



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

DIVISION MEMORANDUM
 No. 175, s. 2024

APR 18 2024

**CHANGES IN THE ADMINISTRATION OF EARLY LANGUAGE LITERACY
 AND NUMERACY ASSESSMENT**

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

- This Office informs all concerned regarding the changes in the Administration of the Early Language Literacy and Numeracy Assessment (ELLNA), to wit:

Date of Examination	from April 18 to APRIL 24, 2024 (Wednesday)
Allocation of Test Materials	Please refer to Enclosure 1. Allocation of Test Materials

- SDO Bataan is one in the 38 divisions with incomplete allocation of testing materials. In this regard, to accommodate the learners, the following scheme shall be applied:

School	No. of learners	AS and TB 1 (EFN)	Sample Scheme
School 1	25	25	Day 1: AM – 20 learners Day 1: PM – 5 learners
School 2	50	20	Day 1: AM – 20 learners Day 1: PM – 20 learners Day 1: AM – 10 learners
School 3	20	20	Day 1: AM – 20 learners

- To organize the distribution of testing materials, the schedule below shall be implemented:

District	Time	Venue
Morong, Bagac, Mariveles, Hermosa, Dinalupihan	4:00-5:00 AM	SDO Bataan, Bulwagan ng mga Bayani at Banal
Orion, Pilar, Limay, Orani, Samal, Abucay	5:00-6:00 AM	



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Furthermore, all testing materials shall be retrieved on the same day, after the examination.

4. An online meeting of all school heads concerned shall be held on April 22, 2024, at 3:00 PM. Link for the meeting will be sent to the Public Schools District Supervisors.
5. The following additional forms shall be submitted during the retrieval of test materials:
 - a. Signed Oath of Confidentiality (Enclosure 2)
 - b. Accomplished Monitoring and Evaluation Tool (Enclosure 3)
6. School heads shall act as Chief Examiner, if in any case, the school head cannot perform on the day of the examination, an officer-in-charge (OIC) shall be given designation and must register to this link <https://bit.ly/43WZSHj> on or before April 19, 2024. Moreover, the OIC shall receive and return the test materials.
7. This Memorandum shall serve as Travel Authority of all participants. Moreover, expenses relative to this activity shall be charged to the Program Support Fund (PSF) to be downloaded at the SDO subject to usual accounting and auditing requirements.
8. Immediate and wide dissemination of this Memorandum is desired.


CAROLINA S. VIOLETA, EdD, CESO V
 Schools Division Superintendent

Enclosure: as stated

Reference: as stated

To be indicated in the Perpetual Index

Under the following subjects:

ASSESSMENT	LEARNERS
MONITORING	TESTING
ELLNA	

SOS/hgd
April 16, 2024



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Enclosure No. 1 to Division Memorandum No. _____ s. 2024

Allocation of Test Materials

District	BEIS School ID	School Name	G3 Enrolment	BEA Allocation	TBs From Other School	TOTAL	No. of Batches
Abucay	104530	Abucay North ES	97	36	0	36	3
Abucay	104531	Bangkal ES	25	23	0	23	2
Abucay	158004	Bangkal Resettlement ES	25	102	0	102	1
Abucay	104532	Capitangan ES	79	44	0	44	2
Abucay	104533	Hacienda ES	33	60	0	60	1
Abucay	104536	Jose Abejar MES	29	23	0	23	2
Abucay	104534	Kabukiran ES	36	23	0	23	2
Abucay	104535	Mabatang ES	86	25	0	25	3
Abucay	104537	P. Rubiano ES	26	23	0	23	2
Abucay	104538	Salian ES	33	27	0	27	2
Abucay	104539	T. Pinpin MES	236	43	37	80	3
Abucay	104540	Wawa ES	41	23	0	23	2
Bagac	104541	Bagac ES	239	23	57	80	3
Bagac	104542	Banawang ES	55	29	0	29	2
Bagac	104543	Binuangan ES	16	23	0	23	1
Bagac	104544	Binukawan ES	47	24	0	24	2
Bagac	104545	Overland ES	47	39	0	39	2
Bagac	104546	Parang ES	61	64	0	64	1
Bagac	104547	Paysawan ES	19	55	0	55	1
Bagac	104548	Pinagsumilan ES	36	90	0	90	1
Bagac	502062	Quinawan Integrated School	10	44	0	44	1
Bagac	104550	Saysain ES	94	47	0	47	2
Dinalupihan East	104571	Bayan-Bayanan ES	48	63	0	63	1
Dinalupihan East	104573	Daang Bago ES	46	38	0	38	2
Dinalupihan East	104574	Dalao ES	37	26	0	26	2
Dinalupihan East	104575	Dinalupihan ES	235	30	50	80	3
Dinalupihan East	502393	Layac Integrated School	30	56	0	56	1
Dinalupihan East	104583	New San Jose ES	83	76	0	76	2



