



Republic of the Philippines  
**Department of Education**  
 MIMAROPA Region  
**SCHOOLS DIVISION OF MARINDUQUE**

Department of Education  
 Division of Marinduque  
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Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

TO: Asst. Schools Division Superintendent  
 Chief Education Supervisors  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Schools Heads, Public Elementary and Secondary Schools  
 Concerned Private Secondary School Administrators  
 All Others Concerned

*[Handwritten Signature]*

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

SUBJECT: **DIVISION ORIENTATION ON THE STANDARDIZED ADMINISTRATION OF VARIOUS ASSESSMENT PROGRAMS FOR FISCAL YEAR (FY) 2023**

DATE: November 20, 2023

1. In line with the administration of various assessment programs for Fiscal Year (FY) 2023, this Office through the School Governance and Operations Division – School Management, Monitoring & Evaluation Section’s Project QAMESTAHAN, shall conduct **Division Orientation on the Standardized Administration of Various Assessment Programs for Fiscal Year (FY) 2023** on the following dates and venues:

Date/Time	Venue	Participants
November 23, 2023 8:00 AM – 12:00 PM	Bangbang NHS Covered Court	Education Program Supervisors, PSDSs, and Elementary and Secondary School Heads of Gasan and Buenavista Districts  School Administrators of: Marinduque Midwest College Marinduque Victorians College Marinduque Christian Academy
November 23, 2023 1:00 PM – 4:00 PM	SDO Marinduque Conference Hall	Education Program Supervisors, PSDSs, and Elementary and Secondary School Heads of Boac North, Boac South and Mogpog Districts

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		School Administrators of: Marinduque State College St. Mary's College ESTI Quezon-Roxas High School of Marinduque Foundation Inc. Marinduque Academy
November 24, 2023 8:00 AM – 12:00 PM	Torrijos Central School	Education Program Supervisors, PSDSs, and Elementary and Secondary School Heads of Torrijos District except Torrijos Senior High School  School Administrator of: Our Mother of Perpetual Succor Academy
November 24, 2023 1:00 PM – 4:00 PM	Gabalton Multi Purpose Hall	Education Program Supervisors, PSDSs, and Elementary and Secondary School Heads of Santa Cruz East, Santa Cruz North and Santa Cruz South Districts  School Administrator of: Holy Infant Parochial School Sta. Cruz Marinduque Inc. Malindig Institute Foundation Inc. Marcopper Schools of Marinduque Inc. Saint Joseph the Worker Academy of Marinduque Inc. Santa Cruz Institute (Marinduque) Inc.

2. The following assessment programs shall be discussed in the said orientation:
  - a. Early Language, Literacy, and Numeracy Assessment (ELLNA);
  - b. National Achievement Test for Grade 6 (NATG6); and
  - c. Special Philippine Educational Placement Test (SPEPT).
3. The orientation will cover the test administration guidelines and procedure, security of test materials, delivery and retrieval scheme, allocation of test materials, and financial matters relative to the test administration.
4. Only one (1) participant per school (School Head or School Testing Coordinator) shall be accommodated during the orientation due to funding restrictions.
5. The ELLNA shall be administered to all Grade 4 learners in public elementary schools, while the NATG6 shall be administered to select Grade 7 learners in public and private secondary schools. In relation to this, the School Head shall submit to the Division Testing Coordinator the actual enrollment of Grade 4 public school learners and Grade 7 public and private school learners for School Year 2023-2024 as of November 17, 2023. The data submission shall be done on or before November 22, 2023 through this link <https://bit.ly/3R4lnB6>.
6. Travelling expenses and other related expenses shall be charged against the Program Support Fund for National Assessment System for Basic Education (NASBE) subject to the usual accounting and auditing rules and regulations.

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7. For further questions or clarifications, please contact Fretzie P. Alcantara, EdD, Division Testing Coordinator / Senior Education Program Specialist – SMM&E at [fretzie.alcantara@deped.gov.ph](mailto:fretzie.alcantara@deped.gov.ph).
8. Immediate dissemination of and compliance with the contents of this Memorandum are desired.

/SGOD-SMM&E-FA

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