



Republic of the Philippines

Department of Education

REGION X

DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

OFFICE DIVISION OF CAGAYAN DE ORO CITY
RELEASED
DATE: APR 15 2024

April 15, 2024

DIVISION MEMORANDUM

No. 271 s. 2024

ADDITIONAL INFORMATION TO DM NO. 254 – ADMINISTRATION OF THE EARLY LANGUAGE, LITERACY, AND NUMERACY ASSESSMENT (ELLNA)

TO: Asst. Schools Division Superintendent
Chief Education Program Supervisors – CID and SGOD
Public Schools District Supervisors
Division Testing personnel
Public and Private Elementary School Heads

1. In view of the conduct of the EARLY LANGUAGE, LITERACY, AND NUMERACY ASSESSMENT (ELLNA) on **APRIL 19, 2024** in this Division, all concerned public elementary schools are hereby informed of the following additional guidelines:

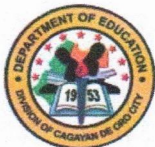
OVERVIEW. The conduct of the ELLNA is pursuant to DepEd Order No. 22 s.3023 titled Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024 and DepEd Order No. 003 s.2024 title Amendment to DO No. 22 s.2023.

In reference to DO 29 s.2022 titled Adoption of the Basic Education Monitoring and Evaluation Framework, DepEd has to identify and articulate performance indicators and outcomes for measuring performance in the development of plans and policies. These indicators and outcomes will be used for the assessment of the effectiveness and efficiency of the delivery of education services. The results of system assessment will serve as evidence for the improvement of the curriculum implementation.

EXAMINATION DATE. The ELLNA will be administered on **April 19, 2024 (Friday)** in all public elementary schools in this Division.

TAKERS. In accordance with DO 27 s.2022 titled Conduct of Rapid Assessment in School Year 2021-2022 for Learning Recover as well as in Preparation for the 2024 Baseline System Assessment, the **current Grade 3 learners of the present School Year will be taking the ELLNA.**

Learners with special needs may also be assessed provided that test accommodations are met. The target learners are consistent with DepEd Order No.



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Chief – SGOD	Rosalio R. Vitorillo
Chief – CID	Jean S. Macasero
Division Testing Coordinator	Eleanor Consejo H. Rollan
BEA Funds Processing Incharge	Arnel Calubag, Accountant Romiel Vallente, Budget Officer Gemma Pajayon, OIC-Cashier
Support Staff (Distribution and Retrieval of Testing Materials, housekeeping)	Amor Radaza Ryan Sambaan Gemma Pajayon Lilibeth Logronio Ignacio Gabule Gleven Chito Manaug Noelfred Balarote Agustin Patlunag Ferdinand Ramoso Jimbo Casinillo Jason Rabanes Rodel Megollas Division Office Utility personnel
Monitoring	Public Schools District Supervisors Education Program Supervisors SGOD Personnel: Central – Eleanor Rollan South – Romeo Aclo East 1 – Derrold Aves East 2 – Jairus Gochuco West 1 – Amor Radaza West 2 – Jean Loquillano North 1 – Aisa Badana North 2 – Rodel Megollas SW 1 – Ryan Blanco SW 2 – Roy Lumban

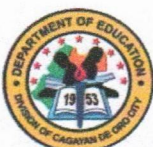
2. Immediate and widest dissemination of this memorandum is enjoined.


ROY ANGELO E. GAZO
Schools Division Superintendent

Encl: None
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

ELLNA ASSESSMENT

ECHR/ELLNA
April 15, 2024



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55, s.2016, Policy Guidelines on the National Assessment of Student Learning for the Kto12 Basic Education Program.

EXAM MODALITY. The ELLNA assessment program will be administered in a **paper-based modality** to all regional offices, school division offices and schools.

Health and safety protocols must be followed in all activities related to the national test administration.

Examinees during the schedule shall bring pencil #2, eraser, sharpener, and snacks.

TEST MATERIALS REALLOCATION. Due to insufficient number of test materials (TMs) in some participating schools, excess TMs in other participating schools will be re-allocated.

The **re-allocated ANSWER SHEETS and ETRE** shall **NOT** be returned to the originating schools and shall be incorporated in the test materials of the **receiving schools. ONLY THE TEST BOOKLETS shall be returned to the originating schools** where the said materials were borrowed.

PROCTORS AND TESTING PERSONNEL. The room examiners, supervising examiners and assistant examiners shall come from other schools. Enclosure 1 indicates the proctor assignment.

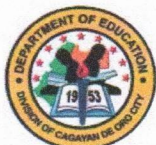
TEST MATERIALS DISTRIBUTION AND RETRIEVAL. The test materials shall be **distributed on April 19, 2024 starting 5:30 in the morning.** The test materials shall be **returned** after the end of the test on the **same day.**

CONFIDENTIALITY OF THE TEST. All Testing personnel at the school level shall sign the Oath of Confidentiality form. The said form shall be kept by the School Head for records purposes. The Confidentiality Agreement Form of the School Head as the Chief Examiner shall be submitted to the Division Testing Coordinator. Enclosure 2 contained the Oath of Confidentiality Form.

CONDUCT OF TEST TAKING FAMILIARIZATION AND SIMULATION. To prepare the examinees to the standardized type of test, all concerned public elementary school heads with ELLNA takers are requested to conduct sessions on Answer Sheet shading, following of instructions, and other test-taking strategies.

DIVISION TESTING PERSONNEL. The following personnel are hereby assigned as part of the Division Testing Committee:

Schools Division Superintendent	Roy Angelo E. Gazo
Asst. Schools Division Superintendent	Audie S. Borres



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OATH OF CONFIDENTIALITY

I, _____, designated as a/an _____ during the administration of the **Early Language, Literacy and Numeracy Assessment (ELLNA)** on April 19, 2024 in the Division of Cagayan de Oro City, understand that the signing of this form is an acknowledgement of my professional responsibility to maintain complete integrity of security for this project.

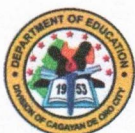
I fully understand and agree that the security and integrity of test materials shall be upheld in the whole process of the test administration, as stated in **Section 13 of DO 55 s.2016**, that any violation/infractions of the security made or committed before, during, and after assessment procedures for the ELLNA such as:

- a. Reading of test booklets other than by the examinee;
- b. Supplying answers to the examinees
- c. Cheating;
- d. Plagiarizing;
- e. Loss of test booklets;
- f. Photocopying of test booklets;
- g. Capturing test items through electronic gadgets;
- h. Distribution and posting of photos of the test booklets in any form of media;
- i. Opening of test materials prior to the testing schedule;
- j. Late submission of test booklets and/or answer sheets;
- k. Tampering of examinees' answer sheets;
- l. Infringement of copyright;
- m. Allowing impostors and substitute examinees;
- n. Misrepresentation with regard age, residence, and status, and
- o. Failure to closely monitor test procedures resulting in test irregularities.

Any of the following sanctions will be imposed in any way or all of the aforementioned violations committed by those involved:

Examinees. The Chief Examiner shall determine the degree of violation and corresponding sanction.

- a. First and second offenses: reprimand
- b. Third offense: Cancellation of test papers/invalidation of test results



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Testing Personnel. The Schools Division Superintendent shall determine the degree of violation and corresponding sanction.

- a. Suspension of salaries and incentives/benefits of those concerned for one or three months;
- b. Work suspension; and
- c. In the case of infringement of copyright, legal remedies will be considered.

I have read and accept the conditions as outlined above:

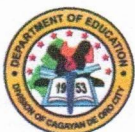
Signature : _____

Printed Name: _____

Designation: _____

School : _____

Date Signed: _____



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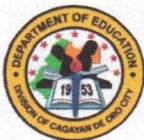


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**REGION X
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PROCTOR ASSIGNMENT FOR ELLNA G3

TESTING CENTER	NO. OF ROOM EXAMINERS NEEDED	PARTNER SCHOOL WHO WILL PROVIDE ROOM EXAMINERS AND ROOM SUPERVISORS TO THE TESTING CENTER	NO. of ROOM SUPERVISOR
City Central School	39	33-Gusa ES, 10-Cugman ES	4
Corrales ES	12	13-East City Central School	1
Cugman ES	16	14-East City Central, 3-Cugman ES	1
East City Central School	26	13-Corrales ES, 10-City Central, 5-Cugman ES	2
FS Catanico ES	3	2-Malasag ES, 1-Camansi IS	
Gusa ES	30	33-City Central School	3
Malasag ES	2	1-Camansi IS, 1-FS Catanico ES	
Camansi IS	1	1-Malasag ES	
Agusan ES	13	14-Bugo CS	1
Balubal ES	9	9-Tablon ES	
Bugo City Central School	13	14-Agusan ES	1
Linangohan ES	2	2-Palalan IS	
Puerto ES	16	17-Suntingon ES	1
Suntingon ES	16	17-Puerto ES	1
Tablon ES	9	9-Balubal ES	
Palalan IS	2	2-Linangohan ES	
Balongkot IS	1	1-Iba ES	
Cadayunan IS	2	2-Besigan ES	
Dunggoan IS	3	3-Cadayunan IS,	
Iba IS	2	2-Balongkot	
Bayanga ES	2	2-Mambuaya ES	
Besigan ES	2	2-Dungguan IS	
Magayad IS	1	1-Man-ai ES	
Dansolihon ES	7	6-Mambuaya ES, 1-Bayanga ES	
Midkiwan IS	2	2-Mangalay ES	
Mambuaya ES	8	8-Dansolihon ES	
Man-ai ES	4	4-Magayad IS	
Mangalay ES	2	2-Midkiwan IS	
Tignapoloan ES	2	2-Upper Tignapoloan ES	
Upper Tignapoloan ES	3	3-Upper Tignapoloan ES	



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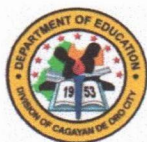


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Consolacion ES	8	8-Macabalan ES	
Macabalan ES	16	11-North CS, 6-Consolacion ES	1
North City Central School	10	8-Macabalan ES, 3-St. John ES	1
St. John ES	2	2-North CS	
Bayabas ES	8	8-Bonbon ES	
Bonbon ES	9	8-Bayabas ES, 1-Kauswagan CS	
Bongbongon ES	11	12-Kauswagan CS	1
City Engineers ES	4	2-Kauswagan CS, 2-Bongbongon ES	
Kauswagan Central School	13	11-Bongbongon ES, 3-City Engineers	1
Camaman-an ES	15	16-South CS	1
Indahag ES	19	10-Camaman-an ES, 7-South CCS, 3-Kamakawan ES	1
Kamakawan ES	3	3-Taguanao ES	
Macasandig ES	6	6-Indahag ES	
South City Central School	18	7-Macasandig ES, 12-Indahag ES	1
Taguanao ES	5	5-Macasandig ES	
Baluarte ES	3	3-Lumbia CS	
Batinay ES	2	2-Lumbia CS	
Kiam-is ES	1	1-Lumbia CS	
Lumbia Central School	23	4-Baluarte,1-Kiam-is, 4-Pagalungan, 3-Pigsag-an,2-Taglimao, 4-Tagpangi, 2-Tuburan, 4 Tumpagon	2
Pagalungan ES	3	3-Lumbia CS	
Pigsag-an ES	3	3-Lumbia CS	
Taglimao ES	2	2-Lumbia CS	
Tagpangi ES	4	4-Lumbia CS	
Tuburan ES	2	2-Lumbia CS	
Tumapagon ES	4	4-Lumbia CS	
West City Central School	33	12-Sacred Heart ES, 16-Fr. William ES,5-Upper, Carmen, 3 Macanhan	3
Sacred Heart Village ES	12	13-West City Central School	1
Upper Carmen ES	5	5-West City Central School	
Fr. William Masterson ES	14	15-West City Central School	1
Macanhan ES	13	12-Balulang ES	1
Balulang ES	13	14-Macanhan ES	1



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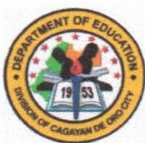


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Baikingon ES	3	3-Fil-Chi ES	
Bulao ES	4	4-Bulua CS	
Bulua Central School	29	23-PNRoa ES, 4-Bulao ES, 2 Anhawon ES	2
Camp Evangelista ES	11	8-Pagatpat ES, 4 San Simon ES	1
Canitoan ES	8	8-Iponan ES	
Fil-Chinese Friendship ES	3	3-Baikingon ES	
GL Reyes Anhawon ES	2	2-Bulua CS	
Iponan ES	13	9-Canitoan ES, 5-Bulua CS	1
Pagatpat ES	12	12-Camp Evangelista ES	1
Pamalihi ES	3	3-PNRoa ES	
Pedro "Oloy" Roa ES	23	21 Bulua CS, 4-Pamalihi ES	2
San Simon ES	3	3-Pagatpat ES	



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