



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

DIVISION MEMORANDUM
No. 132, s. 2024

MAR 22 2024

CONDUCT OF DIVISION MONITORING ON THE ADMINISTRATION OF THE NATIONAL ACHIEVEMENT TEST FOR GRADE 6 AND EARLY LANGUAGE, LITERACY, AND NUMERACY ASSESSMENT FOR SY 2023-2024

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public and Private School Heads
All Others Concerned

1. In reference to DepEd Memorandum No. 016, s. 2024, this Office, through the Bureau of Education Assessment (BEA) and the School Governance and Operations Division (SGOD)-School Management, Monitoring, and Evaluation (SMME), will administer the **Early Language, Literacy, and Numeracy Assessment (ELLNA)**, and **National Achievement Test for Grade 6 (NATG6)**, for SY 2023-2024 pursuant to DepEd Order No. 55, s. 2016, titled Policy Guidelines on the National Assessment of Student Learning for K to 12 Basic Education Program using paper and pencil modality within the following testing schedules:

Assessment Program	Test Administration Schedule	Target Test Takers
NATG6	April 3, 2024	Select Grade 6 Learners from Public and Private Schools
ELLNA	April 18, 2024	All Public Grade 3 Learners, SY 2023-2024

2. In connection with this, all participating schools, both public and private, shall be monitored by Education Program Supervisors, Public Schools District Supervisors, and SGOD Personnel in-charge in every district. Moreover, hardcopy of the monitoring tools shall be submitted to the SGOD-SMME Unit on April 4 and April 19, 2024, respectively. *Enclosure 1.* NAT and ELLNA Monitoring and Evaluation Tool



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3. This Memorandum serves as the Travel Authority of all concerned.
4. Meanwhile, expenses relevant to this activity is chargeable against MOOE and other local funds subject to usual accounting and auditing rules and procedures.
5. Immediate and wide dissemination of this Memorandum is desired.


ARMANDO C. CAPILI, EdD

Assistant Schools Division Superintendent
Officer-in-Charge

Office of the Schools Division Superintendent

Enclosure: as stated

Reference: as stated

To be indicated in the Perpetual Index

Under the following subjects:

ASSESSMENT
ELLNA
LEARNERS
MONITORING
NATG6
TESTING

SOS/hgd

March 22, 2024



Kabukiran, Calaylayan, Abucay 2114 Bataan

www.depedbataan.com bataan@deped.gov.ph

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Enclosure 1.

MONITORING TOOL FOR THE ADMINISTRATION OF NATIONAL EXIT ASSESSMENTS

Direction: Please accomplish this monitoring tool appropriately and honestly.

1. School Profile

Name of School:	
School Address:	
Division:	
School I.D.:	
Name of School Head/Principal:	
Position:	
Contact # of School Head/ Principal:	
Email address of School Head/Principal:	

Type of National Exit Assessment

ELLNA NATG6 NATG10 NATG12

Date/s of Monitoring the Test Administration: _____

2. Testing Personnel

Were the following testing personnel present in your assigned school?

Testing Personnel	Day 1		Day 2		Remark
	Yes ✓	No ✓	Yes ✓	No ✓	
Regional Testing Coordinator (RTC)					
Division Testing Coordinator (DTC)					
Private School Supervisor (PSS)					
Chief Examiner (CE)					
Room Supervisor/s (RS)					
Room Examiner (RE)					
Division Health Personnel (DHP)					

3. Test Administration Schedule

3.1. What test administration schedule was implemented in your assigned school?

Actual date/s of test administration: _____



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4. Examinees

Number of Examinees	Day 1		
	Male	Female	Total
Expected			
Actual			
Total			

5. Answer Sheets (AS)

No. of used AS	
No. of unused AS	
Total	

6. Test Booklets (TBs)

No. of TBs allocated to the school	
No. of TBs borrowed from another school or other schools	
Total	

8. Other Test-related Materials

Material	No. of Original Copies	No. of Copies that were Photocopied/ Provided to Augment the Insufficiency	Total
CETRE			
ETRE			
School Header			
Form 1			
Form 2			
Form 3			
Form 4			
Form 7			
Form 4			

Note: Forms 5 and 6 are for the DTC.



