



Republic of the Philippines  
**Department of Education**  
 REGION III  
**SCHOOLS DIVISION OF BULACAN**

April 8, 2024

**DIVISION MEMORANDUM**

No. **178**, s.2024

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

**ADMINISTRATION OF THE EARLY LANGUAGE LITERACY AND NUMERACY ASSESSMENT (ELLNA) FOR GRADE 3 LEARNERS IN SDO BULACAN**

1. Following the mandates of the DepEd Memorandum No.016, s.2024 and the Advisory from the Office of Bureau of Education Assessment (BEA) dated April 3, 2024, this Office informs all public elementary school heads that the schedule of administration, distribution and retrieval of Test Materials (TMs) of Early Language Literacy and Numeracy Assessment (ELLNA) for Grade 3 learners is listed below:

<b>Activity</b>	<b>Date and Venue</b>	<b>Assigned Personnel</b>
Distribution of ELLNA Test Materials (TMs)	April 22, 2024 (Monday) 9:00 a.m.-4:00 p.m. Bajet Castillo HS, Pulilan	DTC, Division Testing Staff
Distribution of Test Materials (TMs) to all Public Elementary Schools within the District	April 23, 2024 (Tuesday) 9:00 a.m-4:00 p.m. <b>District Office</b>	PSDS District Testing Staff Members
<b>Administration of ELLNA (SDO Bulacan)</b>	<b>April 24, 2024 (Wednesday)</b> <b>School Testing Centers</b>	<b>All Public Elementary Schools Heads, DEPS, PSDS, SGOD Personnel</b>
Retrieval of Test Materials (TMs) from all Public Elem. Schools within the District	April 25, 2024 (Thursday) 9:00 a.m-4:00 p.m. <b>District Office</b>	PSDS District Testing Staff Members
Retrieval of Test Materials (TMs)	April 26, 2024 (Friday) 9:00 a.m-4:00 p.m. Bajet Castillo HS, Pulilan	DTC, Division Testing Staff

2. The distribution and retrieval of ELLNA test materials shall be done **by District**, hence, all Public Schools District Supervisors (PSDS) together with their District Testing Team Members are the ones who will get and return the test materials to and from Bajet Castillo HS, Pulilan. They are also the ones who will distribute and retrieve the materials to and from the public elementary schools within their respective Districts.



**Address:** Provincial Capitol Compound, Brgy. Guinhawa,  
 City of Malolos, Bulacan  
**Website:** <https://bulacandeped.com>  
**Email:** [bulacan@deped.gov.ph](mailto:bulacan@deped.gov.ph)



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3. This is to reiterate that all pertinent guidelines, procedures, and activities before, during, and after the conduct of ELLNA must be **strictly** observed. The security as well as the integrity of test materials shall be upheld in the whole process of test administration.
4. Public elementary school heads may implement different learning modalities to other grade levels to ensure smooth and efficient testing scheme.
5. Knowing the fact that this activity is a national assessment, all Division Education Program Supervisors and Public Schools District Supervisors including the SGOD SEPS and EPS II are tasked monitor the administration of ELLNA to all public elementary school testing centers.
6. Transportation and snack allowance of the personnel involved in this activity shall be taken from the Division/school MOOE/LSB school local funds subject to the usual accounting and auditing rules and regulations.
7. Enclosure No.1 contains the list of testing personnel/monitors and support staff who will perform essential tasks and responsibilities in the aforesaid nationwide assessment in public elementary school testing centers in SDO Bulacan while Enclosure No.2 pertains to the Office Advisories released by the Bureau of Education Assessment (BEA) that contains the additional guidelines, particularly on the administration of ELLNA for reference perusals.
8. Clarifications, queries, and assessment issues may be communicated directly to Dr. Jay Arr V. Sangoyo, the Division Testing Coordinator through his email: [jayarr.sangoyo@deped.gov.ph](mailto:jayarr.sangoyo@deped.gov.ph).
9. Immediate and wide dissemination of this Memorandum is desired.

  
**NORMA P. ESTEBAN, EdD, CESO V**  
Schools Division Superintendent

References:

DepEd Order Nos.55, s.2016; 27, s.2022; 29, s.2022;  
22, s.2023; 003, s.2024; and DepEd Memo No.016, s.2024

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

ASSESSMENT  
LEARNERS  
PROGRAMS  
RULES AND REGULATIONS

CID/Sangoyo-Division Memo – Division Administration, Distribution, and Retrieval of ELLNA  
0022/April 7, 2024



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Enclosure No.1 to Division Memorandum No. 178, s.2024

**LIST OF TESTING PERSONNEL/MONITORS AND SUPPORT STAFF  
 IN THE CONDUCT OF THE EARLY LANGUAGE LITERACY AND NUMERACY  
 ASSESSMENT (ELLNA) FOR GRADE 3 LEARNERS IN SDO BULACAN**

