



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

26 April 2024

DIVISION MEMORANDUM
No. **315** s.2024

**DIVISION ADMINISTRATION OF THE EARLY LANGUAGE LITERACY AND
NUMERACY ASSESSMENT FOR SCHOOL YEAR 2023 – 2024**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. With reference to **DepEd Order (DO) No. 55, s. 2016**, titled **Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program**, **Advisory dated March 13, 2024**, titled **Additional Guidelines of the National Achievement Test for Grade 12 (NAT12)**, **National Achievement Test for Grade 6 (NAT6)** and **Early Language, Literacy and Numeracy Assessment (ELLNA) for SY 2023 – 2024** and **Advisory dated April 11, 2024** known as **Changes in and Additional Guidelines in the Administration of the Early Language, Literacy and Numeracy Assessment (ELLNA) for School Year 2023 – 2024**, the City Schools Division of the City of Tayabas will conduct the administration of the said exam on **May 13, 2024**, at public elementary schools of the City Schools Division of the City of Tayabas.

2. Participants to the activities are all currently enrolled Grade 3 learners in public elementary schools of City Schools Division of the City of Tayabas. Below is the timeline of activities for your guidance:

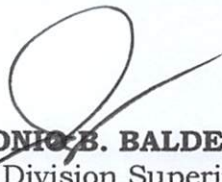
ACTIVITY	DATE	RESPONSIBLE PERSON
1. Division Virtual Re-Orientation on the Administration of the Early Language Literacy and Numeracy Assessment (ELLNA)	May 8, 2024	DTC, Division Information Technology Officer (DITO), CE and STC
2. Monitoring of Testing Centers	May 10, 2024	DTC, SEPS SMME and Room Supervisors
3. Distribution and Retrieval of Test Materials	May 13, 2024	DTC, Supply Officer, CEs and STCs
4. Test Administration	May 13, 2024	CEs, STCs, REs, RSs and Support Staff
5. Monitoring of Test Administration	May 13, 2024	SEPS SMME, Education Program Supervisors (EPS) EPS II, Project Development Officer (PDO), DTC, Chief Education Supervisors

7. Forwarding of test materials to the Official Forwarder	May 14, 2024 onwards	DTC and Supply Officer
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3. Attached are Enclosure 1 for the Division and School Testing Core Group, Enclosure 2 for the Room Examiners and Room Supervisors, Enclosure 3 for the List of Monitoring Officials, Enclosure 4 for the Pre-Administration Monitoring Tool for Testing Centers, and Enclosure 5 for the for the Test Administration Monitoring Tool.

4. Expenses relative to this activity shall be charged against downloaded funds, school MOOE or other school source of funds subject to the usual government accounting and auditing rules and regulations.

5. Immediate and widest dissemination of this memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated

Reference: DepEd Order No. 55 s. 2016

To be indicated in the Perpetual Index
under the following subjects:

DIVISION ADMINISTRATION OF THE ELLNA FOR SY 2023 – 2024

SGOD – division administration of the ellna for sy 2023 – 2024
SGOJ8C1J-000712 – April 26, 2024

Enclosure 1.1: Division Testing Core Group

Names	Position / Designation
1. CELEDONIO B. BALDERAS JR	Schools Division Superintendent (SDS)
2. HERBERT D. PEREZ, CESO VI	Assistant Schools Division Superintendent (ASDS)
3. IMELDA C. RAYMUNDO	Chief Education Supervisor – SGOD
4. JOAN KATHLEEN M. TALABONG	Division Testing Coordinator / Private School Coordinator
5. MONTANO L. AGUDILLA JR	Senior Education Program Specialist (SEPS) SMME / Monitoring Official
5. IAN NERIC O. ILAO	Support Staff
6. JOYCE ANN LIMBO	Support Staff