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Dinalupihan East	104584	Old San Jose ES	31	32	0	32	1
Dinalupihan East	104585	Pagalanggang ES	90	40	0	40	3
Dinalupihan East	104588	Pentor ES	47	26	0	26	2
Dinalupihan East	104590	Pita ES	99	36	0	36	3
Dinalupihan East	104597	San Simon ES	57	49	0	49	2
Dinalupihan East	104598	Sapang Balas ES	46	26	0	26	2
Dinalupihan East	104600	Sta. Isabel ES	60	47	0	47	2
Dinalupihan East	104601	Sto. Nino ES	35	59	0	59	1
Dinalupihan East	501621	Tucop IS	54	25	0	25	3
Dinalupihan West	104570	Bangal Elementary School	94	40	0	40	3
Dinalupihan West	104572	Colo Elementary School	93	31	0	31	3
Dinalupihan West	104576	Happy Valley ES	32	50	0	50	1
Dinalupihan West	104577	Jose C. Payumo Jr. ES	121	51	0	51	3
Dinalupihan West	104578	Kataasan ES	28	40	0	40	1
Dinalupihan West	104580	Luakan ES	66	26	0	26	3
Dinalupihan West	104581	Magsaysay ES	48	36	0	36	2
Dinalupihan West	104582	Maligaya ES	32	53	0	53	1
Dinalupihan West	158001	Naparing ES	73	56	0	56	2
Dinalupihan West	104586	Pag-asa ES	25	26	0	26	1
Dinalupihan West	502063	Payangan Integrated School	33	33	0	33	1
Dinalupihan West	104589	Pinulot ES	88	49	0	49	2
Dinalupihan West	104591	Roosevelt ES	137	56	0	56	3
Dinalupihan West	104592	Saguing ES	100	52	0	52	2
Dinalupihan West	104593	San Benito ES	95	23	17	40	3
Dinalupihan West	104594	San Pablo ES	114	26	14	40	3

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Dinalupihan West	104595	San Ramon ES	181	67	0	67	3
Dinalupihan West	502061	Tubo-Tubo Integrated School	25	31	0	31	1
Hermosa	104604	Almacen ES	87	46	0	46	2
Hermosa	104605	Bacong ES	73	39	0	39	2
Hermosa	104606	Balsik ES	95	23	17	40	3
Hermosa	104607	Bamban ES	39	48	0	48	1
Hermosa	104608	Casupanan ES	159	41	13	54	3
Hermosa	104609	Culis ES	96	84	0	84	2
Hermosa	104610	Hermosa ES	179	37	23	60	3
Hermosa	502489	Mabiga Integrated School	60	45	0	45	2
Hermosa	137196	Mabuco Elementary School	97	70	0	70	2
Hermosa	502490	Maite Integrated School	32	28	0	28	2
Hermosa	104613	Mambog ES	84	45	0	45	2
Hermosa	137097	Mandama Elementary School	31	43	0	43	1
Hermosa	104615	Pandatung ES	64	25	0	25	3
Hermosa	104616	Parapal ES	16	27	0	27	1
Hermosa	502488	Pastolan Integrated School	50	49	0	49	2
Hermosa	502639	Pulo Integrated School	18	27	0	27	1
Hermosa	502486	Saba Integrated School	28	23	0	23	2
Hermosa	502487	St. Ma. Virginia P. Leonzon Memorial Integrated School	26	70	0	70	1
Hermosa	501328	Sumalo IS	41	30	0	30	2
Hermosa	104621	Tipo ES	237	30	50	80	3
Limay	104622	Alangan ES	114	39	0	39	3
Limay	104623	Arsenal ES	61	51	0	51	2
Limay	104625	BLISS ES	67	23	0	23	3
Limay	104626	Carbon ES	47	67	0	67	1
Limay	104627	Duale ES	75	79	0	79	1
Limay	104628	Gabalдон ES	63	30	0	30	3
Limay	502333	Kinaragan Integrated School	11	59	0	59	1
Limay	104630	Kitang ES	44	64	0	64	1
Limay	104631	Lamao ES	381	40	91	131	3
Limay	104632	Limay ES	272	58	37	95	3
Limay	104633	Luz ES	144	36	14	50	3
Limay	104634	Peas ES	40	39	0	39	2