Name	Assigned Testing Center
Norma P. Esteban, EdD, CESO V	Any schools
Maria Celina L. Vega, CESO VI	Any schools
Gregorio C. Quinto, Jr., EdD	Any schools
Cecilia S. Custodio, PhD	Any schools
Jay Arr V. Sangoyo, PhD	Any schools
Jay-Arr C. Tayao, DBA-ITSM	Any schools

Name	Assigned Testing Center: All <b>public elementary school testing centers</b> in:
Anastacia N. Victorino, EdD Maribel S. Perez	Sta. Maria, Balagtas
Virgilio L. Laggui, PhD Ma. Bella Fajardo	Guiguinto, Norzagaray
Perlita G. Pagdanganan Paulo Eduardo C. Cruz, Jr.	Calumpit
Rainelda M. Blanco, PhD Inah Marifaye M. Blanco	San Ildefonso, Bocaue
Joel I. Vasallo, PhD Bryan Amiel F. De Jesus	Pandi, Marilao
Agnes R. Bernardo, PhD Marilene G. Ramos	Plaridel, Bulakan
Marinella T. Pengson, PhD Jay-Arr C. Tayao, DBA-ITSM	Pulilan, DRT
Jay Arr V. Sangoyo, PhD Ma. Jesusa V.Pampilon Engelbert S. Dela Cruz	San Miguel, Obando
Ariston E. Manuel Cecille E. Cruz	Bustos, Paombong
Francisco B. Macale Eleseo E. Godoy, PhD Christian Dela Cruz	Hagonoy, Angat San Rafael
Public Schools District Supervisors	Elementary Schools



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Name	School	Assignment
Joan T. Buluran	Sta. Peregrina HS	Preparation, Sorting, Distribution, and Retrieval of Testing Materials at Bajet Castillo, Longos, Pulilan (Before, During, After the administration of ELLNA)
Dulce G. Ignacio	Cambaog NHS	
Dr. Marissa Hermogenes	Bajet Cstillo HS	
Reinel L. Morelos	Dr.Felipe De Jesus NHS	
Petronila Dela Torre	Dr.Felipe De Jesus NHS	
Eugenio Cruz	Dr.Felipe De Jesus NHS	
Enrico Paulino	Dr.Felipe De Jesus NHS	
Joe Neil De Leon	Dr.Felipe De Jesus NHS	
Funjo Buhat	Sta. Peregrina HS	
Jerome Lopez	Sta. Peregrina HS	
Francis Mandap	Sta. Peregrina HS	
Vilma Adonis	Bajet Castillo HS	
Arnold N. Batongbakal	Bajet Castillo HS	
Francico Salonga	SDO Bulacan	
Remelyn M. Sulit	SDO Bulacan	
Jennifer O. Daguman	SDO Bulacan	



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Enclosure No.2 to Division Memorandum No. 176, s.2024



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Office of the Director

April 3, 2024

**ADVISORY**

**Prerogative of SDOs to Reschedule the Early Language, Literacy, and Numeracy Assessment (ELLNA) and the National Achievement Test for Grade 6 (NATG6) due to High Heat Index Levels**

In lieu of the high heat index levels recorded by the PAGASA and subsequent suspension of in-person classes in multiple areas in the country as stipulated in DepEd Order No. 037 s. 2022, titled *Guidelines on the Cancellation or Suspension of Classes and Work in Schools in the Event of Natural Disasters, Power Outages/Power Interruptions and Other Calamities*, the following information is disseminated relevant to the conduct of the NATG6 and ELLNA for SY 2023-2024 (*DepEd Memo No. 016, s. 2024*):

- Subsequent to the suspension of in-person classes due to extreme heat, the Schools Division Superintendents, in agreement with their local chief executives, have the prerogative to reschedule the conduct of the NATG6 and ELLNA in their area within the prescribed and extended testing window.
- The extension of the testing window for the conduct of the NATG6 and ELLNA is as follows:

Assessment Program	Test Administration Schedule/ Testing Window	Extension of Testing Window
NATG6	April 1-5, 2024	until April 12, Friday
ELLNA	April 15-19, 2024	until April 26, Friday

- The **Regional Testing Coordinators (RTCs)** shall submit the **rescheduled date/s** of their NATG6 and/or ELLNA test administration to BEA ([bea.ead@deped.gov.ph](mailto:bea.ead@deped.gov.ph)) using the following file naming convention and file format:

**Email Subject Line:** <Name of Region\_Rescheduled Assessment Program>  
**Example:** Region III\_Rescheduled NATG6 and ELLNA

**Document Format:**

Assessment Program (NATG6 and/or ELLNA)	Schools Division Office	Original Testing Date	Rescheduled Testing Date
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2/F Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City 1600  
 Telephone No.: (02) 8631-6921 (Telefax); 8631-2588; 8631-2589; 8631-2571; 8631-2591  
 Email Address: [bea.ed@deped.gov.ph](mailto:bea.ed@deped.gov.ph); [bea.ead@deped.gov.ph](mailto:bea.ead@deped.gov.ph); [bea.erd@deped.gov.ph](mailto:bea.erd@deped.gov.ph)  
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3/12

- For further queries and information, Regional Offices (ROs) and SDOs are requested to coordinate with the BEA – Education Assessment (BEA-EAD) through the following contact details: (02) 8631-2589 and [bea.ead@deped.gov.ph](mailto:bea.ead@deped.gov.ph).
- Immediate dissemination of this Advisory is desired.

