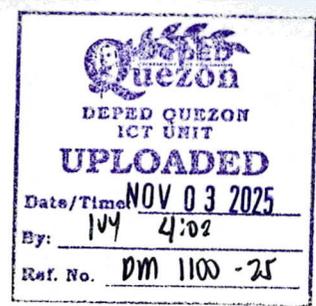




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



29 October 2025

DIVISION MEMORANDUM
DM No. 1100, s. 2025

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

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

1. With reference to **Division Memorandum No. 994, s. 2025**, re: Administration of the Early Language, Literacy, and Numeracy Assessment (ELLNA) for School Year 2025–2026, this Office announces the conduct of the monitoring of the said assessment in all public elementary schools on **November 5, 2025**.
2. The Division On-site Monitoring Team shall include **Public Schools District Supervisors (PSDSs), Education Program Supervisors (EPSs), and Senior Education Program Specialists (SEPSs)**.
3. The PSDSs shall monitor the schools within their respective districts. Meanwhile, the Education Program Supervisors and Senior Education Program Specialists shall communicate directly with the concerned PSDSs of the schools they will monitor to ensure proper scheduling and coordination of monitoring activities.
4. Please refer to the **Enclosure** for the Monitoring Tool to be used during the activity. A consolidated monitoring report shall be submitted via **tinyurl.com/ELNAMR25** not later than **November 7, 2025**.
5. For wide dissemination and strict compliance of all concerned.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

smemgd10/29/2025

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Enclosure to DM No. 100, s. 2025

NATIONAL ASSESSMENT MONITORING TOOL

(This form is to be completed by the onsite monitor. The results will be the basis for the debriefing session for actions by the management team.)

Testing Program: _____ **Date of Testing/Monitoring:** _____

School: _____ Public Private

District: _____ **Number of Testing Rooms:** _____

Grade Level	No. of Enrolment			No. of Examinees					No. of Absentees			
	M	F	T	Target		T	Actual		T	M	F	T
				M	F		M	F				

1. Sufficiency of Test Materials	Sufficient	Insufficient	Number of needed additional copies	Room number with insufficiency
1.1. Test Booklet				
1.2. Scannable Answer Sheets				
1.3. Seat Plan				
1.4. Examiners' Handbook				
2. Readiness of Testing Rooms		Evident	Not Evident	Remarks
2.1. Testing environment is adequately illuminated and suitable for conducting tests, ensuring that examinees can see clearly and focus on their tasks.				

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2.2. There are 20 seats available for examinees.			
2.3. Four seats are arranged in rows and five (5) seats in columns, resulting in a total of 20 seats in the room.			
2.4. Seats are evenly spaced out in the room, with consideration for comfort and accessibility.			
2.5. Lists of examinees are displayed outside each testing room, without any gender-based segregation, likely for transparency and standards.			
2.6. There are separate testing rooms allocated for a special group of examinees, possibly those with specific needs or accommodations.			
2.7. Necessary materials (Board Work) for the test are provided, and the standard allocation of time for completing the test, and ensuring that examinees have the resources they need and are aware of the time constraints are properly observed.			
3. Room Examiner's Performance:	Evident	Not Evident	Remarks
<i>3.1. Testing Discipline Enforcement</i>			
3.1.1. Electronic devices such as calculators and cell phones, along with reference materials like dictionaries and rulers, are strictly prohibited within the testing room.			
3.1.2. Examinees are required to place all personal belongings in front of the room, beneath the blackboard.			
3.1.3. Seat assignments are meticulously followed according to the			

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provided seat plan, ensuring order and fairness.			
3.1.4. Seats designated for latecomers or absentees remain vacant to maintain the integrity of the seating arrangement.			
3.1.5. Silence is maintained throughout the examination to minimize distractions and foster a conducive testing environment.			
3.1.6. Prohibition to any form of cheating, including communication with fellow examinees or copying answers is strictly imposed.			
3.2. Responsibilities of Room Examiners			
3.2.1. Room examiners are prohibited from reading or copying test items from the test booklet, ensuring the confidentiality and integrity of the examination.			
3.2.2. Providing explanations or translations of test items to examinees is not permitted, preserving the standardized nature of the assessment.			
3.2.3. Room examiners are responsible for maintaining custody of unused test booklets and answer sheets to prevent unauthorized access or tampering.			
3.3.3. Room examiners are provided with a copy of the list of examinees to facilitate efficient monitoring and administration of the examination process.			

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Good Practices:

Issues and Concerns/Challenges:

Issues and Concerns/Challenges	Intervention

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Other Findings and Recommendations:

Other Findings	Recommendations

Onsite Monitor/s:		
	<i>Signature over printed name</i>	<i>Position/ Designation</i>
Conforme:		
	<i>Signature over printed name</i>	<i>Position/ Designation</i>

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