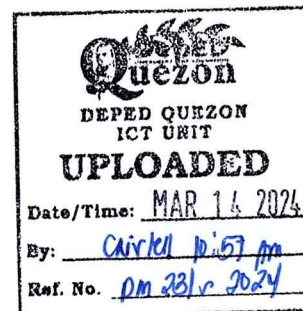




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



14 March 2024


**DIVISION MEMORANDUM**

DM No. 231, s. 2024

**ADDITIONAL GUIDELINES ON THE ADMINISTRATION OF  
NAT-G12, NAT-G6, AND ELLNA**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Public Schools District Supervisors  
Secondary School Heads  
District and School Testing Coordinators  
All Others Concerned

1. In reference with the **Division Memorandum No. 225, S. 2024**, please be advised of the **Additional Guidelines on the Administration of National Achievement Test for Grade 12 (NAT-G12), National Achievement Test for Grade 6 (NAT-G6), and Early Language Literacy and Numeracy Assessment (ELLNA) for SY 2023-2024**.
2. Please see the attached **Advisory** for you reference and guidance.
3. Should you have any queries, you may contact **EPS Raul R. Agaran**, Division Testing Coordinator through this email, **sdo.quezon.testingcenter@deped.gov.ph** or at numbers **0919 3842956**.
4. Immediate dissemination of this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

SGORRA/03/14/2024

DEPEDQUEZON-TM-SDS-04-009-003



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Office of the Director

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> <i>1 hour and 20 minutes</i>  <b>TB2</b> <i>1 hour and 10 minutes</i>	<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
		<b>Tongue Grammar and Mother Tongue Numeracy</b> <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>	

2. 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.
3. 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**

1. 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.
2. 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**

1. Newly established schools in SY 2023-2024 without a school header may use a **photocopied school header**.
2. The Division Testing Coordinators (DTCs) shall submit to the Regional Testing Coordinators (RTCs) 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


3. 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**

1. 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

2. 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).
3. Immediate dissemination of this Advisory is desired.

  
**NELIA V. BENITO, PHD, CESO IV**  
 Director IV