*Nelia V. Benito*  
**NELIA V. BENITO, PhD, CESO IV**  
 Director IV



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March 13, 2024

**ADVISORY**

**Additional Guidelines on the Administration of the  
National Achievement Test for Grade 12 (NATG12),  
National Achievement Test for Grade 6 (NATG6), and  
Early Language, Literacy, and Numeracy Assessment (ELLNA)  
for SY 2023-2024**

In line with the DepEd Memorandum No. 016, s. 2024 titled *Administration of the Early Language, Literacy, and Numeracy Assessment, National Achievement Test for Grade 6, and National Achievement Test for Grade 12 for School Year 2023-2024*, here are the additional guidelines for the conduct of the tests:

**Participating Learners**

1. All **currently enrolled** Grade 12 learners in the **formal school system** in public and private schools shall take the National Achievement Test for Grade 12 (NATG12). The Grade 12 learners under the Alternative Learning System (ALS) Program shall **not** be required to take the NATG12 in SY 2023-2024.
2. **Currently enrolled** Grade 6 learners will be sampled in each public and private school to take the National Achievement Test for Grade 6 (NATG6). The sample size per school was determined by the Bureau of Education Assessment (BEA).
3. All **currently enrolled** Grade 3 learners in public schools shall take the Early Language, Literacy, and Numeracy Assessment (ELLNA).

**Participating Schools**

1. Only **private schools operating with a government permit** for SY 2023-2024 shall be included in the NATG6 and NATG12.
2. **Newly established schools** for Grades 3, 6, and 12 in SY 2023-2024 shall participate in the national tests if the test materials will suffice.
3. Schools that are not included in the test materials allocation list may opt to utilize the test materials of private schools within the Schools Division Office (SDO) that have ceased operation in SY 2023-2024.

**Testing Centers**

1. Participating schools shall serve as testing centers.



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### Test Booklets (TBs)

1. The TBs are **reusable** and may be reallocated within the SDO should there be any insufficiency. This means that a school may borrow TBs from another school **within the SDO**. After the test, the borrowed TBs must be returned to the original school.
2. **Photocopying of the TBs is strictly NOT allowed.**
3. Maintain the integrity of the test before, during, and after the test administration.

### Answer Sheets (ASs)

If ASs are insufficient, the following strategies may be applied **within the Region**:

1. **Pool** the ASs from schools with decreased enrollment from SY 2022-2023 to SY 2023-2024 and **distribute** these to schools with increased enrollment.
2. Use the ASs from schools that are temporarily/permanently closed.
3. Photocopying of ASs is **NOT** encouraged because it is not guaranteed that these will be processed and released in time. The ASs are scanned by scanning machines or optical mark readers. Photocopied ASs cannot be read by scanning machines.
4. **Grade 12 learners who will not be able to take the test because of the unavailability of ASs shall not be sanctioned for not taking the test.**

### Schedule of Tests

1. The SDOs, in agreement with Regional Offices (ROs), have the prerogative to schedule the test administration within the allotted testing windows as indicated in DepEd Memorandum No. 016, s. 2024.
2. The NATG12 shall be administered in two (2) consecutive school days.



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**Suggested Distribution Scheme of Test Materials**

