



Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF LANAO DEL NORTE

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October 27, 2025

DIVISION MEMORANDUM
 No. 674 s. 2025

**ADMINISTRATION OF THE EARLY LANGUAGE, LITERACY, AND
 NUMERACY ASSESSMENT (ELLNA) FOR SY 2025-2026**

To: Assistant Schools Division Superintendent
 Chief ES- Curriculum Implementation Division
 Chief ES- School Governance and Operations Division
 Division Testing Coordinator
 Public Schools Division Supervisor/ School Coordinating Principals
 All Elementary School Heads
 All Others Concerned

1. In reference to DepEd Memorandum No. 087, s. 2025, titled “Administration of the Early Language, Literacy, and Numeracy Assessment for School Year 2025–2026 and DepEd Order 55, s. 2016 titled *Policy Guidelines on the National Assessment of Student Learning for K to 12 Basic Education Program*”, the Bureau of Educational Assessment shall administer Early Language, Literacy, and Numeracy Assessment (ELNNA) for SY 2025–2026 to all Grade 4 learners officially enrolled in Public Schools.
2. The table below presents the schedule of test administration, distribution and retrieval of test materials, venue, and the testing personnel involved:

ACTIVITY	DATE	VENUE	TESTING PERSONNEL INVOLVED
DISTRIBUTION OF ELLNA MATERIALS BY DISTRICT	NOV. 3, 2025	DIVISION OFFICE	DISTRICT SUPERVISOR/COORDINATING PRINCIPAL CENTRAL PRINCIPAL AND OTHER TESTING SUPPORT STAFF



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DISTRIBUTION OF ELLNA MATERIALS BY SCHOOL	NOV. 4, 2025	DISTRICT OFFICE	DISTRICT SUPERVISOR/COORDINATING PRINCIPAL CENTRAL PRINCIPAL AND OTHER SCHOOL HEADS/CHIEF EXAMINERS, AND OTHER SUPPORT STAFF
ELLNA ADMINISTRATION	NOV. 5, 2025	BY SCHOOL AS TESTING CENTER	CHIEF EXAMINERS/SCHOOL HEADS, ROOM EXAMINERS COMING FROM OTHER SCHOOLS, GRADE 4 LEARNERS, OTHER TESTING STAFF (NURSE, UTILITY, ETC.) , AND MONITORING TEAM FROM CID & SGOD
RETRIEVAL OF ELLNA MATERIALS BY SCHOOL	NOV. 6, 2025	DISTRICT OFFICE	DISTRICT SUPERVISOR/COORDINATING PRINCIPAL CENTRAL PRINCIPAL AND OTHER SCHOOL HEADS/CHIEF EXAMINERS, AND OTHER TESTING SUPPORT STAFF
RETRIEVAL OF ELLNA MATERIALS BY DISTRICT	NOV. 7, 2025	DIVISION OFFICE	DISTRICT SUPERVISOR/COORDINATING PRINCIPAL/ 1 CENTRAL PRINCIPAL, DTC AND OTHER TESTING SUPPORT STAFF

3. Moreover, the School Head shall conduct school level orientation to all teachers assigned as room examiners. Room Examiners must be Teacher 1 to Master Teacher 2 from the same school and must not be currently teaching Grade 4. A maximum of 20 examinees as listed in BEA Form 1 is allowed per Testing Room. Any examinees exceeding this number (one or more) must be accommodated in a separate room. Only learners on the official list of examinees shall be accommodated to take the test. BEA Form 1 with duly stamped “Received” by the Division Office, shall be posted outside the testing room for reference and verification. One (1) copy of the said form shall likewise be submitted to the Division Office during the retrieval of test materials, accompanied by a written explanation indicating the reasons for the absence of examinees who failed to take the test. Please see the attached ELLNA Testing Reminders, BEA Form 1, Testing Personnel Template & M&E Tool.

4. Furthermore, all School Heads/Chief Examiners shall submit the list of examinees using BEA Form 1, list of ELLNA testing personnel and accomplished the M&E Tool, through the following links:

- * Link 1 tinyurl.com/BEAFORM1ELLNA2025 and
- *Link 2 tinyurl.com/ELLNA2025TESTINGPERSONNEL
- *Link 3 tinyurl.com/ELLNAQAME2025



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5. The School Governance and Operations Division (SGOD) personnel, Curriculum Implementation Division (CID) Supervisors, Program Development Officers (PDOs), Field Nurses and Public Schools District Supervisors (PSDSs) shall oversee and monitor the administration of the ELLNA to facilitate its orderly and effective implementation.
6. Delivery and Retrieval of Test Materials Subsidy of Php. 700.00 shall be charged to BEA Funds while traveling and other incidental expenses by the room examiners, other testing personnel and monitors relative the test administration shall be charged to Local Funds (MOOE) subject to the usual accounting and auditing rules and regulations.
7. This Memorandum shall serve as the **TRAVEL ORDER** of the testing staff and monitoring personnel.
8. For queries and other concerns related to ELLNA Administration, you may coordinate with the Division Testing Coordinator with cellphone number 09177795131.
9. Immediate dissemination of and strict compliance with this Memorandum to all concerned is highly enjoined.

