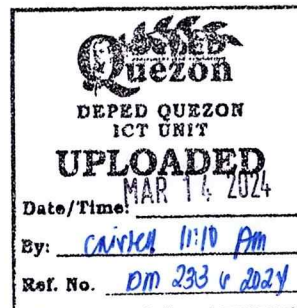




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



14 March 2024

DIVISION MEMORANDUM

DM No. 233, s. 2024

**SCHEDULE OF THE DISTRIBUTION AND RETRIEVAL OF TEST MATERIALS
 AND OTHER PARAPHERNALIA FOR 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

- In reference with the Division Memorandum No. 225, S. 2024, titled Administration of the Early Language Literacy and Numeracy (ELLNA), National Achievement Test for Grade 6 (NAT-G6), and National Achievement Test for Grade 12 (NAT-G12), please be advised of the schedule of the distribution and retrieval of the testing materials and other paraphernalia of the aforesaid assessments on the following dates:

A. DISTRIBUTION

| ASSESSMENT PROGRAM | DATES | PARTICIPANTS |
|--|----------------|-----------------------|
| NAT-G12 <i>(both public and private schools)</i> | March 19, 2024 | 1st and 3rd Districts |
| | March 20, 2024 | 2nd and 4th Districts |
| NAT-G6 <i>(both public and private schools)</i> | April 2, 2024 | 1st and 3rd Districts |
| | April 3, 2024 | 2nd and 4th Districts |
| ELLNA <i>(public schools only)</i> | April 13, 2024 | 1st and 3rd Districts |
| | April 14, 2024 | 2nd and 4th Districts |

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164,
 (042) 784-0391, (042) 784-0321



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

B. RETRIEVAL

| ASSESSMENT PROGRAM | DATES | PARTICIPANTS |
|--|----------------|-----------------------------|
| NAT-G12 <i>(both public and private schools)</i> | March 23, 2024 | ALL CONGRESSIONAL DISTRICTS |
| NAT-G6 <i>(both public and private schools)</i> | April 6, 2024 | ALL CONGRESSIONAL DISTRICTS |
| ELLNA <i>(public schools only)</i> | April 20, 2024 | 1st and 3rd Districts |
| | April 21, 2024 | 2nd and 4th Districts |

- The venue for the distribution and retrieval is at **Quezon Science High School**, Brgy. Isabang, Tayabas City.
- The following SDO personnel listed below will serve as the Technical Working Group for the activity and shall report to the venue at 7:00 o'clock in the morning.

| NO. | NAME OF PERSONNEL | POSITION | ROLE |
|-----|--------------------------|------------|----------------|
| 1 | Elizabeth M. De Villa | SGOD Chief | Chairperson |
| 2 | Raul R. Agaran | EPS-SGOD | Co-chairperson |
| 3 | Michelle G. Duma | SEPS-SMME | Co-chairperson |
| 4 | Mary Joyce P. Salamat | EPS2-SMME | Member |
| 5 | Paul Clifford N. Marquez | SEPS-SMN | Member |
| 6 | Arvin P. Repaso | PDO2 | Member |
| 7 | Shara S. Garcia | ADAS | Member |

- The personnel involved in these activities shall be entitled to the granting of service credits or compensatory time-off (CTO) in adherence to the provisions stated in **DepEd Order No. 53, S. 2003, Updated Guidelines on Grant of Service Credits for Teachers**, and **CSC-DBM Joint Circular No. 2, s. 2004, Non-Monetary Remuneration for Overtime Services Rendered**.
- Transportation and incidental expenses incurred in the activity shall be charged to school/Division MOOE or local funds subject to the usual accounting and auditing rules and regulations.

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164,
 (042) 784-0391, (042) 784-0321



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

6. 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**.

7. 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



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321