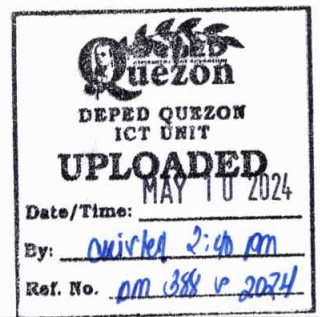




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



09 May 2024

DIVISION MEMORANDUM

DM No. 388, s. 2024

**SCHEDULE ON THE ADMINISTRATION OF EARLY LANGUAGE, LITERACY,
 AND NUMERACY (ELLNA) ASSESSMENT**

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

1. In reference to the **Changes and Additional Guidelines on the Administration of Early Language, Literacy, and Numeracy Assessment (ELLNA) for School Year 2023-2024** as per DepEd Advisory dated April 11, 2024, this Office through the School Governance and Operations Division – School Management Monitoring and Evaluation (SGOD-SMME), in coordination with the Curriculum Implementation Division (CID), announces the following schedules relative to the administration of ELLNA.

| Schedule | Activity |
|--|--|
| May 13, 2024 8:00 a.m. – 4:00 p.m. (1 st and 3 rd District) | Distribution of the ELLNA Test Materials (Pagbilao Central School, Pagbilao Quezon) |
| May 14, 2024 8:00 a.m. – 4:00 p.m. (2 nd and 4 th District) | |
| May 17, 2024 | Administration of ELLNA |
| May 20, 2024 8:00 a.m. – 4:00 p.m. (1 st and 3 rd District) | Retrieval of ELLNA Test Materials (Pagbilao Central School, Pagbilao Quezon) |
| May 21, 2024 8:00 a.m. – 4:00 p.m. (2 nd and 4 th District) | |

DEPEDQUEZON-TM-SDS-04-009-003



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2. For easier distribution and retrieval, only the **District School Heads in charge of the Testing Program** shall receive and return the Test Materials (TMs) of their respective district on their scheduled date.
3. The **School Heads (SHs)/School Testing Coordinators (STCs)** shall prepare the final list of actual examinees based on their allocation and submit it to the Division, through the SGOD-SMME for consolidation at tinyurl.com/ELLNAlist2024. Please follow the file naming format: **District_School_TB QTY** (e.g. Agdangan_Bantuliniao ES_23).
4. The consolidated final list of actual examinees in each school prepared by the Division shall be forwarded to the Region.
5. The **number/allocation of TMs** will be the basis for the **number of learners** who will take the test per school.
6. The **SHs/STCs** shall be responsible for selecting ELLNA examinees **using the same sampling method** in the National Achievement Test (NAT) administration.
7. The STCs shall **include a buffer learner** in case the sampled learner is absent on the day of the examination, to fully maximize the TMs they will receive.
8. The Public Schools District Supervisors/Education Program Supervisors shall monitor the conduct of the ELLNA administration following its corresponding guidelines.
9. Other details stipulated in the previous Memorandum shall remain in effect.
10. For wide dissemination and compliance of all concerned.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent *16*

smemgd5/9/2024

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