QAD-RM-2024-339

**Republic of the Philippines**
**Department of Education**
REGION IV-A CALABARZON

03 May 2024

**Regional Memorandum**
No. 339 s. 2024

# REGIONAL ONSITE MONITORING OF THE ADMINISTRATION OF THE EARLY LANGUAGE, LITERACY, AND NUMERACY ASSESSMENT (ELLNA) FOR GRADE 3, SY 2023-2024

To      **Schools Division Superintendents**
        **Regional Functional Division Chiefs**

1. Pursuant to DepEd Memorandum No. 016, s. 2024 on the Administration of the **Early Language, Literacy, And Numeracy Assessment (ELLNA),** for Grade 3 for SY 2023-2024, this Office will conduct a Regional Onsite Monitoring of the Administration of the Early Language, Literacy, And Numeracy Assessment for Grade 3 in both public and private schools on **May 13-14, 2024,** testing windows. The ELLNA will be administered through paper-based modality.

2. The objectives of this activity are the following:

   a. To ensure a standardized test administration by performing the activities at various stages of the test as stipulated in the Room Examiners handbook; and;
   b. Ensure the integrity of the test materials in the whole process of test administration.

3. Please see Enclosure 1 for the list of SDOs ELLNA schedule and the list of the Regional Monitoring Personnel.

4. The Regional Monitoring Officials and schools are expected to comply with **R.A. 6713**, the **Code of Conduct and Ethical Standards for Public Officials and Employees**, especially Section 7d. *"Public Officials and employees shall not solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan, or anything of monetary value from any person in the course of their official duties or in connection with any operation being regulated by, or any transaction which may be affected by the functions of their office."*

5. Travel and other related expenses of the Regional Office personnel relative to the conduct of this activity shall be charged against regional funds while that of the Schools Division Office will be charged against their local funds subject to the usual accounting and auditing rules and regulations.

**Address:** Gate 2, Karangalan Village, Cainta, Rizal
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6. For clarifications, please contact Buenalyn M. Manuel, Regional Testing Coordinator or Loida G. Tomelden through the QAD landline (02) 8682-2114 loc.450.

7. Immediate and widest dissemination of this Memorandum is enjoined.

**ATTY. ALBERTO T. ESCOBARTE, CESO II**
Regional Director

05/ROQ5

Enclosure 1. List of Schedule of the Early Language Literacy and Numeracy Assessment (ELLNA) for Grade 3 SY 2024-2025 and Names of Monitoring Officials

| DIVISION | DATE OF TEST ADMINISTRATION | MONITORING OFFICIALS |
|---|---|---|
| Antipolo City | May 21, 2024 | Luz E. Osmena |
| Bacoor City | May 13, 2024 | Loida G. Tomelden |
| Batangas City | May 21, 2024 | Emelia M. Aytona |
| Batangas Province | May 21, 2024 | Eugenio S. Adrao / Lowiesito O. Erni **(Calaca District)** |
| Binan City | May 13, 2024 | |
| Cabuyao City | May 14, 2024 | Emelia M. Aytona |
| Calamba City | May 16, 2024 | Jeffrie F. Ditablan |
| Cavite City | May 20, 2024 | Lowiesito O. Erni |
| Cavite Province | May 15, 2024 | Emelia M. Aytona |
| Dasmarinas City | May 16, 2024 | Emelia M. Aytona |
| General Trias City | May 15, 2024 | Ma. Lourdes O. Manimtim |
| Imus City | May 14, 2024 | Loida G. Tomelden |
| Laguna Province | May 17, 2024 | Ma. Lourdes O. Manimtim/Michael Girard R. Alba **(Liliw District)** |
| Lipa City | May 14, 2024 | Buenalyn Manuel |
| Lucena City | May 21, 2024 | Elaine T. Balaogan/ Emelia P. Crescini |
| Quezon Province | May 17, 2024 | Michael Girard R. Alba / Andrea Mabel E. Abrencillo **(Candelaria District)** |
| Rizal Province | May 14, 2024 | Luz E. Osmena |
| San Pablo City | May 15, 2024 | Jeffrie F. Ditablan |
| San Pedro City | May 22, 2024 | Elena L. Lopez |
| Sta. Rosa City | May 15, 2024 | Buenalyn Manuel |
| Sto. Tomas City | May 13, 2024 | |
| Tanauan City | May 20, 2024 | Elena L. Lopez |
| Tayabas City | May 13, 2024 | Andrea Mabel E. Abrencillo |

Republic of the Philippines
## Department of Education
**BUREAU OF EDUCATION ASSESSMENT**

### EARLY LANGUAGE LITERACY AND NUMERACY ASSESSMENT (ELLNA)
### FOR GRADE 3
### Monitoring Report

Name of Test Monitor: _____ Designation: _____

School: _____ Region: _____ Division: _____

Date/s of Monitoring the Test Administration: _____

## 1. TESTING PERSONNEL

Were the following testing personnel present in your assigned school?

| Testing Personnel | Day 1 | | Day 2 | | Remark |
|---|---|---|---|---|---|
| | Yes 🏳 | No 🏳 | Yes 🏳 | No 🏳 | |
| Regional Testing Coordinator (RTC) | | | | | |
| Division Testing Coordinator (DTC) | | | | | |
| Private School Supervisor (PSS) | | | | | |
| Chief Examiner (CE) | | | | | |
| Supervising Examiner (SE) | | | | | |
| Room Examiner (RE) | | | | | |
| Division/School Health Personnel (DHP/SHP) | | | | | |

## 2. TEST ADMINISTRATION SCHEDULE

a. What test administration scheme was implemented by the SDS/DTC in the SDO?

___ _____

___ _____

___ _____

___ _____

b. Were morning and afternoon testing sessions conducted in the school? Please check [🏳].

[ ] YES     [ ] NO

If YES, was the test administered to the same set of learners? [ ] YES   [ ] NO

## 3. GRADE 3 EXAMINEES

| Number of Examinees | Day 1 | | | Day 2 | | |
|---|---|---|---|---|---|---|
| | Male | Female | Total | Male | Female | Total |
| Expected | | | | | | |
| Actual | | | | | | |
| Total | | | | | | |

| | | Number of Testing Rooms | Remarks |
|---|---|---|---|
| Day 1 | AM = | | |
| | PM* = | | |
| Day 2 | AM = | | |
| | PM* = | | |

*Leave blank if not applicable.*

## 4. TEST MATERIALS

a.  Quantity as reflected in the Delivery Receipts (DR)

| Test Materials | Serial Numbers | Quantity | Timeliness of the Delivery | |
|---|---|---|---|---|
| | | | YES | NO |
| Test Booklet/s | | | | |
| Answer Sheet/s | | | | |

b.  Sufficiency of the Test Materials

| Test Materials | Sufficient | Insufficient | Number of Needed Additional Copies |
|---|---|---|---|
| Test Booklets | | | |
| Test Materials | Sufficient | Insufficient | Number of Needed Additional Copies |
| Scannable Answer Sheets | | | |
| BEA Forms 1 to 7 | | | |
| Replica of Name Grid | | | |
| ETREs | | | |
| CETREs | | | |
| Examiner's Handbook | | | |

If the TBs were insufficient, which test administration scheme was applied by the school?

| | Check [ ] | Remark |
|---|---|---|
| Batching of learners | | |
| Borrowing from other schools | | |

**Note: No photocopying of Test Booklets**

If the ASs were insufficient, which test administration scheme was applied by the school?

| | Check [☞] | Remark |
|---|---|---|
| Pool the ASs from schools with decreased enrollment | | |

| Use the ASs from schools that are temporarily/ permanently closed | | |
|---|---|---|
| Others (please specify) | | |

**Note: No photocopying of Answer Sheets**

c. Condition of the Test Materials

| Condition | Test Booklets | | | Answer Sheets | | |
|---|---|---|---|---|---|---|
| | Quantity of TBs | Serial Number/s | Affected Room Number/s | Quantity of TBs | Serial Number/s | Affected Room Number/s |
| In good condition | | | | | | |
| Not in good condition<br>O missing page/s | | | | | | |
| O blurred serial number | | | | | | |
| O without serial number | | | | | | |
| Others (specify) | | | | | | |

## 5. STUDENT PREPARATION

a. Did the school use the **primer** in preparing the learners for the test? Please check [✓].

[ ] YES      [ ] NO

If YES, how was it used by the school in preparing the learners for the test? _____

b. Did the school use the **answer sheet** in preparing the learners for the test? Please check [☞].

[ ] YES    [ ] NO

If YES, how was it used by the school in preparing the learners for the test? _____

_____

## 6. TESTING CENTER

*Put a checkmark ( ) if the following activities were evident in the testing center and testing room.*

| Statements | Evident | Not Evident | Remarks |
|---|---|---|---|
| **Conduciveness of the Testing Center** | | | |
| 1. The testing center posted labels to guide the examinees in the school vicinity. | | | |
| 2. The testing center is safe from any danger. | | | |
| **Conduciveness of the Testing Room** | | | |
| 1. The physical arrangement of the testing room stated in the Examiner's Handbook was observed. | | | |
| 2. The testing room provided a conducive testing environment for the examinees. | | | |
| 3. The list of examinees is posted outside of the testing room. | | | |
| 4. The LWDs examinees have separate testing room/s by difficulty. | | | |
| 5. The testing room was accessible to restrooms and fire exits. | | | |
| 6. Facilities such as the Examiner's table, wall clock, chalkboard, and learner's armchairs were present inside the testing room. | | | |

## 7. TEST ADMINISTRATION

*Put a checkmark ( ) if the following activities were evident during the pre-test, test proper, and post-test.*

### a. Pre-Test

| Statements | Evident | Not Evident | Remark |
|---|---|---|---|
| **Delivery of Test Materials** | | | |

| | | | |
|---|---|---|---|
| 1. There was a distribution area/room where the Room Examiners were met by the Chief Examiner for the distribution of test materials. | | | |
| 2. The test materials were intact in boxes before the test administration. | | | |
| 3. The Room Examiners were required by the CE to count their test materials before proceeding to their testing rooms. | | | |
| 4. The Room Examiners signed **BEA Form 3** (Test Materials Accounting Form) inside the distribution room. | | | |
| **Entrance and Seating Arrangement** | | | |
| 1. The testing personnel arrived on time in the testing center. | | | |
| 2. The testing personnel inspected the seating arrangement before the entrance of examinees in the assigned testing room. | | | |
| 3. The Room Examiner checked the identity of the examinees using their IDs. | | | |
| 4. The personal belongings of the examinees were placed in front, under | | | |
| the board upon the entrance of the testing room. All digital devices were turned off and placed inside the bag. | | | |
| 5. Latecomers were still admitted to the assigned testing rooms. | | | |
| **Orientation and General Directions** | | | |
| 1. The Room Examiner provided the orientation guidelines and general directions to the examinees. | | | |
| **Distribution of Test Materials** | | | |
| 1. There was an equal distribution of test materials to the number of examinees in the testing room. | | | |
| 2. The TBs and AS of absentees and latecomers were placed inside the original plastic bag. | | | |
| **Checking of the Test Materials** | | | |

| | | | |
|---|---|---|---|
| 1. The examinees checked the pages one by one. | | | |
| 2. The Room Examiner refrained from reading the test questions as per Section 13 of DepEd Order No. 55, s. 2016. | | | |
| **Accomplishing the Seat Plan** | | | |
| 1. Actual examinees were able to accomplish the seat plan. | | | |
| 2. The seats for examinees who were absent during the test administration were left blank. | | | |
| **Filling in of Information in the Answer Sheet** | | | |
| 1. All information in the Answer Sheet was filled in by the examinees. | | | |
| 2. The examinees shaded the correct circles about the name grid. | | | |
| 3. The examinees found difficulty when filling in information in the Answer Sheet. | | | |
| **Answering of Examinee's Descriptive Questionnaire (EDQ)** | | | |
| 1. The examinees were given time to read silently the general directions. | | | |
| 2. The Room Examiner went around to check if the examinees were shading their answers properly on the Answer Sheet. | | | |

## b. Test Proper

| Statements | Evident | Not Evident | Remark |
|---|---|---|---|
| 1. The Room Examiner closely supervised the examinees in all test-related activities. | | | |
| 2. The examinees were **not allowed** to use **digital devices** such as smartphones and smartwatches. Personal belongings remained in front, under the board upon entrance. | | | |

| | | | |
|---|---|---|---|
| 3. Examinees used pencils, sharpeners, and clean sheets of paper during the test. | | | |
| 4. The Room Examiner followed the time allotment in the handbook. | | | |
| 5. The Room Examiner goes around to check if the examinees can follow the instructions. | | | |
| 6. The unused Test Booklets were kept by the Room Examiners inside the plastic bags while the test was in progress. | | | |
| 7. The Room Examiner collects the TMs after dismissing the examinees. | | | |

## c. Post Test

| Statements | Evident | Not Evident | Remark |
|---|---|---|---|
| 1. The ETREs were sealed and signed by the Room Examiners inside the testing room. | | | |
| 2. All unused Answer Sheets were submitted to the Chief Examiner. | | | |
| 3. All Test Booklets were retrieved. | | | |
| 4. The Chief Examiner was able to account for the Test Booklets before placing them in their original plastic bags and boxes. | | | |
| 5. The contents of each ETRE were complete. (used AS, list of examinees posted at the door, Forms 1, 2, and 7) | | | |
| 6. The contents of the CETRE were complete. (unused ASs, and Forms 3 & 4) | | | |
| 7. The Room Examiner dismissed the examinees | | | |

## d. Retrieval/Accounting of Test Materials

| RETRIEVAL/ACCOUNTING OF TEST MATERIALS | Quantity |
|---|---|
| Test Booklets | |
| Scannable Answer Sheets | |
| • Used | |
| • Unused | |

| Chief Examiner's Transmittal Report Envelope (CETRE) | |
| --- | --- |
| Room Examiner's Transmittal Report Envelope (ETRE) | |
| **Total Number of Envelopes (CETRE + ETRE)** | |

## 8. EDQ, SCHOOL HEADER, AND ANSWER SHEET VARIABLES

a. Were there any concerns/issues raised by the examinees about the EDQ items? Please check.

[ ] YES     [ ] NO

If YES, please specify the item number and the concern/issue.

_____

____

_____

____

b. Were there any concerns/ issues raised by the principal about the School Header?  Please check [   ].

[ ] YES     [ ] NO     If YES, please specify.

_____

____

_____

—

c. Were there any concerns/ issues raised by the examinees about the variables in the Answer Sheet?

[ ] YES     [ ] NO     If YES, please specify.

_____

____

_____

—

9.   **What problems/concerns/issues were encountered by the school/SDO during the test administration and how were these addressed?**

10. Cite the best practices of the school/SDO that the BEA-EAD can adopt in improving its test administration guidelines.

11. **Overall Rating.** Rate the general performance of the testing personnel in the school. Please check [☞].

    [ ] Very Satisfactory [ ] Satisfactory        [ ] Unsatisfactory

    Explanation: _____

12. What are your recommendations in improving the next cycle of the NATG6 implementation?

13. What are the concerns/issues raised by the school/SDO concerning other assessment programs managed by BEA?

| | |
|---|---|
| **Regional Monitoring Official**<br>(name and signature) | Date |
| **Division Testing Coordinator (or Chief Examiner)** *(name and signature)* | Date |

**14.**     **Additional Report from Regional Testing Coordinators (RTCs)**

### ELLNA (G3) Regional Summary

| Schools Division Office (SDO) | No. of students with allocated TMs | No. of students who used additional TMs from other SDOs | | No. of students who were not able to take the test due to insufficiency of ASs | Total no. of students *(actual test-takers)* | Date/s of Test Administration |
|---|---|---|---|---|---|---|
| | | **TBs** | **ASs** | | | |
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| **Total** | | | | | | |

*Write **N/A** if not applicable.

NOTE: The RTCs are requested to email the Regional Summary Report (Excel file format) to bea.ead@deped.gov.ph using the subject line, "ELLNA G3" Regional Summary Report" as soon as the test administration in the region is completed.

|  |  |
|---|---|
| **Regional Monitoring Official**<br>*(name and signature)* |  |