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Limay	104624	St. Francis ES (Bacong)	113	23	17	40	3
Limay	137037	St. Francis II Elementary School	243	33	49	82	3
Mariveles	104635	A. G. Llamas ES	529	167	13	180	3
Mariveles	104636	Alasasin ES	265	38	51	89	3
Mariveles	104646	Alion Elementary School	76	42	0	42	2
Mariveles	104637	Balon ES	248	61	22	83	3
Mariveles	104638	Baseco ES	71	37	0	37	2
Mariveles	104639	Batangas 2 ES	52	23	0	23	3
Mariveles	104640	Bayview ES	77	26	0	26	3
Mariveles	104641	Bepz ES	84	50	0	50	2
Mariveles	500119	Biaan Aeta IS	19	36	0	36	1
Mariveles	104642	Cabcaben ES	322	41	108	149	3
Mariveles	104643	Ipag ES	181	40	61	101	3
Mariveles	502491	Lucanin Integrated School	133	39	6	45	3
Mariveles	158008	Marina Bay ES	42	71	0	71	1
Mariveles	158009	Mt. View ES	130	31	13	44	3
Mariveles	158006	Renato L. Cayetano Memorial School	55	74	0	74	1
Mariveles	104647	Sisiman ES	181	41	20	61	3
Mariveles	104648	Sto. Niño Biaan ES	98	63	0	63	2
Mariveles	104649	Townsite ES	98	63	0	63	2
Morong	104650	Binaritan ES	92	92	0	92	1
Morong	104656	Facundo Angeles MES	100	31	3	34	3
Morong	104651	Kanawan Integrated School	43	52	0	52	1
Morong	104652	Mabayo ES	103	62	0	62	2
Morong	104653	Minanga ES	39	43	0	43	1
Morong	104654	Morong ES	258	62	24	86	3
Morong	104655	Nagbalayong ES	116	34	5	39	3
Morong	158007	Panibatuhan ES	86	34	0	34	3
Morong	501331	Sampaloc Integrated School	53	28	0	28	2
Orani	104658	Alikabok ES	57	53	0	53	2
Orani	502492	Doña Integrated School	64	35	0	35	2
Orani	104660	Kabalutan ES	25	39	0	39	1
Orani	104661	Kaparangan ES	97	36	0	36	3
	501332	Legua Integrated School	31	75	0	75	1
Orani	104663	Orani North ES	331	34	51	85	3

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Orani	104664	Orani South ES	144	28	21	49	3
Orani	104665	Pag-asa ES	55	139	0	139	1
Orani	104666	Pantalan Bago ES	45	45	0	45	1
Orani	104667	Pantalan Luma ES	109	45	0	45	3
Orani	104668	Paraiso ES	115	24	16	40	3
Orani	501949	Pulo Integrated School	52	66	0	66	1
Orani	104670	Sibul ES	37	40	0	40	1
Orani	104671	Tala ES	39	51	0	51	1
Orani	104672	Talimundoc ES	36	29	0	29	2
Orani	104673	Tapulao ES	152	40	11	51	3
Orion	104682	Arellano Elementary School	240	23	57	80	3
Orion	104674	Bantan ES	21	62	0	62	1
Orion	104675	Bilolo ES	143	74	0	74	2
Orion	104676	Calungusan ES	35	35	0	35	1
Orion	104677	Camachile ES	15	50	0	50	1
Orion	104678	Capunitan ES	124	57	0	57	3
Orion	104679	Daan Pare ES	140	48	0	48	3
Orion	104680	Eva Aeta ES	21	28	0	28	1
Orion	104681	General Lim ES	107	53	0	53	3
Orion	104683	Pablo R. Roman ES	68	23	0	23	3
Orion	104684	Puting Buhangin ES	68	75	0	75	1
Orion	104685	Sabatan ES	82	39	0	39	3
Orion	104686	Sta. Elena ES	33	84	0	84	1
Orion	104687	Sto. Domingo ES	75	51	0	51	2
Pilar	104688	Alauli ES	135	51	0	51	3
Pilar	104689	Bagumbayan ES	57	61	0	61	1
Pilar	104690	Balut ES	54	39	0	39	2
Pilar	104691	Diwa ES	41	54	0	54	1
Pilar	104692	J.S. Herrera Sr. MES	30	87	0	87	1
Pilar	104693	Liyang ES	71	42	0	42	2
Pilar	104694	Nagwaling ES	61	56	0	56	2
Pilar	104695	Panilao ES	117	41	0	41	3
Pilar	104696	Pantingan ES	33	63	0	63	1
Pilar	104697	Pilar ES	129	37	3	40	3
Pilar	104698	Sta. Rosa ES	64	93	0	93	1
Pilar	104699	Wakas ES	59	65	0	65	1
Samal	104700	Adamson ES	75	49	0	49	2
Samal	104704	Asuncion Consunji MES	39	99	0	99	1
Samal	104701	Calaguiman ES	54	34	0	34	2

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CSC PRIME-HRM BRONZE AWARD

COMMITMENT TO QUALITY MANAGEMENT LEVEL 5





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Samal	502064	F.C. Del Rosario Integrated School	39	42	0	42	1
Samal	104703	Gugo ES	81	48	0	48	2
Samal	104705	Lalawigan ES	53	31	0	31	2
Samal	502060	Palili Integrated School	32	89	0	89	1
Samal	104707	Samal North ES	163	49	6	55	3
Samal	104708	Samal South ES	93	38	0	38	3
Samal	104709	Sapa ES	62	49	0	49	2
TOTAL			14594	7815			

Legend:

Excess Test Materials (TMs) are reallocated to schools with insufficient TMs



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Enclosure No. 2 to Division Memorandum No. _____ s. 2024

Oath of Confidentiality

As part of the administration of the national assessment, tasked to receive, administer, and retrieve the Test Materials for the **ADMINISTRATION OF THE ELLNA**, I hereby solemnly swear that I will strictly observe security measures to maintain the confidentiality of the said materials.

Signed this 24th day of April 2024 at _____.

Printed Name and Signature
Date: _____

(All Testing Personnel must sign this form.)



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Enclosure No. 3 to Division Memorandum No. _____ s. 2024

Monitoring Tool

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	

9. 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. TESTING CENTER

10.1 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?

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

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

11. 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?			



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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?			

12. 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?			
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?			

13. 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)			



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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>			
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14. Retrieval/Accounting of Test Materials

	Quantity
Chief Examiner's Transmittal Report Envelope (CETRE)	
Room Examiner's Transmittal Report Envelope (ETRE)	
Total Number of Envelopes	

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

15. 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).

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



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17. Additional Remarks or Recommendations about the NATG12 Implementation

<i>Monitor/s:</i> _____		<i>Conformed:</i> _____
EPS	PSDS/SGOD Personnel	School Head
Date:	Date:	Date: