personnel for Sitero Francisco Memorial NHS	IT Personnel	Support Staff	Provide any test-related assistance to the DITO.
IT Personnel for Vicente P. Trinidad NHS	IT Personnel	Support Staff	Provide any test-related assistance to the DITO.
IT Personnel for Our Lady of Fatima University	IT Personnel	Support Staff	Provide any test-related assistance to the DITO.
Virginia O. Alacon	School Head	Chief Examiner of Valenzuela NHS	Oversee the conduct of the test in the school.
Eleonor S. Santos	School Head	Chief Examiner of Parada NHS	Oversee the conduct of the test in the school.
Christopher J. Delino	School Head	Chief Examiner of Sitero Francisco Memorial NHS	Oversee the conduct of the test in the school.
Jaime S. De Vera Jr.	School Head	Chief Examiner of Vicente P. Trinidad NHS	Oversee the conduct of the test in the school.
Barry H. Dio	School Head	Chief Examiner of Our Lady of Fatima University	Oversee the conduct of the test in the school.



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF VALENZUELA CITY

Enclosure C: Timeline of Activities

Date	Activity	Responsible Person	Participants
March 4, 2026	Division Orientation	Division Testing Coordinator	School Heads, School Testing Coordinator, School ICT Coordinator
March 5, 2026	Submission of Form 1, 2, and 3	School Head, School Testing Coordinator	Testing Personnel of: <ul style="list-style-type: none">• Valenzuela NHS• Parada NHS• Sitero Francisco Memorial NHS• Vicente P. Trinidad NHS• Our Lady of Fatima University
March 6, 2026	Ocular Inspection of the Testing Center	All Testing Personnel	Testing Personnel of: <ul style="list-style-type: none">• Valenzuela NHS• Parada NHS• Sitero Francisco Memorial NHS• Vicente P. Trinidad NHS• Our Lady of Fatima University
March 9-18, 2026	Actual Administration of CB-NATG12	All Testing Personnel	Grade 12 Learners
March 19, 2026	Submission of Form 4, and 5	School Head, School Testing Coordinator	Testing Personnel of: <ul style="list-style-type: none">• Valenzuela NHS• Parada NHS• Sitero Francisco Memorial NHS• Vicente P. Trinidad NHS• Our Lady of Fatima University



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF VALENZUELA CITY

Enclosure D: Links for CB-NATG12 Materials

Link	Content
https://tinyurl.com/CB-NATG12-Forms-and-Materials	CB-NCAE Forms 1, 2, 3, 4, 5 and 6
	CB-NCAE Slide Deck for Orientation
	Updated Advisory _ Additional Guidelines on the CB-NCAE
	Oath of Confidentiality

Enclosure E: Links for Submission of Documents/Reports

Link	Instruction	Deadline
https://tinyurl.com/Form1InventoryofComputerFacili	Click the link to submit CB-NATG12 Form 1	March 5, 2026
https://tinyurl.com/CB-NATG12-Form-2-and-3	Click the link to submit CB-NATG12 Form 2 and 3	March 5, 2026
https://tinyurl.com/CB-NATG12-Form-4	Click the link to submit CB-NATG12 Form 4	March 19, 2026