



8/2025

**Republic of the Philippines**  
**Department of Education**  
**REGION XI**  
**SCHOOLS DIVISION OF PANABO CITY**

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

DM CID-2025-**439**

To : Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division  
Education Program Supervisors  
Public Schools District Supervisors  
All Public and Private Secondary School Heads  
All Secondary School Testing Personnel and Examiners

Subject: **PREPARATORY GUIDELINES ON THE PREPARATION AND CONDUCT OF NATIONAL ACHIEVEMENT TEST IN GRADE 10 (NAT10)**

Date : July 29, 2025

Please be informed that the National Achievement Test for Grade 10 (NAT10) will be administered within the official testing window on August 26 to September 1, 2025. In line with this, we request your full cooperation in preparing for smooth and successful test administration.

Kindly take note of the following important reminders:

1. Only Grade 11 learners will take the NAT10;
2. Please strictly follow the NAT10 Monitoring Checklist as your guide in the school-level preparations;
3. Conduct a mock test using the Name Grid and provide Mongol No. 2 pencils to practice proper shading;
4. A maximum of 30 learners per testing room is required;
5. Ensure that the list of examinees is posted outside the testing room, arranged alphabetically regardless of gender; and
6. Make use of any available materials and resources from the previous NAT10 to support your preparation efforts.

Weekly monitoring will be conducted by assigned Division Monitors to assist and guide schools throughout the preparation period.

Teaching and non-teaching personnel involved in the conduct of the activity are entitled to service credits and Compensatory Time-Off (CTO), respectively, for the service rendered. Said privileges are in accordance with DepEd Order No. 53, s. 2003 on Updated Guidelines on Grant of Vacation Service Credits to Teachers and Civil Service Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service rendered.

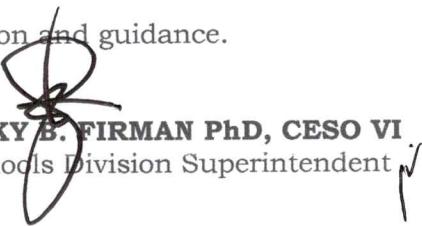
Travel, and other expenses related to the conduct of mock tests and other preparatory activities conducted during weekends (e.g., supplies, meals, and



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snacks for room examiners and learners) shall be charged to School MOOE or local funds, subject to the usual accounting and auditing rules and regulations.

For your information and guidance.

  
**JINKY B. FIRMAN PhD, CESO VI**  
Schools Division Superintendent

RELEASED

JUL 2 2025

RECORDS SECTION-SDO PANABO CITY  
BY \_\_\_\_\_

Enclosed: As stated  
CID/jey/jdr