



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JAN 15 2025

MEMORANDUM
No. 016, s. 2025

**COLLECTION OF THE NUMBER OF ENROLLEES FOR THE ADMINISTRATION
OF THE EARLY LANGUAGE, LITERACY AND NUMERACY ASSESSMENT
(ELLNA) AND NATIONAL ACHIEVEMENT TEST FOR GRADE 6 (NAT G6)
FOR SCHOOL YEAR (SY) 2024-2025)**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division
Public & Private Elementary School Heads/ OICs
Administrative Officer V
All Others Concerned

1. Attached is DepEd Advisory dated January 10, 2025, on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. It is reiterated that the data for ELLNA are only from public schools while for NAT Grade 6, the data are both from public and private schools.
3. To facilitate the collection of the data for effective test material allocation, an Excel Live Sheet will be shared with the schools. Concerned schools are required to submit the signed copy of the report to the Division Office, using the attached template on January 16, 2025.
4. For information and strict compliance of all concerned.

VIOLETA M. GONZALES

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

By:

MA. REGAELE A. OLARTE

OIC Chief Education Supervisor, SGOD
Officer-in-Charge
Office of the Assistant Schools Division Superintendent

Enclosure: As stated
References: As stated
To be indicated in the Perpetual Index
under the following subjects:

TESTING

EXAMINATION

ASSESSMENT

ZPLG/ DM / COLLECTION OF THE NUMBER OF ENROLLEES FOR THE ADMINISTRATION OF THE EARLY LANGUAGE, LITERACY AND NUMERACY ASSESSMENT (ELLNA) AND NATIONAL ACHIEVEMENT TEST FOR GRADE 6 (NAT G6) FOR SCHOOL YEAR (SY) 2024-2025)

016
NUM-2025-016



Republic of the Philippines
Department of Education
BUREAU OF EDUCATION ASSESSMENT

Office of the Director

10 January 2025

ADVISORY

**Collection of the Number of Enrollees for the Administration of
the Early Language, Literacy and Numeracy Assessment (ELLNA) and
National Achievement Test for Grade 6 (NAT G6) for
School Year (SY) 2024-2025**

1. Pursuant to Section 11 of DepEd Order No. 55, s. 2016, titled "*Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program*" on the Allocation, Delivery, and Retrieval of Test Materials, which states that the Division Testing Coordinators (DTCs) and Private School Supervisors (PSSs) are directed to submit updated enrollment data for the current school year.
2. The DTCs and PSSs are directed to submit to BEA the enrollment data by school based on the cut-off data of SY 2024-2025. This data shall serve as a basis for the allocation of test materials and budget estimates for the upcoming administration of ELLNA and NAT G6.
3. Further, this Bureau requests the assistance of the following:
 - a. The **Regional Testing Coordinators (RTCs)** must coordinate with their respective Schools Division Offices (SDOs) through the DTCs to collect and compile their submitted enrollment data and upload the complete data to the BEA-EAD shared drive.
 - b. The **DTCs** are required to collect and compile the submitted enrollment data coming from each school under their respective SDO and ensure the complete, accurate, and quality collection of enrollment data.
 - c. The **School Testing Coordinators (STCs)** are required to submit complete, accurate, and quality enrollment data for the current school year to their DTCs.
4. The templates are available and can be accessed via the following link:
https://bit.ly/2025_allocation_templates.





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5. The submitted files by the RTCs must be in Excel format with the following **standardized file name** for easier reference:

Assessment	File Format	Example
ELLNA	REGION-ELLNA-DDMMYYYY	I-ELLNA-15JAN2024 NCR-ELLNA-13JAN2024
NAT G6	REGION-NATG6-DDMMYYYY	IVA-NATG6-15JAN2024 BARMM-NATG6-17JAN2024

6. The RTCs should submit the data **on or before January 16, 2025, Thursday**, through the following links:

- a. For ELLNA: [https://bit.ly/allocation ELLNA](https://bit.ly/allocation_ELLNA)
 b. For NATG6: <https://bit.ly/allocation NATG6>



7. Note that BEA shall only receive enrollment data from the RTCs or authorized regional representatives and multiple submission will not be accommodated.

8. A virtual orientation to present the submitted data allocation shall be held with the following details as shown below:

Island Grouping	Date Day	Time	Meeting Information
Luzon	January 20, 2025 (Monday)	1:00 – 2:00 pm	MS Teams Meeting link: https://bit.ly/2025Allocation
Visayas & Mindanao		2:30 – 3:30 pm	Meeting ID: 472 198 897 060 Passcode: Gn2yU3tr

9. For more information, contact BEA-EAD at telefax number (02) 8631-2589 or email bea.ead@deped.gov.ph.

10. Immediate dissemination of and compliance with this Advisory are desired.


KEVIN CARL P. SANTOS, PhD
 Director IV 



NATIONAL ACHIEVEMENT TEST FOR GRADE SIX

National Capital Region

Schools Division of Muntinlupa City

<< **Name of School** >> *(to be filled out by School Level only)*

Total Number of Schools: 0

Total Number of Enrollmer 0

Region	Division	City/Municipality	Legislative District	School ID	Name of School	School Address	Type of School (Public or Private)	Number of Enrollment
NCR	Muntinlupa City	Muntinlupa City	Lone					

Certified true and correct data as of January 15, 2025.

Prepared by:

School Testing Coordinator

Approved:

School Head

EARLY LANGUAGE, LITERACY, AND NUMERACY ASSESSMENT

National Capital Region

Schools Division of Muntinlupa City

<< **Name of School** >> *(to be filled out by School Level only)*

Total Number of Schools: 0

Total Number of Enrollment: 0

Region	Division	City/Municipality	Legislative District	School ID	Name of School	School Address	Language of Instruction	Number of Enrollment
NCR	Muntinlupa City	Muntinlupa City	Lone					

Certified true and correct data as of January 15, 2025.

Prepared by:

School Testing Coordinator

Approved:

School Head