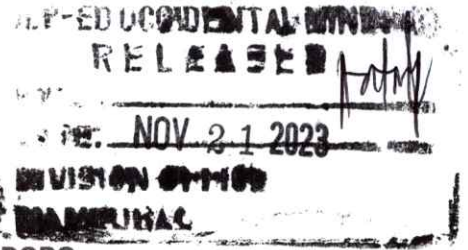




Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF OCCIDENTAL MINDORO



Office of the Schools Division Superintendent

November 21, 2023

DIVISION MEMORANDUM

No. 000378, s. 2023

ORIENTATION ON THE ADMINISTRATION OF EARLY LANGUAGE LITERACY AND NUMERACY ASSESSMENT (ELLNA) AND NATIONAL ACHIEVEMENT TEST FOR GRADE 6 (NATG6) FOR SCHOOL YEAR (SY) 2023-2024

To : Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Education Program Supervisor, In-Charge of Private Schools
Senior Education Program Specialist, SMME
Public Schools District Supervisors
School Heads of Public Elementary and Secondary Schools
School Administrators of Private Secondary Schools
All Others Concerned

1. Pursuant to DO No. 55, s. 2016 titled, **Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program**, this office announces the conduct of the Orientation on the Administration of Early Language Literacy and Numeracy (ELLNA) and National Achievement Test for Grade 6 (NATG6) for SY 2023-2024 on November 28, 2023 at the venue within Mamburao, Occidental Mindoro.
2. This activity aims to discuss the guidelines on the administration of ELLNA and NATG6, and the preparation on the conduct of the aforementioned assessment programs.
3. The List of Participants to this activity and the Indicative Program are attached as Enclosures 1 and 2.
4. It is expected that each identified private school shall send one (1) representative, either an administrator or a testing coordinator. Meanwhile, the participants who will attend the said activity shall conduct a separate orientation to School Heads, School Testing Coordinators and other personnel of public elementary and secondary schools who will be involved in the administration of the test.
5. Meals (breakfast, lunch, and AM & PM snacks) of the participants and PMT Members shall be charged against NASBE Fund while travelling and other incidental expenses incurred by the participants in attending this activity shall be charged against school MOOE subject to the usual budgeting, accounting, and auditing rules and regulations.


SGOD/SMME



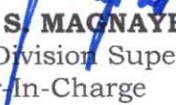
✉ Brgy. Payompon, Mamburao, Occidental Mindoro
☎ 0906-550-1840/0929-630-1538
✉ occidental.mindoro@deped.gov.ph
📘 DepEd Tayo Occidental Mindoro

✓

6. Attendance of participants is a MUST. All participants shall observe minimum health and safety standards.
7. For further queries, you may contact the School Management Monitoring and Evaluation Section on phone number 0929-630-1541.
8. Immediate dissemination of and compliance with this Memorandum are earnestly desired.

LOIDA P. ADORNADO, PhD, CESO VI
Assistant Schools Division Superintendent 
Officer-in-Charge
Office of the Schools Division Superintendent

By Authority of the OIC- SDS:


RODEL S. MAGNAYE
OIC-Asst. Schools Division Superintendent
Officer-In-Charge

Enclosure 1 – List of Participants

No.	Name	School/District/Municipality/Office
1	Thereza C. De Chavez	Abra de Ilog
2	Amia Gracia C. De Jesus	
3	Mary Jane M. Isidro	Calintaan
4	Lilian P. Olivar	
5	Resie T. Villaroza	Looc
6	Darlito M. Corpuz	
7	May Cristene M. Cajayon	Lubang
8	Rommel R. Dela Cruz	
9	Dylene R. Eje	Mamburao
10	Marivel V. Aguda	
11	Moraville Aldave	Magsaysay
12	Fred E. Magbanua	
13	Senen T. De Lara	Paluan
14	Jonathan Ramos	
15	Harvey Dulay	Rizal
16	Marlon Martinez	
17	Evelyn Bonilla	Sablayan North and South
18	Elizabeth H. Pasajol	
19	Suertelita G. Dangeros	
20	Marie Rose A. Delos Reyes	San Jose East, North, South, and West
21	Elizabeth E. Castamado	
22	Nancy B. Monding	
23	Vilma C. Martinez	
24	Marilou A. Federi	
25	Norman C. Calis	Santa Cruz
26	Jancheta Q. Bartido	Abra de Ilog and Paluan Districts
27	Rosalie E. Tiuzen	
28	Victor S. Causapin	Calintaan District
29	Alfredo S. Puli	Looc and Lubang Districts
30	Emmanuel B. Flores	Mamburao and Santa Cruz Districts
31	Joel P. Bercasio	Magsaysay District
32	Menia Q. Gamboa	Rizal District
33	Evelyn Barrientos	Sablayan North and South
34	Marilyn S. Pille	San Jose East and South Districts
35	Cecile V. Jose	San Jose North District
36	Ferdinand J. Gotoy	San Jose West District
37	Joni May F. Enelda	Bethany School of Technology and Humanities, Inc.
38	Abegail L. Delara	Colegio de San Sebastian Inc
39	Vanessa V. Llaga	Divine Word College of San Jose
40	Aries D. Tiozon	D-Shep Foundation Academy
41	Ofelia C. Ferrer	Holy Family Academy
42	Dinah Baricanosa	Katutubo Excel High School
43	Lyn M. Nobles	Maranatha Christian Academy
44	Rosabelyn R. Esteban	Montessori De San Jose Foundation
45	Sr. Aristeia Bautista	PAMANA KA (Paaralang Mangyan na angkop sa Kulturang Aalagaan)
46	Ed Christian B. Agnes	Philippine Central Islands College Foundation Inc.

No.	Name	School/District/Municipality/Office
47	Ana Mae Gonzales	San Jose Adventist Academy
48	Jennifer Z. Arroyo	San Rafael High School
49	Carie Ann T. Legaspi	Stella Maris School
50	Nancy Lovely L. Mesina	West Mindoro Academy

Program Management Team

No.	Name	Office
51	Raquel P. Girao, PhD	CID
52	Eduardo Ellarma, PhD	CID
53	Merly Razon, PhD	CID
54	Johna I. Tajonera, PhD	CID
55	Mary Queen T. Bernardo, EdD	CID
56	Marilou D. Pandiño	SGOD
57	Shalee Y. Tadeja	SGOD
58	Ervin I. Gallardo	SGOD
59	Rachelle Anne P. Yumol	SGOD
60	Engr. Eric C. Tañeca	SGOD

Enclosure 2 – Indicative Program

Date/Time	Activities	In-Charge/Lead
7:30 – 8:00	Arrival of Participants and Registration	SMME Section
8:00 – 8:30	Opening Program	
	• Prayer	
	• Philippine National Anthem	
	• Occidental Mindoro March	
	• DepEd Quality Policy Statement	
	• Welcome Remarks	
8:31 – 10:30	• Inspirational Message	Dr. Loida P. Adornado OIC-Schools Division Superintendent
	• Acknowledgment of Participants	SMME Section
	• Statement of Purpose	
8:31 – 10:30	Objectives of the Orientation The Role of testing Personnel (ELLNA and NATG6) Breach of Security in National Examinations and Corresponding Sanctions ELLNA Administration Examiner's Handbook and Forms (ELLNA) Preliminary Activities of the Examinees (ELLNA)	Ervin I. Gallardo Education Program Specialist, SMMES
10:31 – 12:00	NATG6 Administration Sampling Guidelines Examiner's Handbook and Forms (ELLNA) Preliminary Activities of the Examinees (NATG6) Program Support Funds (PSF) Guidelines (ELLNA and NATG6)	Shalee Y. Tadeja Senior Education Program Specialist, SMMES
12:01 – 1:00	Lunch Break	
1:01 – 2:00	Special PEPT Administration Guidelines The Role of Testing Personnel (Special PEPT)	Ervin I. Gallardo Education Program Specialist, SMMES
2:01 – 4:00	Examiner's Handbook and Forms (Special PEPT) Preliminary Activities of the Examinees (Special PEPT) Test Item Placement per Last Level Completed and Age Delivery and Retrieval of Test Materials Program Support Fund (PSF) Guidelines (PEPT)	Shalee Y. Tadeja Senior Education Program Specialist, SMMES
4:01 – 4:20	Open Forum	SMME Section
4:21 – 4:30	Ways Forward	
4:31 – 5:00	Vote of Thanks	Marilou D. Pandiño OIC-Chief Education Supervisor, SGOD
	Closing Prayer	SMME Section