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Department of Education
NEGROS ISLAND REGION

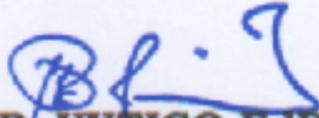
SEP 11 2025

REGIONAL MEMORANDUM
No. 369 s. 2025

**GUIDELINES FOR THE ADMINISTRATION OF THE NEGROS ISLAND REGION
METRIC FOR ACADEMIC PROFICIENCY (NIRMAP)**

To: Schools Division Superintendents of Bais City, Bayawan City, Canlaon City,
Dumaguete City, Guihulngan City, Negros Oriental, Siquijor, and Tanjay City
All Others Concerned

1. To guide the Schools Division Offices (SDOs) under the Provinces of Negros Oriental and Siquijor in the effective and standardized administration of the Negros Island Region Metric for Academic Proficiency (NIRMAP), this Office, through the Curriculum and Learning Management Division (CLMD), disseminates the attached Guidelines for the Administration of NIRMAP. These guidelines outline key procedures, roles, and protocols to be observed before, during, and after the conduct of the assessment.
2. The test shall be administered after the 1st quarter of the School Year but not later than **October 15, 2025**.
3. All SDOs are enjoined to adhere strictly to the provisions of the guidelines to ensure the validity, reliability, and integrity of the testing process.
4. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

DATA

ASSESSMENT

PERFORMANCE

MVF/GCH/ CLMD-RM- Negros Island Region
Metric for Academic Proficiency /September 9, 2025



Address: Batinguel, Dumaguete City, 6200
Telephone Nos:
Email Address: nir@deped.gov.ph
Website: <https://depednir.net>



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**Guidelines for the Administration of the Negros Island Region Metric
for Academic Proficiency (NIRMAP)**

I. Rationale

Assessment remains a cornerstone of quality education—used to monitor student progress, enhance instructional strategies, and guide relevant interventions. However, conventional assessments often fall short in reflecting local learning realities and producing practical insights that can inform school-level actions. This limitation is further compounded by the nature of national standardized tests, which typically assess only selected grade levels and subject areas, resulting in gaps that make it difficult to create a comprehensive and context-responsive academic plan. In the absence of a realistic and localized benchmark for planning, schools and divisions face challenges in setting meaningful targets, prioritizing interventions, and ensuring alignment with actual learner needs.

To address this challenge, DepED NIR launches *Negros Island Region Metric for Academic Proficiency (NIRMAP)* - as a regional initiative that promotes the systematic use of learner assessment data to inform school-level planning and instructional improvement. Building on the innovation first introduced through the Regional Achievement Measure (NIRMAP) in Region VI, NIRMAP embodies the region's commitment to contextualized, evidence-based planning that supports equitable and sustainable learning recovery and progress.

Through NIRMAP, education leaders and planners are equipped to analyze student outcomes more deeply, identify patterns of need, and integrate findings into the School Improvement Plan (SIP), Division Education Development Plan (DEDP), and Regional Education Development Plan (REDP) — creating a clear, data-informed path toward improved educational outcomes.

II. Objectives

- To institutionalize the use of localized achievement data in academic planning across NIR.
- To build the capacity of school and division personnel in analyzing and interpreting learning outcome data.



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- To integrate NIRMAP insights into SIPs, DEDPs, and REDP.
- To craft targeted interventions that address identified learning gaps and support inclusive, equitable learning progress.

III. General Guidelines

1. Test Composition and Administration

- a. The NIRMAP consists of multiple-choice test items, each with a standardized number of answer choices. The total number of items and the corresponding time allotment vary depending on the key stage, as outlined below:

Key Stage	Number of Items	Number of Choices	Time Allotment
1	20	3	20 minutes
2	40	4	40 minutes
3	50	4	50 minutes
4	50	4	50 minutes

b. Learning Areas Assessed per Grade Level

Grade Level	Learning Area/Subject	
Grade 1	Reading and Literacy	MAKABANSA
	Language	GMRC
	Mathematics	
Grade 2	Filipino	Araling Panlipunan
	English	EsP
	Mathematics	MAPEH
Grade 3	Filipino	Araling Panlipunan
	English	EsP
	Science	MAPEH
	Mathematics	
Grade 4	Filipino	Araling Panlipunan



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Grade Level	Learning Area/Subject	
	English	Values Education
	Science	MAPEH
	Mathematics	EPP
Grade 5	Filipino	Araling Panlipunan
	English	EsP
	Science	MAPEH
	Mathematics	EPP
Grade 6	Filipino	Araling Panlipunan
	English	EsP
	Science	MAPEH
	Mathematics	TLE
Grade 7	Filipino	Araling Panlipunan
	English	EsP
	Science	MAPEH
	Mathematics	TLE
	*Farm School Agricultural Crops Production I	*Farm School Animal Production Poultry
	*Farm School Agricultural Crops Production II	*Farm School Mushroom Production
	*Farm School Aquaculture	*Farm School Food Processing
	*Farm School Organic Agriculture Production	*Farm School Fish Gear Repair and Maintenance
	*Farm School Animal Production Swine	*Farm School Fish Products Packaging
*Note: Farm School/s will only select and administer the specialization offered in Grade 7 of the current School Year		
Grade 8	Filipino	Araling Panlipunan
	English	EsP
	Science	MAPEH
	Mathematics	*Carpentry Exploratory Course



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Grade Level	Learning Area/Subject	
	*Cookery Exploratory Course	*Crop Production Exploratory Course
	*Technical Drafting Exploratory Course	*Nail Care Exploratory Course
	*Electrical Installation and Maintenance Exploratory Course	*Food Processing Exploratory Course
	*Computer Systems Servicing Exploratory Course	
	*Note: School/s who DO NOT offer the above-mentioned exploratory course in TLE Grade 8 are NOT allowed to take the test.	
Grade 9	Filipino	Araling Panlipunan
	English	EsP
	Science	MAPEH
	Mathematics	*Bread and Pastry Production (NC II)
	*Note: School/s who DO NOT offer Bread and Pastry Production (NC II) in TLE Grade 9 are NOT allowed to take the test.	
Grade 10	Filipino	MAPEH
	English	*Bread and Pastry Production (NC II)
	Science	*Cookery (NC II)
	Mathematics	*Technical Drafting (NC II)
	Araling Panlipunan	*Organic Agriculture (NC II)
	EsP	*Contact Center Services (NC II)
*Note: School/s who DO NOT offer the above-mentioned specialized course in TLE Grade 10 are NOT allowed to take the test.		



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Grade Level	Learning Area/Subject	
Grade 11	Oral Communication in Context	21st Century Literature from the Philippines and the World
	Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino	Statistics and Probability
	General Mathematics	Personal Development /Pansariling Kaunlaran
Grade 11	Earth and Life Science except for STEM	Physical Education and Health 2
	Earth Science for STEM only	Introduction to the Philosophy of the Human Person
	Understanding Culture, Society, and Politics	Physical Science
	Physical Education and Health 11	SHS –SPORTS 11
	Reading and Writing Skills	SHS –ARTS & DESIGN 11
	Pagbasa at Pagsusuri ng Iba 't-ibang Teksto Tungo sa Pananaliksik	*Cookery (NC II)
	*Bread and Pastry Production (NC II)	*Contact Center Services (NC II)
	*Technical Drafting (NC II)	*Organic Agriculture (NC II)
	*Note: Senior High School/s who DO NOT offer the above-mentioned specialized course in TVL Grade 11 are NOT allowed to take the test.	
	Physical Education and Health 12	SHS -ABM
SHS -HUMSS	SHS –SPORTS 12	
SHS -STEM	SHS –ARTS & DESIGN12	
SHS-Contemporary Philippine Arts from the Regions (CPAR)	Empowerment Technology	
*Carpentry (NC II)	*Computer Systems Servicing (NC II)	
*Electrical Installation and Maintenance (NC II)	*Contact Center Services (NC II)	
*Bread and Pastry Production (NC II)	*Technical Drafting (NC II)	



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Grade Level	Learning Area/Subject	
	*Commercial Cooking (NC III)	*Food Processing (NC II)
	*Cookery (NC II)	*Organic Agriculture (NC II)
	*Note: Senior High School/s who DO NOT offer the above mentioned specialized course in TVL Grade 12 are NOT allowed to take the test.	

- c. The NIRMAP is administered using the prescribed language of instruction appropriate to each key stage, following curriculum guidelines.
- d. The allotted time is a critical component of the NIRMAP testing mechanics. Since the assessment is conducted through paper-and-pen format, test administrators are responsible for strictly observing and enforcing the time limit. Once the time lapses, learners must immediately stop answering, and their last recorded response will be considered final.
- e. The school will administer the NIRMAP on the specialization offered in Grade 7 to 12 TLE and TVL subjects.
- f. The NIRMAP will be administered by teachers within the school, under the supervision of the school head as Chief Examiner. However, teachers must not be assigned to administer the NIRMAP of the learning area/grade level they are handling.
- g. The NIRMAP shall be administered by designated teachers within the school, under the supervision of the School Head acting as the Chief Examiner. To ensure fairness and objectivity, teachers must not be assigned to administer the NIRMAP in the learning area or grade level they are currently teaching.
- h. Learners will take the NIRMAP based on the learning competencies and subject coverage of their previous grade level.

2. Timeline

- a. The test shall be conducted after the 1st quarter of the School Year but not later than **October 15, 2025**.
- b. The SDO has the discretion to decide on the test administration schedule based on its context.



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- c. The consolidation and submission of test results shall be done right after the test has been conducted.

3. Requirements

a. Paper-and-Pen Test (PPT)

- o The number of pages of the test booklet per learning area and grade level ranges from 10 to 21 (one side print only), including the front and back covers.

- o Good printing quality (preferably colored) must be ensured.

4. Orientation

RO	SDO	School
Orient the SDO personnel (ASDSs, Chiefs of CID & SGOD, Testing Coordinators, NIRMAP Focals, LR EPSs, SDO ITOs) about the schedule, objectives, significance, and methodology of the conduct of NIRMAP.	Orient the PSDSs, School Heads, School Testing Coordinators, and School ICT Coordinators about the schedule, objectives, significance, and methodology of the conduct of NIRMAP.	1. Orient teacher-proctors, teacher-advisers, learners, parents, and other stakeholders about the schedule, objectives, significance, and methodology of the conduct of NIRMAP. 2. Conduct the pre-test orientation to familiarize the examinees with the test format, rules, and instructions.

5. Test Environment

The SDO ensures the readiness of schools for the conduct of NIRMAP.

- a. There must be testing rooms good for a maximum of 30 test takers per room.
- b. Seat plan must be in place.
- c. Testing rooms must be well-lit, ventilated, and conducive to examination.



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6. Security and Confidentiality Measures

- a. The electronic copy of the NIRMAP test package for Paper-and-Pen test shall be kept with confidentiality by authorized RO, SDO, and School personnel.
- b. Store all test booklets, answer sheets, and related materials securely in sealed envelopes or boxes until the testing day.
- c. Implement strict protocols to prevent tampering or leakage of test materials.
- d. Test packages and answer keys can be accessed at the MS Teams intended for the purpose. Only the SDO LRMS Supervisor shall be given the access.
- e. The NIRMAP results are NOT intended for ranking the schools or schools divisions but rather for specific interventions, initiatives, and baseline data for planning and contextualized policy formulation.
- f. In compliance with the Data Privacy Act of 2012 (Republic Act No. 10173), access to the results shall be restricted to the concerned school, SDO, and Regional Office exclusively.
- g. The education leaders in all levels of governance are expected to ensure the **confidentiality of the NIRMAP packages** by submitting the **UNDERTAKING** to this office found in Enclosure No. 2 of this Memorandum.

IV. Administration Team and Their Roles/Responsibilities

1. Regional Office (RO)

a. Curriculum and Learning Management Division (CLMD)

- Oversees the overall implementation of NIRMAP within the region
- Ensures compliance with regional guidelines
- Coordinates with Division Testing Coordinators (DTCs) and SDO NIRMAP Focal for seamless test administration
- Validates the conduct of the NIRMAP
- Ensures accessibility of hotlines for immediate concerns of the SDOs
- Gathers the results of NIRMAP 1st week of October
- Analyzes and communicates the results to SDOs and FDs
- Conducts Project Implementation Review or Post-Activity Evaluation
- Crafts regional intervention on the gaps based on the NIRMAP results



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b. Regional Information Technology Officer (RITO)

- Coordinates with Curriculum and Learning Management Division (CLMD) team for the implementation of NIRMAP
- Orients the SDO Information Technology Officers on the conduct of NIRMAP and submission of results
- Facilitates the downloading and dissemination of test resource packages to the SDOs
- Provides technical assistance to technical concerns of the CLMD and SDOs
- Maintains the NIRMAP Test and Results Portals

2. Schools Division Office (SDO)

a. Division NIRMAP Focal

- Manages the overall NIRMAP implementation within the division
- Orients the School Heads, School ICT Coordinators, and Testing Coordinators on the conduct of NIRMAP
- Consolidates reports and feedback from School Testing Coordinators (STCs) in coordination with DTC
- Safekeeps the test materials at the SDO in partnership with LR EPS and Librarian
- Monitors the submission of results of the schools in the NIRMAP Results Dashboard
- Provides technical assistance on the submission of results
- Generates NIRMAP results from the Dashboard and provides each learning area supervisor with a copy
- Downloads NIRMAP report from the Dashboard and shares a copy to the learning area EPS for item analysis
- Provides technical assistance on the analysis of results in collaboration with all CID EPS
- Submits summary of analysis of NIRMAP results of the Division performance to the SDO Executive Committee for policy recommendations and interventions
- Maintains the NIRMAP Results Dashboard and reports to the Regional NIRMAP focal should there be issues and concerns

b. Division Testing Coordinator (DTC)

- Manages only the administration of the NIRMAP just like the usual administration of any assessment conducted by the Bureau of Education Assessment (BEA)
- Coordinates with the NIRMAP focal for the administration of the NIRMAP



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-
- Orients the School Heads, School ICT Coordinators, and Testing Coordinators on the conduct of NIRMAP
 - Coordinates with the NIRMAP Focal on the allocation of materials; basis for materials distribution
 - Ensures timely delivery of test materials and provides technical assistance
 - Facilitates consolidation of reports and feedback from the School Head and STC regarding the administration in coordination with NIRMAP Focal

c. Division Information Technology Officer (DITO)

- Coordinates with DTC and NIRMAP Focal for the implementation of NIRMAP
- Orients the School Heads, School ICT Coordinators, and Testing Coordinators on the submission of results
- Facilitates the downloading of test resource packages
- Provides technical assistance to technical concerns of the CLMD and SDOs

3. School

a. School Head (Chief Examiner)

- Prepares and oversees NIRMAP implementation at the school level
- Supervises a group of testing rooms to ensure compliance with protocols
- Provides immediate support in case of issues or irregularities
- Ensures submission of the test results to the NIRMAP Results Dashboard Portal

b. School Testing Coordinator (STC)

- Prepares and oversees NIRMAP implementation in coordination with the School Head
- Assists the School Head in the implementation and administration of NIRMAP
- Ensures Room Examiners are briefed and equipped with test materials
- Receives the test materials
- Monitors security and proper distribution of test materials.
- Consolidates class results and submits them through the NIRMAP Results Dashboard Portal
- Ensures submission of the school results signed copy in PDF to the same portal for validation
- Prepares and submits reports/feedback on the administration of NIRMAP, highlighting best practices and areas for improvement to DTC



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c. School ICT Coordinator

- Assist the STC in resolving technical issues to ensure the smooth conduct of the NIRMAP.

d. Room Examiner (Proctor)

- Administers NIRMAP in the assigned testing room
- Conducts pre-test activities, including roll call and briefing on instructions
- Supervises examinees during the test and ensures adherence to guidelines
- Checks the answer sheets of the test takers for the paper-and-pen
- Submits class results to the STC for school summary results

V. Specific Guidelines on Paper-and-Pen Tests (PPT)

1. Material Preparation and Distribution

- a. The Regional LR EPS shall be responsible for the release of the electronic copy of the NIRMAP Test package to the SDO LR EPS and SDO Testing Coordinator upon submission of the signed Non-disclosure Agreement (NDA).
- b. Once the package is received by the SDO, the LR EPS and Testing Coordinator shall then release the same completely to the School Heads and School Testing Coordinator.
- c. The SDO shall verify the inventory of materials before and after testing.

2. Seating Arrangement

- a. The schools shall make a seat plan to maintain the test integrity.
- b. The seat plan must be displayed visibly during the test.

3. Monitoring During the Test

- a. Ensure that the Room Examiners actively monitor the examinees to prevent irregularities.
- b. Only the authorized materials (e.g., pencils, erasers) must be allowed inside the testing room.
- c. Test takers may be allowed to use calculators for secondary Mathematics tests.



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4. Collection and Submission of Test Materials

- a. Account for all test materials before submission to the STC for safekeeping, and consequently to the DTC.
- b. Seal and secure the test materials immediately after the examination.

VI. Post-Test Procedures

1. Test Material Handling

- o DTCs and STCs must secure the transportation of test materials to the designated submission points.
- o Report any irregularities or incidents during administration.

2. Documentation and Reporting

- o DTCs and STCs shall prepare consolidated reports on the administration process, highlighting best practices and areas for improvement.

3. Checking of the Test Answer Sheet

- o The Room examiner shall be responsible for checking the test takers' answer sheet using the zip grade or, if not, using the answer key provided.

4. Submission of Results

- o The STC shall summarize the test results using the Class Scoresheet, Class Summary, and School Summary.
- o The STC shall submit the school's overall results to the NIRMAP Dashboard Portal

5. NIRMAP Report for Item Analysis

- o The School ICT coordinator shall submit the NIRMAP Report in Excel format NIRMAP Dashboard Portal

VII. Source of Funds

- a. MOOE
- b. Other sources



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VIII. Monitoring and Evaluation

This M&E tool shall be used to ensure the proper implementation of the Negros Island Region Metric for Academic Proficiency (NIRMAP).

Indicators	Evident	Not evident	MOVs
The SDO has...			
1. organized and conducted an orientation workshop for school principals, teachers, and relevant staff regarding the NIRMAP guidelines and procedures.			
2. oriented schools on the test environment requirements, and administration methods.			
3. ensured that all necessary resources, including NIRMAP were distributed to schools within the division.			
4. provided on-time technical assistance to schools for any issues related to the preparation and administration of NIRMAP.			
5. established accessible communication channels (e.g., hotline, email) for schools to reach out for inquiries or assistance regarding NIRMAP administration.			
6. conducted regular on-site monitoring visits to schools to ensure compliance with NIRMAP administration guidelines.			
7. observed adherence to time limits, confidentiality measures, and overall test administration procedures.			
8. ensured that schools accurately recorded and documented data related to NIRMAP administration, to wit: number of test-takers, test versions used, and encountered.			
9. conducted thorough verification of NIRMAP results submitted by schools to ensure accuracy and completeness.			



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Indicators	Evident	Not evident	MOVs
10. cross-checked submitted data with attendance records to validate the integrity of the results.			
11. monitored the timely submission of NIRMAP results by all schools within the division based on the deadlines.			
12. provided guidance to schools on the submission process.			
13. reviewed submitted NIRMAP results to identify any trends or patterns that require further analysis or intervention.			
14. evaluated the overall quality of NIRMAP administration across schools within the division and identified areas for improvement.			
15. provided feedback to schools on their NIRMAP administration performance, highlighting areas of strength and areas needing improvement.			
16. prepared comprehensive reports on NIRMAP administration, results, and recommendations for future implementations.			
17. identified training needs based on observations and feedback from NIRMAP administration.			
18. developed and implemented capacity-building initiatives to strengthen the capacity of school personnel in the NIRMAP administration.			

Note: The SDOs may contextualize the procedures to suit the availability of resources.



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Enclosure No. 2 to Regional Memorandum No.____, s. 2025

UNDERTAKING

The undersigned DepEd Officials of the Schools Division of _____ undertake the following:

1. We understand that only authorized personnel, such as ourselves, have access to the MS Teams dedicated to the ready-to-print Negros Island Region Metric for Academic Proficiency (NIRMAP) Package;
2. That we shall not allow any other persons to use our respective email account and other details to gain access to the MS Teams;
3. That we shall only gain access to the MS Teams Portal to download ready-to-print NIRMAP Package for the purpose of providing printed tests for learners;
4. That we shall not, transfer, convey, or share, in any manner and by any means, the downloaded materials to any unauthorized person, except to contracted printing entities or personnel directed to print the materials;
5. In the event that the downloaded file has been shared to contracted printing entities or personnel directed to print the materials, we shall have said entities/personnel execute a confidentiality agreement stating that:
 - a. They acknowledge that Negros Island Region has exclusive rights over the files/materials and that said materials are not for sharing, sale, or shall be used for any unlawful purposes.
 - b. They shall not transfer, convey, or share, in any manner and by any means, the downloaded materials to any other person/entity.
 - c. They shall exercise utmost diligence to secure the file and to destroy, dispose, or otherwise delete the file, once the contract is completed or the agreed period of use lapsed.
6. That we understand that this undertaking is intended to prevent the unauthorized use, reproduction, and dissemination of the NIRMAP Package.



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We acknowledge that any breach of the above provisions may be subject to appropriate administrative proceedings, in accordance with applicable DepEd policies and civil service regulations.

CONFORME:

Schools Division Superintendent

Asst. Schools Division Superintendent

CID Chief ES

LRMS EPS

SDO NIRMAP Focal Person

SDO Testing Coordinator



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