



Republic of the Philippines
Department of Education
REGION I



REGIONAL MEMORANDUM

No. 1501 s. 2025

NOV 05 2025

**USE OF THE NATIONAL ASSESSMENT SYSTEMS FOR BASIC EDUCATION
(NASBE) PROGRAM SUPPORT FUNDS (PSF) FOR THE ADMINISTRATION
OF NATIONAL ASSESSMENTS – FIRST AND SECOND TRANCHES**

To: Schools Division Superintendents

1. The Bureau of Education Assessment (BEA) downloaded to the Schools Division Offices through the Regional Office the Program Support Fund (PSF) to defray the expenses for the implementation of national assessment programs/activities.
2. The PSF include allotment for the following:
 - a. orientation day subsidy;
 - b. transportation subsidy;
 - c. examination day subsidy;
 - d. other administrative expenses.
3. Relative to this, the excess or unused NASBE PSF may be used to pay expenses incurred in the implementation of previous and succeeding education assessment programs and activities being administered by the BEA such as but not limited to assessment benchmarking, orientation, item writing workshops, pre-validation activities, norming tests, test administration, and capacity building activities.
4. In case the excess funding is insufficient to support the administration of the upcoming activities this fourth quarter of 2025, the NASBE - Second Tranche may be utilized.
5. For further queries and concerns, please contact the Bureau of Education Assessment – Education Assessment Division (BEA-EAD) at telefax number (02) 8631 – 2589 and email bea.ead@deped.gov.ph.
6. For information and guidance.

TOLENTINO G. AQUINO
Director IV

Encl.: None

Reference: DM-SM-2025-04-1959

To be included in the Perpetual Index
Under the following subject

ADMINISTRATION

CLMD/magd/RM_GuidelinesontheUseofNationalAssessmentSystemsforBasicEducationProgram
November 5, 2025



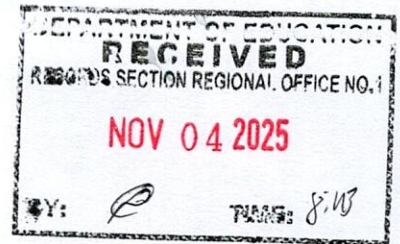
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Republic of the Philippines
Department of Education
BUREAU OF EDUCATION ASSESSMENT



Office of the Director

MEMORANDUM

BEA-2025-10- 2893

TO : **Regional Directors**
Schools Division Superintendents

ATTENTION : **Regional Testing Coordinator (RTC)**
Division Testing Coordinator (RTC)

FROM : **KEVIN CARL P. SANTOS, PhD**
Director IV *[Signature]*

SUBJECT : **Use of the National Assessment Systems for Basic Education**
Program Support Funds for the Administration of National
Assessments – First and Second Tranches

DATE : **October 21, 2025**

This Bureau has downloaded National Assessment Systems for Basic Education (NASBE) Program Support Funds (PSF) for the administration of national assessments. The sub-Allotment Release Orders (sub-AROs), including the guidelines and summary of budget, related to the downloading of funds were sent to the field offices through email; the documents may be accessed through this link: <https://tinyurl.com/NASBEPSPfirstandsecondtranches>.

A summary of the intended assessment programs and fund validity of the downloaded funds is shown in the table below.

Downloaded Funds	Assessment Programs	Fund Validity
NASBE PSF – First Tranche	• PEPT • A&E Test • QEALIS	December 31, 2025
NASBE PSF – Second Tranche	• ELLNA • National Achievement Test for Grades 6, 10, and 12 • NCAE • Test Development Workshops by the BEA • Capacity Building Activity by the BEA	December 31, 2026



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Considering that some assessment programs with budget allocation in the NASBE PSF – First Tranche will not push through this 2025, it is expected that there will be excess funding in the mentioned allotment. To maximize the allotment that will lapse by the end of this year, it is recommended that the excess funding be utilized first in the upcoming assessments and activities of the BEA.

As stated in the approved guidelines:

"The validity of the fund is indicated in the Sub-Allotment Release Order (Sub ARO). The excess or unused NASBE PSF may be used to pay expenses incurred in the implementation of previous and succeeding education assessment programs and activities being administered by the BEA such as (but not limited to) assessment benchmarking, orientations, item writing workshops, prevalidation activities, norming tests, test administrations, and capacity-building activities."

In case the excess funding is insufficient to support the administration of the upcoming activities this fourth quarter of 2025, the NASBE PSF – Second Tranche may be utilized.

Should you have further queries and concerns, please get in touch with the Bureau of Education Assessment – Education Assessment Division (BEA-EAD) at 8631-2589 or email bea.ead@deped.gov.ph.

We look forward to your positive response to this communication.





Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR STRATEGIC MANAGEMENT

MEMORANDUM

DM-SM-2025-04- 1959

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENT

ATTENTION : REGIONAL TESTING COORDINATORS
DIVISION TESTING COORDINATORS

FROM : **ROGER B. MASAPOL**
Assistant Secretary, Strategic Management
Officer-in-Charge
Office of the Undersecretary for Strategic Management

SUBJECT : **GUIDELINES ON THE USE OF THE NATIONAL ASSESSMENT
SYSTEMS FOR BASIC EDUCATION (NASBE) PROGRAM
SUPPORT FUNDS (PSF) FOR THE ADMINISTRATION OF
NATIONAL ASSESSMENTS**

DATE : April 7, 2025

The Bureau of Education Assessment (BEA) shall download the PSF to the field offices to defray expenses for the implementation of national assessment programs/activities.

The **NASBE Program Support Funds (PSF)** is a subsidy for the administration of national programs/activities related to:

1. Early Language, Literacy, and Numeracy Assessment (ELLNA)
2. National Achievement Test (NAT) for Grades 6, 10, and 12
3. National Career Assessment Examination (NCAE)
4. Philippine Educational Placement Test (PEPT)
5. Accreditation and Equivalency (A&E) Test
6. Qualifying Examination in Arabic Language and Islamic Studies (QEALIS)

The date/s of test administration shall be announced through a DepEd memorandum.

The PSF includes allotment for the following:

1. orientation day subsidy,
2. transportation subsidy,
3. examination day subsidy, and
4. other administrative expenses.

The fund transfer shall be by Schools Division Offices (SDOs), which shall be coursed through the Regional Offices (ROs).



1. Field Testing Personnel

The field testing personnel shall be composed of the following:

Field Testing Personnel	Number of Personnel		
	ELLNA, NAT, and NCAE	PEPT and A&E Test	QEALIS
Regional Testing Coordinator (RTC)	1 per RO		
Regional Madrasah Education Program (MEP) Coordinator	None	None	1 per RO
Division Testing Coordinator (DTC)	1 per SDO		
Schools Division Superintendent (SDS)	1 per SDO		
Private School Supervisor (PSS)	1 per SDO	1 per SDO	None
School Head (SH) or Representative of the Testing Center	1 per Testing Center, varies per SDO		
Supervising Examiner (SE)/s	1 per 10 testing rooms in a Testing Center		
Room Examiner (RE)/s	1 per testing room		
Medical Officer (MO)	None	1 per Testing Center	1 per Testing Center
Support Staff (SS)	2 per SDO	3 per Testing Center	3 per Testing Center and the Division MEP Coordinators

2. Orientation Day Subsidy

For ELLNA, NAT, and NCAE, the in-person Division-wide orientation is required to be attended only by the following testing personnel: DTC, SDS, PSS, SH or representative of the testing center, and SS.

For PEPT and A&E Test, the in-person Division-wide orientation is required to be attended only by the following testing personnel: DTC, SDS, PSS, and SH or representative of the testing center.

For QEALIS, the in-person Division-wide orientation is required to be attended by the testing personnel in the previous item except the Division MEP Coordinators who shall serve as SS, in consideration of their location from the testing center.

The orientation subsidy shall be provided to the required testing personnel as compensation for their attendance at the in-person Division-wide orientation. Each personnel shall receive an amount of Eight Hundred Pesos (PHP 800.00) based on approved authority.

No. of Testing Personnel x PHP 800.00 = Orientation Subsidy

3. Transportation Subsidy

A subsidy shall be used for the transportation of test materials for ELLNA, NAT, NCAE, PEPT, and A&E Test. No transportation is intended for QEALIS since the test materials shall be delivered and retrieved by the Test Monitor/s.

The subsidy per testing center includes an amount of Three Hundred Fifty Pesos (PHP 350.00) for the delivery from the SDO to the testing center and another Three Hundred Fifty Pesos (PHP 350.00) for the retrieval from the testing center to the SDO.

Expense Item	Rate
Delivery of TMs from the SDO to the Testing Center	PHP 350.00
Retrieval of TMs from the Testing Center to the SDO	PHP 350.00

Should the above rates be insufficient for some testing centers that are in far-flung areas (e.g. hinterland/island schools), an additional amount, may be provided and is considered as other administrative expenses.

4. Examination Day Subsidy

The examination day subsidy shall be provided to the testing personnel listed below as honorarium for the administration of PEPT, A&E Test, and QEALIS on a weekend. Personnel listed below shall render services beyond their regular hours and expected Key Result Areas (KRAs) with respect to their position.

Testing Personnel	Amount per Testing Personnel (PHP)		
	A&E Test	QEALIS	PEPT
DTC	2,500.00	2,500.00	5,200.00
Regional MEP Coordinator	-	2,500.00	-
RTC	2,500.00	2,500.00	2,900.00
SDS	1,000.00	1,000.00	1,000.00
SE/s	1,800.00	1,800.00	2,300.00
RE/s	1,800.00	1,800.00	2,300.00
SH of the Testing Center	1,800.00	1,800.00	2,300.00
MO	1,300.00	1,300.00	2,700.00
SS (including the MEP Coordinators)	800.00	800.00	800.00
BEA Representative/Test Monitor	1,400.00	1,400.00	2,900.00

No. of Testing Personnel x Amount (PHP) = Honorarium

Each testing personnel, aside from the Test Monitor, shall also receive an amount of Eight Hundred Pesos (PHP 800.00) covering the meals and transportation.

No. of Field-Testing Personnel x PHP 800.00 = Meals & Transportation Allowance of Field-Testing Personnel

5. Other Administrative Expenses

Five percent (5%) from the total of the orientation, transportation, and examination day subsidies is included in the fund transfer. This fund may be used to pay other administrative expenses for national-assessment-related activities such as supplies and materials (*e.g., pens and adhesive tapes*), communication expenses, and additional human resources for logistics, technical, and administrative support during the test registration and administration.

6. Fund Validity

The validity of the fund is indicated in the Sub-Allotment Release Order (Sub-ARO). The excess or unused NASBE PSF may be used to pay expenses incurred in the implementation of previous and succeeding education assessment programs and activities being administered by the BEA such as (but not limited to) assessment benchmarking, orientations, item writing workshops, prevalidation activities, norming tests, test administrations, and capacity-building activities.

For clarifications about the guidelines, please contact the **Bureau of Education Assessment-Education Assessment Division** at 8631-2589 or send an email to bea.ead@deped.gov.ph.