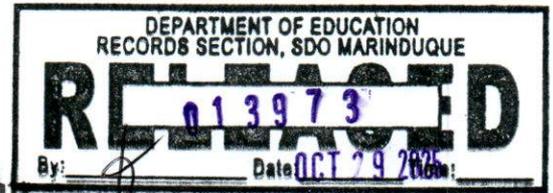




Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

MEMORANDUM

CID-2025 A 56

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public and Integrated School Heads
All Others Concerned

FROM: **LYNN G. MENDOZA, EdD**
OIC - Schools Division Superintendent

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

DATE: October 27, 2025

1. Pursuant to **DepEd Memorandum No.087, s. 2025** and **Memorandum CLMD-2025-296** titled "*Administration of the Early Language, Literacy, and Numeracy Assessment (ELLNA) for School Year 2025-2026*," this Office announces the conduct of the said activity on **November 4, 2025** to Grade 4 learners in all public elementary schools in paper-based modality using multiple-choice format.
2. In line with this, all School Heads or School Testing Coordinators are advised to pick-up the Testing Materials (TMs) on **November 3, 2025**, from 8:00 a.m. to 4:00 p.m. at the CID Office, SDO Marinduque, Boac, Marinduque and to return the same on **November 5, 2025** at the same time and venue.
3. Further, all Public Schools District Supervisors and Education Program Supervisors shall monitor the conduct of the test under their area of responsibility using the attached monitoring tool and to be submitted to SGOD-SMM&E.
4. Travelling expenses of the Division Key Testing Personnel and monitors shall be charged against the Program Support Fund (PSF) to be downloaded subject to the usual auditing rules and regulations.
5. For more information, please contact the Curriculum Implementation Division (CID) Chief Education Supervisor **Mr. John M. Chavez** and Division Testing Coordinator, **Mr. Freddie M. Malabayabas** at CP No. 0950-270-3151.
6. Immediate dissemination of and strict compliance with the contents of this Memorandum are desired.



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NATIONAL ASSESSMENT MONITORING TOOL

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

Testing Program: ELLNA G4 **Date of Testing/Monitoring:** November 4, 2025

School: _____ Public Private

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

Grade Level	No. of Enrolment			No. of Examinees				No. of Absentees						
	M	F	T	Day 1		T	Day 2		T	Day 1		T	Day 2	
				M	F		M	F		M	F		M	F
Grade 4														

1. Sufficiency of Test Materials	Sufficient	Insufficient	Number of Needed additional copies	Room number with Insufficiency
	1.1. Test Booklet			
1.2. Scannable Answer Sheet				
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.				
2.2. There are 20 seats available for examinees.				

2.3. Four (4) 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
3.1. Testing Discipline Enforcement			
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 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 must be maintained throughout the examination to minimize distractions and foster a conducive testing environment.			
3.1.6. Strictly impose prohibition to any form of cheating, including communication with fellow examinees or copying answers.			
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.			

Good Practices:

Issues and Concerns/Challenges:



Issues and Concerns/Challenges	Intervention

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>

/SGOD-SMM&E-FA



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