1. The distribution scheme for the NATG12, NATG6, and ELLNA is as follows:

Assessment Program		Test Proper Time Allotment	Test Booklet (TB)	Answer Sheet (AS) Ratio
NATG12		<b>Half-day only</b> Day 1: 4 hours Day 2: 4 hours	Swapping Scheme (within the testing room) <ul style="list-style-type: none"> <li>1 pack of TBs                             <ul style="list-style-type: none"> <li>TB1 – 15 pcs</li> <li>TB2 – 15 pcs</li> </ul> </li> <li>30 examinees per testing room</li> </ul>	1 AS:1 examinee
NATG6		<b>Half-day only</b> 2 hours 40 minutes	<ul style="list-style-type: none"> <li>TBs are reusable for                             <ul style="list-style-type: none"> <li>AM session</li> <li>PM session</li> </ul> </li> <li>1 pack of TBs = 30 pcs of TBs</li> <li>30 examinees per testing room</li> </ul>	1 AS:1 examinee
ELLNA	For Learners whose LOI is <b>not included among the 19 MT Languages</b> assessed in ELLNA	1 hour and 35 minutes	<ul style="list-style-type: none"> <li>Learners will answer TB1 composed of <b>English and Filipino</b> learning areas only.</li> <li>Learners in this category will not answer the <b>Numeracy Tagalog</b> learning area.</li> <li>1 pack of TB1 = 20 pcs of TBs</li> </ul>	1 AS:1 examinee
	For Learners whose LOI is <b>Tagalog MT Language</b>	2 hours and 5 minutes	<ul style="list-style-type: none"> <li>Learners will answer TB1 composed of <b>English, Filipino, and Numeracy Tagalog</b> learning areas.</li> <li>1 pack of TB1 = 20 pcs of TBs</li> </ul>	1 AS:1 examinee
	For Learners whose LOI is among the <b>18 MT Languages</b> assessed in ELLNA	<b>TB1</b> 1 hour and 20 minutes  <b>TB2</b> 1 hour and 10 minutes	<ul style="list-style-type: none"> <li>Learners will answer TB1 composed of <b>English and Filipino</b> learning areas only.</li> <li>Mother Tongue learners will not answer <b>Numeracy Tagalog</b> in TB1.</li> <li>Mother Tongue learners will answer TB2 composed of <b>Mother</b></li> </ul>	1 AS:1 examinee





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Assessment Program	Test Proper Time Allotment	Test Booklet (TB)	Answer Sheet (AS) Ratio
		Tongue Grammar and Mother Tongue Numeracy <ul style="list-style-type: none"> <li>1 pack of TB1 = 20 pcs of TBs</li> <li>1 pack of TB2 = 20 pcs of TBs</li> </ul>	

- For the NATG12, each examinee shall use one (1) TB per day. The **swapping scheme** of TBs in the testing room shall be implemented.
  - **For Day 1**, the first 15 examinees shall use TB1, while the remaining 15 examinees shall use TB2.
  - **For Day 2**, the Room Examiner (RE) shall swap the TBs. The first 15 examinees who use the TB1 on the 1<sup>st</sup> day shall use TB2, while TB1 shall be used by the remaining 15 examinees.
- For the NATG6, each examinee shall use one (1) TB since the test proper is 2 hours and 40 minutes only, two testing sessions can be scheduled in one day to cover the required sample size of examinees. For the AM session, half of the target number of examinees shall use the allocated TBs, while the remaining half shall use the same TBs for the PM session. The table below shows the **sample distribution scheme** in an SDO:

**Schools Division Office of XYZ**

School	Allocation Provided by BEA (AS allocation)	Actual Test Booklets (TB allocation)	AM Session	PM Session
1	44	22	22	22
2	32	16	16	16
3	16	8	8	8
4	10	5	5	5
<b>TOTAL</b>	<b>102</b>	<b>51</b>		

**Examinees per Testing Room**

- All examinees in one (1) school shall be arranged alphabetically by last name, regardless of sex. Schools with Muslim learners may opt to assign the examinees per testing room by sex and then arrange their last names alphabetically.
- Once arranged alphabetically, learners shall be grouped into 30 per testing room in NATG6 and NATG12 and 20 per testing room in ELLNA.



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**School Header**

- Newly established schools in SY 2023-2024 without a school header may use a **photocopied school header**.
- The Division Testing Coordinators (DTCs) shall submit to the Regional Testing Coordinators (RTC) a list of the newly established schools in SY 2023 – 2024 using the following format:

Name of SDO	School ID	Name of Newly Established School

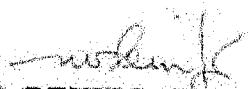
- The RTCs shall submit a consolidated version of newly established schools to BEA ([bea.ead@deped.gov.ph](mailto:bea.ead@deped.gov.ph)) after the testing window using the filename format below:  
 < Name of Region\_newly established schools\_name of assessment program >  
 e.g. **Region I newly established schools NATG12**

**Official Forwarder of Test Materials**

- For the delivery and retrieval of test materials, DTCs are advised to contact the numbers of the following service providers:

NATG12	NATG6 and ELLNA
Ximex Delivery Express (0917) 812 7122, (0917) 638 2329, (0917) 561 6503	Front Cargo Forwarders, Inc. (02) 8731 3696, (0915) 782 8396

- For the successful implementation of the NATG12, NATG6, and ELLNA, ROs and SDOs are requested to coordinate with the BEA-Education Assessment Division (BEA-EAD) through the following contact details: (02) 8631-2589 and [bea.ead@deped.gov.ph](mailto:bea.ead@deped.gov.ph).
- Immediate dissemination of this Advisory is desired.

  
**NELIA V. BENITO, PhD, CESO IV**  
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