



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Division of Lapu-Lapu City
Mactan National High School – Senior High School Department
Mactan, Lapu-Lapu City

Office of the School Principal

June 8, 2026

UNNUMBERED MEMORANDUM
UM 2026-003

**LIST OF SCHOOL TESTING PERSONNEL DURING THE ADMINISTRATION OF
NUMERACY AND LITERACY TEST**

To: Test Coordinators

1. Pursuant to DepEd Order No. 13, s. 2023, otherwise known as the National Learning Recovery Program (NLRP), and DepEd Order No. 10, s. 2024, on the implementation of the MATATAG Curriculum, Mactan Senior High School shall designate testing personnel for the administration of the Literacy and Numeracy Assessment. The designation of testing personnel aims to ensure the orderly, efficient, secure, and credible administration of the assessment.

2. The following personnel are hereby designated to perform the corresponding duties during the conduct of the assessment:

A. Test Supervisors

Grade 11 Coordinator – Dheamae Dela Rosa

Grade 12 Coordinator – Laarni Gomez

Duties and Responsibilities:

- Supervise the overall conduct of the assessment within their respective grade levels.
- Ensure that testing procedures are strictly observed.
- Monitor the distribution and retrieval of test materials.
- Address testing concerns and report any irregularities immediately to the School Testing Coordinator.
- Consolidate reports submitted by the Room Examiners.

B. Room Examiners/Test Personnel

All Class Advisers

Duties and Responsibilities:

- Serve as the official Room Examiners in their respective advisory classes.
- Prepare the testing room before the scheduled administration.
- Verify the identity and attendance of examinees.
- Administer the assessment following the prescribed testing procedures and allotted time.
- Maintain the confidentiality and security of all testing materials.
- Ensure a conducive and orderly testing environment.





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- g. Collect, account for, and submit all testing materials immediately after the assessment.
- h. Prepare and submit the accomplished attendance sheet and other required reports to the Test Supervisor.

3. All designated personnel are expected to observe professionalism, impartiality, and integrity throughout the conduct of the assessment. Any incident or irregularity encountered during the administration shall be immediately reported to the Test Supervisors for appropriate action.

~~4. Attendance of all designated testing personnel is mandatory. They are directed to report to their assigned testing rooms at least thirty (30) minutes before the scheduled administration for briefing, preparation of testing materials, and final inspection of the testing venue.~~

5. Immediate dissemination of and compliance with this Memorandum is directed.

DR. VONN CLYDE C. NUNEZ

School Principal I



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