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9. Condition of the Test Materials

Condition	Quantity of TBs	Serial Number/s	Affected Room Number/s
Missing page/s			
Blurred serial number			
Others (specify)			

10. Senior High School (SHS) Core Learning Areas (For Senior High School Only)

Were all SHS core learning areas (covered in the NATG12) taught by the school during the first semester? Please check YES NO
 If NO, what subject areas were not taught during the first semester?

11. Student Preparation

11.1. Did the school use the primer in preparing the students for the test? Please check YES NO
 If YES, how was it used by the school in preparing the students for the test?

11.2. Did the school use the answer sheet in preparing the students for the test? Please check YES NO
 If YES, how was it used by the school in preparing the students for the test?

12. TESTING CENTER

12.1. *School.* Did the students use their school as the testing center? Please check YES NO
 If NO, what school was used as the alternate testing center?





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12.2. *Other Classes.* Were classes of other grade levels held on testing day/s? Please check [✓]. [] YES [] NO
If YES, what are these grade levels?

12.3. *Testing Environment.* Did the school provide a conducive testing environment for the students? [] YES [] NO
If NO, please explain why.

13. Pre-Test

Question	Yes	No	Remark
1. Was there a distribution area/room where the REs was met by the CE for the distribution of test materials?			
2. Were the test materials intact in boxes before the conduct of the test?			
3. Were the REs required by the CE to count their test materials before proceeding to their testing rooms?			
4. Did the REs sign Form 3 inside the distribution room?			
5. Was the list of examinees posted in each testing room at least a day before the exam?			

14. Test Proper

Question	Yes	No	Remark
1. Did the REs closely supervise the examinees in all test-related activities?			
2. Were the examinees not allowed to use calculators during the test?			
3. Were the examinees not allowed to use reference materials during the test?			
4. Were the examinees not allowed to use electronic devices during the test?			



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5. Did the REs require the examinees to detach the stub in their AS? <i>Note: applicable only to those using the scannable 2023 AS</i>			
6. Did the REs follow the time allotment in the handbook?			
7. Were the unused TBs kept by the REs inside the plastic bags while the test was in progress?			
8. Were the used and unused TBs arranged consecutively by the RE before submitting them to the CE?			

15. Post-Test

Question	Yes	No	Remark
1. Were the ETREs sealed and signed by the RE inside the testing room?			
2. Were all unused ASs submitted to the CE?			
3. Were all TBs retrieved?			
4. Did the CE account the TBs before placing them in their original plastic bags and boxes?			
5. Were the contents of each ETRE complete? (used AS and Forms 1, 2, and 7)			
6. Were the contents of the CETRE complete? (School Header, unused ASs, and Forms 3 & 4) <i>Note: The CE may add envelope/s for unused AS.</i>			

16. Retrieval/Accounting of Test Materials

	Quantity
Chief Examiner's Transmittal Report Envelope (CETRE)	
Room Examiner's Transmittal Report Envelope (ETRE)	





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Total Number of Envelopes	
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	ETRE or Room No.	Quantity
2023 Scannable AS		
2023 photocopied AS		
2019 scannable AS (additional from BEA)		
Total		

17. Narrative Report on Incidences of Test Irregularities (if applicable). This applies to the pre- test, test proper, and post-test activities. Refer to DepEd Order 55, s. 2016 (Breach of Security in National Examinations and Corresponding Sanctions).

18. How did you address these instances of test irregularities?





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19. Additional Remarks or Recommendations about the NATG12 Implementation

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<i>Monitor:</i>		<i>Conformed:</i>
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JOSEPH D. REYES, PhD EPS, CLMD	PSDS/EPS/SGOD Personnel	School Head
Date:	Date:	Date: