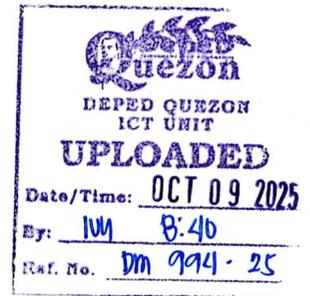




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



08 October 2025

DIVISION MEMORANDUM
 DM No. 994, s. 2025

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
 Public Elementary School Heads
 School Testing Coordinators
 All Others Concerned

- Pursuant to **DepEd Memorandum No. 087, s. 2025** titled "Administration of the Early Language, Literacy, and Numeracy Assessment (ELLNA) for School Year 2025–2026," 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
October 11, 2025 (8:00 a.m. – 4:00 p.m.) All Congressional Districts	Distribution of the ELLNA Test Materials Venue: Gabaldon Hall, Pagbilao Central School, Pagbilao Quezon
November 05, 2025	Administration of ELLNA
November 6, 2025 (8:00 a.m. – 3:00 p.m.) Congressional District 2 & 3	Retrieval of ELLNA Test Materials Venue: Gabaldon Hall, Pagbilao Central School, Pagbilao Quezon
November 7, 2025 (8:00 a.m. – 3:00 p.m.) Congressional District 1 & 4	

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
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2. The ELLNA shall be administered to **all Grade 4 public elementary learners** using a paper-based modality consisting of multiple-choice items.
3. For efficient distribution and retrieval, only the **District School Heads** in charge of the testing program shall receive and return the test materials for their respective districts on the scheduled dates. The **School Heads** and **School Testing Coordinators** shall prepare the final list of actual examinees based on the provided allocation.
4. The list of **Division Technical Working Committee members** involved in the ELLNA-related activities is attached herewith. Kindly refer to the **Enclosure** for reference.
5. Furthermore, all school and division personnel who will participate in the retrieval activity on October 11, 2025 (Saturday) shall be granted **Compensatory Time Off (CTO)** in accordance with **CSC-DBM Joint Circular No. 2, s. 2004**, titled Non-Monetary Remunerations for Overtime Service Rendered.
6. The **Public Schools District Supervisors** and **Education Program Supervisors** shall monitor the conduct of the ELLNA administration in accordance with the prescribed guidelines.
7. Transportation allowance and other eligible expenses of testing personnel involved in the administration of the ELLNA shall be charged against the Program Support Fund allotted for the administration of national assessments, subject to existing Sub-ARO guidelines. Meanwhile, personnel who are not eligible for the PSF subsidy shall charge their transportation and other incidental expenses to the Division MOOE for division personnel and to the School MOOE or Local Funds for field personnel, subject to the usual accounting and auditing rules and regulations.
8. For wide dissemination and compliance of all concerned.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

smemgd10/08/2025

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Enclosure to DM No. 994, s. 2025

DIVISION TECHNICAL WORKING COMMITTEE MEMBERS

Schedule	Activity	Persons Involved
October 11, 2025 8:00 a.m. – 4:00 p.m. (All Congressional Districts)	Distribution of ELLNA Test Materials (Gabaldon Hall, Pagbilao Central School, Pagbilao Quezon)	MICHELLE G. DUMA SEPS, SGOD-SMME MARK ANGELO “MARGEL” M. Tuisan PDO-I, SGOD-YFS EDNA G. ADEL Head Teacher III, Talipan NHS ROWENA P. ALBARAN Head Teacher III, Talipan NHS GLORIA F. MAGTIBAY AO II, Pagbilao District AKIMI THERESE M. ASANO PDO-I, Sariaya East District PAUL JUSTINE C. ZOLETA Administrative Aide VI, SGOD-SMME IRIS V. MENTE Guidance Counselor, Quezon NHS
November 6, 2025 8:00 a.m. – 3:00 p.m. (Congressional District 2 & 3) November 7, 2025 8:00 a.m. – 3:00 p.m. (Congressional District 1 & 4)	Retrieval of ELLNA Test Materials (Gabaldon Hall, Pagbilao Central School, Pagbilao Quezon)	MICHELLE G. DUMA SEPS, SGOD-SMME MARK ANGELO “MARGEL” M. Tuisan PDO-I, SGOD-YFS EDNA G. ADEL Head Teacher III, Talipan NHS ROWENA P. ALBARAN Head Teacher III, Talipan NHS GLORIA F. MAGTIBAY AO II, Pagbilao District

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		<p>AKIMI THERESE M. ASANO PDO-I, Sariaya East District</p> <p>PAUL JUSTINE C. ZOLETA Administrative Aide VI, SGOD-SMME</p> <p>IRIS V. MENTE Guidance Counselor, Quezon NHS</p>
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[Nothing follows.]

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