***** Nothing Follows*****

Enclosure 1.2: School Testing Core Group

School	Names	Designation
1. East Palale ES	ELPIDIA C. PALAYAN	Chief Examiner (CE)
	NOELA ALITA V. CABUYAO	School Testing Coordinator (STC)
	JAN JULIUS Z. INFANTE	Support Staff (SS)
2. Katigan Alupay ES		CE
	MARICEL L. DE RAMA	STC
	CHERIE JOY T. VILLANUEVA	SS
3. Lakawan ES	LEA A. COSICO	CE
	MARVIN SUMILANG	STC
	JASMIN MOISES	SS
4. Lawigue ES	INGRID A. PALAD	CE
	MARISSA CAPISTRANO	STC
	MARIA DONNA NAYNES	SS
5. Masin ES	ARLENE D. PAGANA	CE
	KAYE J. ORDILLANO	STC
	HAEIZEL C. JASMIN	SS
6. North Palale ES	BABYLYN T. OLANDES	CE
	ROWENA C. OABEL	STC
	ANALYN A. GAASIS	SS
7. South Palale ES	CORAZON M. OABEL	CE
	JOY V. OCADO	STC
	RECHELLE T. CABRIGA	SS
8. Tayabas East Central School	RONAN R. RANILLO	CE
	LOIDA R. DECAL	STC
	ANABEL B. MALVAR	SS
9. Valencia ES	ALDWIN V. CAPISTRANO	CE
	KARMELA A. VELUZ	STC
	BRYAN R. ARGETE	SS
10. Wakas ES	FLORA PUCHERO	CE
	REBECCA P. VILLARAMA	STC
	ARLENE CAPISTRANO	SS
11. West Palale ES	WENEFREDO B. BAYLONGGO	CE
	WALTER R. PAGANA	STC
	ROSEMARIE R. MORALES	SS

12. Alsam Integrated School	LARVIN O. LABRADA	CE
	JOHN MENARD R. LAVADIA	STC
	CLARINE R. DE GUZMAN	SS
13. Busal Integrated School	ADRIAN NAYNES	CE
	NOVIE JENELEE P. ZETA	STC
		SS
14. Ilasan Integrated School	Dr. JOY BUBAN – GO	CE
	JOSSIE O. CAAGBAY	STC
	APRIL MAY Q. RAMILO	SS
15. Mate Integrated School	ALITA C. RODRIGUEZ	CE
	LORELIE N. RACELIS	STC
	RACHEL A. SOGABO	SS
16. Pandakake Integrated School	ADRIAN D. MAANO	CE
	MARRIANE Q. PADUA	STC
	CHRISTINE C. ANOSO	SS
17. Domoit ES	GIRLIE G. ABARICIA	CE
	ANGELINE R. TAGUN	STC
	GINA P. SAMONTE	SS
18. Gibanga ES	NATALIA A. ANDAYA	CE
	LEUVIN D. NAYNES	STC
	SAMIA JOY R. NAYNES	SS
19. Ipilan Alitao ES	Dr. ALONA C. CRISANTO	CE
	ROBERTA R. ESMILLER	STC
	FRENALYNE B. BAJAR	SS
20. FELES	DENNIS LABITA	CE
	GARRY S. VILLAVERDE	STC
	JEORGE VEHNEX P. SABORDINO	SS
21. Kalumpang ES	TERESA ANDAYA	CE
	MAY ESTER M. RUBIO	STC
	LOIDA A. ARCETA	SS
22. Lalo ES	JULIETA M. LABITA	CE
	ABBIEGAIL A. NANEZ	STC
	MAICA P. DURANTE	SS
23. Malao-A Calantas ES	LORYNEL DE SAGUN	CE
	JENEDEL Z. CABAN	STC
	EJ FHIEL PLAMERO	SS
24. Potol ES	RODERICK HUGO	CE
	MARIA CONCEPCION R. CUADRA	STC
	MARIA GELA LLEVA	SS
25. Tayabas West Central School I	CHERRY HUGO	CE
	ESMERALDA J. QUESEA	STC
	FRANCHESKA ZAGALA	SS
26. Tayabas West Central School II	HONESTO P. CAAGBAY Jr.	CE
	ROWENA Q. RONDILLA	STC
	BABETTE R. TEJADA	SS
27. Tayabas West Central School III	WALDYMAR E. PASACSAC	CE
	ANNADEL O. GOB	STC
	LIEZAL J. ORILLA	SS
28. Tayabas West Central School IV	ROWENA O. SABIDURIA	CE
	FLORENCE JAVIN	STC