EDWIN R. MATRIBOJOC, EdD CESO V
Schools Division Superintendent

Encl: As stated
Reference: DepEd Order No. 55, s. 2016 & DepEd Memo No. 087, s. 2025
To be indicated in the Perpetual Index
under the following subject:
ELLNA Administration
itj/monitoring and evaluation 2025
Oct. 27, 2025

ELLNA Testing Reminders

General Information & Testing Staff

1. **Region and Division Codes:** The official Region Code is **J** and the Division Code is **01**.
2. **Testing Staff:** The **Chief Examiner** must be the **School Head** of the Testing Center. Room Examiners must be Teacher 1 to Master Teacher 2 from the same school but **must not be currently teaching Grade 4**.
3. *Testing Personnel must accomplish the Oath of Confidentiality before the conduct of the test and signed Oath of Confidentiality must be submitted to the Division Testing Coordinator (DTC).*

Examinee Accommodation & Logistics

3. **Room Capacity (ELLNA):** A maximum of **20 examinees** is allowed per Testing Room for the ELLNA. Any examinees exceeding this number (one or more) must be accommodated in a separate room.
4. **Examinees:** Only learners on the official list of examinees will be accommodated to take the test.
5. **Late/Absent Examinees:** Seats for late or absent examinees **must be left vacant**. Late examinees may be accommodated, provided they complete the test **within the original allotted time**.

Test Administration & Materials Handling

6. **Test Schedule:** The ELLNA Test must be administered **in the morning only**; there will be **no afternoon session**. Sufficient Test Booklets (TBs) and Answer Sheets (AS) have been allocated.
7. **Answer Sheet (AS) Segregation:**
 - **Used Answer Sheets** must be placed in their **original cellophane** before being placed inside the **Examiner's Transmittal Report Envelope (ETRE)**.
 - **Unused Answer Sheets** must be collected by the Chief Examiner and placed inside the **Chief Examiner's Transmittal Report Envelope (CETRE)**.
8. **Insufficient TMs:** Excess Test Booklets and Answer Sheets may be shared with other testing rooms or schools experiencing shortages. However, any borrowed Test Booklets **must be returned to their original box** during the retrieval process.
9. **ETRE Sealing Protocol:** Room Examiners' ETREs will be sealed in the distribution room, not in the examination room, only after the Chief Examiner or School Testing Coordinator has checked for the **completeness of all required contents**.
10. **Pre-Sealing Check:** Thoroughly read the list of documents to be placed inside both the CETRE and ETRE before sealing them.

Return of Materials & Documentation

11. **Retrieval of Materials:** All received items—including the **batch slip, cellophane, boxes, Test Booklets, and Answer Sheets**—must be **returned to the Division Office (DO)**. The only exception is the **Examiner's Handbook**, which will be kept by the School Testing Coordinator.
12. **Signature Verification:** Chief Examiner or STC shall ensure **all data requiring signatures are signed**. This includes the **Paper Seal**, which requires **three signatures placed across the paper seal** (not just one signature), CETRE and ETRE.

LIST OF ELLNA TESTING PERSONNEL

District:

TESTING DATE: NOV. 5, 2025

BEA Form 1: LIST OF ACTUAL EXAMINEES

TESTING PROGRAM: EARLY LANGUAGE, LITERACY, AND NUMERACY ASSESSMENT (ELLNA)

REGION: _____
TESTING CENTER/SCHOOL: _____
ADDRESS: _____
DIVISION: _____
SCHOOL ID: _____
TOTAL NO. OF MALE: _____
TOTAL NO. OF FEMALE: _____
TOTAL: _____

NAME	SEX	LRN	NAME	SEX	LRN
1			11		
2			12		
3			13		
4			14		
5			15		
6			16		
7			17		
8			18		
9			19		
10			20		

IMPORTANT

1. List the names of actual examinees as they appear in BEA Form 2 (Seat Plan).
2. Exclude the names of those who were absent. Leave blank the space provided for the absentee/s in this list.

Signature over Printed Name of Room Examiner



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QUALITY ASSURANCE MONITORING AND EVALUATION TOOL
Bureau of Educational Assessment (BEA) Testing Programs

I. Basic Information of the Testing Center

Name of School:			
School Address:			
School ID:			
School Head/Chief Examiner:			
Contact No. of CE:			
School Testing Coordinator:			
Contact No. of STC:			
Testing Program (Please Check):	<input type="checkbox"/> NAT G6	<input type="checkbox"/> NAT G10	<input type="checkbox"/> NAT G12
	<input type="checkbox"/> NCAE	<input type="checkbox"/> ELLNA	<input type="checkbox"/> A&E
Number of Registrant:	Male: _____	Female: _____	
Number of Actual Examinees:	Male: _____	Female: _____	
Number of Testing Rooms:			

II. Are the following Test Materials (TMs) sufficient during the conduct of the test?

Documents	YES	NO	If no, what was/were the solution/s made?
a Test Booklets?			
b. Answer Sheets?			
c. ETREs?			
d. Room Examiners?			

III. Compliant to Testing Guidelines

	Observed	Not Observed
Presence of the School Head/Chief Examiner during the testing day.		
Distribution Room was provided.		
Form 3 (BEA Accounting Form) was properly filled up.		
Distribution of Test Materials was on time		
List of Examinees was posted outside the Testing Room with stamp received from the Division Office.		
List of examinees arranged in alphabetical order regardless of gender		
Testing Rooms were properly set up based on the required sitting arrangement.		

Unused Test Booklets and Answer Sheets were secured and kept inside the cellophane while the test is still going on.		
Board Work was properly filled up and posted on the board.		
Time allotted for every learning area was strictly followed.		
Chairs of absent examinees were left vacant.		
All belongings of the examinees were placed in front beneath the chalkboard		
No unnecessary noise while the exam is in progress		
No electronic devices were allowed during the test		

IV. Problems Encountered:

Problem 1:	Solution/s made:
Problem 2:	Solution/s made:
Problem 3:	Solution/s made:

V. Other Issues & Concerns regarding the conduct of the Test:

VI. Recommendations:

VII. Please take 2 – 3 pictures during the actual visitation/examination

Monitored by:

Conformed:

Name

School Head

Position

Noted:

Date

Chief, SGOD/ CID