



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

April 8, 2024

DIVISION MEMORANDUM

No. 265, s. 2024

**RESCHEDULE ON THE ADMINISTRATION OF THE EARLY LANGUAGE,
LITERACY, AND NUMERACY (ELLNA) DUE TO HIGH HEAT INDEX**

To: All Elementary School Heads
All Others Concerned

1. This is in reference to an advisory from Director Nelia V. Benito, PhD, CESO IV, Office of the Bureau of Education Assessment dated April 3, 2024 titled, "Prerogative of SDOs to Reschedule the Administration of the Early Language, Literacy, and Numeracy Assessment (ELLNA).

2. This Office, through the **Curriculum and Implementation Division (CID)** announces the **New Schedule on the Administration of Early Language, Literacy, and Numeracy (ELLNA) on April 24, 2024.**

3. School Heads are required to submit the names of their **School Testing Coordinators and Grade 3 teachers** for possible school assignments and send it through email or messenger on or before **April 19, 2024.**

4. There shall be **20 examinees in a room** following the alphabetical order in the list of examinees. Each examinee will have one Test Booklet and one AS.

Name of School	Total Number of Grade 3 Learners	Number of Teachers as Room Examiners/ Proctors
Bool Elementary School	60	3 teachers
Booy Elementary School	62	3 teachers
Booy South Elementary School	58	3 teachers
Cabawan Elementary School	34	2 teachers
City East Elementary School	114	6 teachers
Cogon Elementary School	143	7 teachers
Dampas Elementary School	79	4 teachers
Dao Elementary School	126	6 teachers
Eastern Cogon Elementary School	52	3 teachers
Manga Elementary School	135	7 teachers
Mansasa Elementary School	46	2 teachers
San Isidro Elementary School	87	4 teachers
Tagbilaran City Central Elementary School	238	12 teachers



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Tagbilaran City Central School SPED Center	35	2 teachers
Taloto Elementary School	63	3 teachers
Tiptip Elementary School	59	3 teachers
Ubujan Elementary School	104	5 teachers

5. There are **two (2) forms of TBs**. TB 1 contains the Examinee`s Descriptive Questionnaire (EDQ) and the test items in three (3) learning areas: English, Filipino and Numeracy. TB 2 contains test items on Grammar and Numeracy translated in Mother Tongue Language.

6. As per **Section 4 Republic Act No. 11650**, the inclusion of **Learners with Disabilities (LWDs)** in the national assessment must be observed; hence the **Assistant Examiner (AE)** shall assist the reported LWDs-examinees in the testing room. He/She may use alternative response formats such as oral type wherein AE reads the test items to the examinee with difficulty seeing. Additionally, he/she shall ensure that all spoken instructions during the test are adequately interpreted to those who have difficulty hearing. An Oath of confidentiality must be signed by the AE to ensure the security of information.

7. For further instructions and clarifications, please read the Early Language, Literacy, and Numeracy Assessment (ELLNA) Manual sent to your respective school heads.

8. Immediate dissemination of, and compliance with this Memorandum are directed.

WILFREDA D. BONGALOS PhD CESO V
 Schools Division Superintendent

WDB/JAAL/CID/JTB/cmfc



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