	CHERRY PALAMBIANO	SS
29. Mayuwi Community School	JEFFREY G. DIMAILIG	CE
	JUN D. ECLAVEA	STC
	CRYSMELLE S. PERALTA	SS
30. Dapdap Integrated School	MICHAEL M. SAFRED	CE
	JASMIN FLORES	STC
	JANE NANTES	SS
31. Eugenio Francia Integrated School	LUZ A. PACAIGUE	CE
	AYVEL F. LASCONIA	STC
	ROMNICK E. LAGUARTILLA	SS
*** Nothing Follows***		

Enclosure 2:

Assignment of Room Examiners (REs) and Room Supervisors (RSs)

School Assignment	Name of Room Examiners (REs)	Name of Room Supervisors (RSs)
1. East Palale ES	1. Haizel P. Reyes 2. Emily Camil C. Flores 3. Juvelyn T. Cocadiz 4. Editha D. Laude 5. Mary Joy G. Honrade	Maria Edissa Contreras
2. Katigan Alupay ES	1. Louella O. Tabi	
3. Lakawan ES	1. Rachel Ann C. Guano 2. Sarah Jane C. Romero	
4. Lawigue ES	1. Wenifreda C. Manzano 2. Maria Lyka E. Gollena 3. Raquel V. Merano	
5. Masin Es	1. Dessa Liana C. Manzanares 2. Mary Ann E. Penana	
6. North Palale ES	1. Jocelle R. Obciana 2. Norian C. Padua	
7. South Palale ES	1. Jessamae Cabriga 2. Anna Monica Bautista 3. Lilibeth S. Labita 4. Edelyn Matre	
8. Tayabas East Central School	1. Megan C. Zoleta 2. Marc Dennis G. Capistrano 3. Giana D. Rea 4. Arcedel R. Pagana 5. Sherwen T. Ferreras 6. Fritzie C. Pareja 7. Marife Ramirez 8. Loraine Sabio 9. Marilyn Permalino 10. Rossana Bobis 11. Emma Bobis 12. Maria Lourdes Collantes 13. Socorro Delloro 14. Charlyn Amparo 15. Lorena Ratio 16. Maide Alpay 17. Jecel C. Degran 18. Princess Camelle C. Rocas	1. Christine Cabuyao 2. Lester R. Gob
9. Valencia ES	1. Maricel L. De Rama	
10. Wakas ES	1. Ma. Luisa E. Abuel 2. Estelita S. Grayda 3. Clarissa S. Lames 4. Rosalie Q. Aniciete 5. Jhojealene T. Romano	Imelda O. Dimaala

	6. Rosalina J. Llorin 7. Venus G. Quijano	
11. West Palale ES	1. Geraldine Oblea 2. Jocelyn Capistrano 3. Margaret Tabugol	
12. Alsam Integrated School	1. Sariah Letz E. Ambas	
13. Busal Integrated School	1. Patrick S. Bacera	
14. Ilasan Integrated School	1. Catherine Y. Telebrico 2. Eloisa E. Lagar 3. Glenda N. Fabrea 4. Maricor Z. Parro 5. Macleo V. Parro	Marilou S. Razalan
15. Mate Integrated School	1. Lhalaine De Torres 2. Grace Quintua	
16. Pandakake Integrated School	1. Exequiel D. Lubiano	
17. Domoit ES	1. Juliet V. Recto	
18. Gibanga ES	1. Lyra R. Nanez	
19. Ipilan Alitao ES	1. Myrah T. Cabuyao 2. Aiza R. Pacaigue 3. Jen Casvel C. Daya 4. Jerwin J. Rosario 5. Abegail O. Zagala	Shirley G. Villa
20. Froilan E. Lopez ES	1. Erhane Durante 2. Jolie Ann Manalon 3. Jane Hala 4. Norena Bajar 5. Honey Leyden Rabina 6. Imelda M. Zarsadias	Jennylyn Jardiano
21. Kalumpang ES	1. Mylene V. Cataquiz 2. Maria Consuela H. Figueroa 3. April D. Sabornido 4. Rhodora P. Araja 5. Shiela May M. Balamban 6. Perlita C. Dequina 7. Veronica R. Quirante	Aldrin A. Saludes
22. Lalo ES	1. AnjelloR. Pagdonsolan 2. Katrena M. Obis	
23. Malao-a / Calantas ES	1. Cecille V. Ardales 2. Maryjoy E. Malimban	
24. Potol ES	1. Jovelynda A. Dimayuga 2. John Benedict M. Aguerra 3. Maricel J. Magtibay 4. Resette M. Cabriga 5. Daisy Marie R. Lavado	Maria Roselle S. Javin
25. Tayabas West Central School I	1. Violete P. Bunzo 2. Rechelle T. Cabriga 3. Angelica N. Cabiles	1. Raquel H. Reyes 2. Edelyn D. Aureada

	4. Fe C. Cabriga 5. Ashley Loraine C. Cabuyao 6. Chesette O. Pagana 7. Melrose R. Dialola 8. Rochelle J. Ayala 9. Erlinda C. Calabano 10. Nancy C. Nadera 11. Maria Eleonor A. Valderama	
26. Tayabas West Central School II	1. Mark Lester Q. Tabi 2. Ronald O. Hugo 3. Kim Rose I. Suelo	
27. Tayabas West Central School III	1. Rio Louie Baylongo 2. Princess Subeldia 3. Eunice R. Ropa 4. Fitz James Lavadia 5. Jeric L. Cabriga	Glenda Perseveranda Ranillo
28. Tayabas West Central School IV	1. Aileen C. Naynes 2. Reniel N. Cabuyao 3. Jay T. Cablesuelas	
29. Mayuwi Community School	1. Chester Manzanarez	
30. Dapdap Integrated School	1. Jean Rose S. Gonzaga 2. Joan Joy J. Eclarin 3. Maria Gracia Naynes 4. Rowena Abdon 5. Ivy N. Rea	Marian O. Flores
31. Eugenio Francia Integrated School	1. Lalaine T. Calabano	
*** Nothing Follows***		

Enclosure 3: List of Monitoring Officials

School Assignment	
1. East Palale ES	Dr. Mikael Sandino T. Andrey
2. Katigan Alupay ES	Dr. Joseph Jay U. Aureada
3. Lakawan ES	Dr. Christian J. Bables
4. Lawigue ES	
5. Masin Es	Louie L. Fulleo
6. North Palale ES	L. C. Ritchelle F. Quintero
7. South Palale ES	
8. Tayabas East Central School	Dr. Jerome C. Chavez
9. Valencia ES	Louie L. Fulleo
10. Wakas ES	Sherwin C. Quesea
11. West Palale ES	Dr. Mikael Sandino T. Andrey
12. Alsam Integrated School	Mildred Z. Galleno
13. Busal Integrated School	Dr. Montano L. Agudilla Jr.
14. Ilasan Integrated School	Dr. Joseph Jay U. Aureada
15. Mate Integrated School	Dr. Michael Leonard D. Lubiano
16. Pandakake Integrated School	
17. Domoit ES	Sherwin C. Quesea
18. Gibanga ES	Generosa F. Zubieta
19. Ipilan Alitao ES	Nicole May R. Lagar
20. Froilan E. Lopez ES	Regicelle D. Cabaysa
21. Kalumpang ES	
22. Lalo ES	La Trisha Dalit
23. Malao-a / Calantas ES	Nicole May R. Lagar
24. Poto ES	Generosa F. Zubieta
25. Tayabas West Central School I	Teofila A. Ocumin
26. Tayabas West Central School II	Dr. Jerome C. Chavez
27. Tayabas West Central School III	Dr. Maria Corazon A. Borbon
28. Tayabas West Central School IV	
29. Mayuwi Community School	Ariel C. Cabuyao
30. Dapdap Integrated School	La Trisha Dalit
31. Eugenio Francia Integrated School	Ariel C. Cabuyao
*** Nothing Follows***	
Note: The Chief Education Supervisors and DTC may monitor any of the participating schools.	

Enclosure 4: Pre-Administration Monitoring Tool for Testing Centers

**EARLY LANGUAGE LITERACY AND NUMERACY ASSESSMENT
(ELLNA)**

Testing Program: **G3 ELLNA**

Date of Testing: _____

Testing Center: _____

School Head: _____

INDICATOR	EVIDENT	NOT EVIDENT	REMARKS
1. There is a designated Distribution Room.			
2. Enough seating capacity for the testing personnel during release and return of test materials must be available.			
3. There are sufficient designated testing rooms with 20 examinees per room.			
4. First and last row of the seats should be close to the classroom walls.			
5. There are posted Testing Room Numbers on the doors.			
6. Testing Rooms are well ventilated, well lighted and free from any noise that may distract the examinees.			
7. The list of actual examinees are posted on wall following the standard format.			
8. There must be a comfort room accessible to the examinees and testing personnel.			
9. Test accommodations for learners with special needs must be provided as indicated in Section 9.			
10. School memorandum for the testing activity must be available.			

Findings/Observations: _____

_____.

School Head
(Signature over Printed Name)

Monitoring Official
(Signature over Printed Name)

Enclosure 5: Test Administration Monitoring Tool

**EARLY LANGUAGE LITERACY AND NUMERACY ASSESSMENT
(ELLNA)**

Testing Program: **G3 ELLNA**

Date of Testing: _____

Testing Center: _____

School Head: _____

1. Number of Testing Room: _____
2. Total Enrolment/registrants of (grade/year): M _____ F _____ T _____
3. Total Number of examinees: M _____ F _____ T _____
4. Total Number of absences: : M _____ F _____ T _____
5. Time when the test materials were distributed to Room Examiners: From _____ to _____
6. Time when the test materials were retrieved to Chief Examiner: From _____ to _____

Pre-test Activities on Examination Day

Pre-test activities in terms of the following:	Sufficient	Insufficient	Needed additional copies	Remarks
Sufficiency of Test Materials				
1.1 Test Booklet				
1.2 Scannable Answer Sheet				
1.3 Seat Plan				
1.4 Examiners Handbook				
Testing Center Requirements			Evident	Not Evident
1. Distribution Room for test materials to ensure security and confidentiality			_____	_____
2. Testing rooms are well-lighted and ventilated			_____	_____
3. Testing Rooms are ready:				
3.1 The first and the last row of seats are close as possible to the walls to allow enough space			_____	_____
3.2 List of Examinees posted at the door of each testing room, alphabetically arranged regardless of gender			_____	_____

Test Proper

Rate the Room Examiners based on the following aspects:	Evident	Not Evident
1. Testing discipline is imposed strictly.		
1.1 No unnecessary noise while the exam is in progress	_____	_____
1.2 Cheating in any form is strictly prohibited (e.g. talking to co-testees, use of dictionary, cell phone, calculator, and the like)	_____	_____
2. Refraining from the following are strictly followed:		
2.1 Reading/copying test items in the test booklet	_____	_____
2.2 Explaining/ translating to the examinees certain words/used in the item	_____	_____
3. Room Examiners keep custody of the TBs and Ass		

Findings/Observations: _____

School Head
(Signature over Printed Name)

Monitoring Official
(Signature over Printed Name)