



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

Office of the Schools Division  
Superintendent

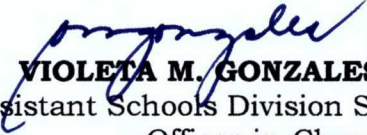
**MEMORANDUM**

No. 569, s. 2025

**EARLY LANGUAGE, LITERACY, AND NUMERACY ASSESSMENT (ELLNA)  
DIVISION MONITORING TEAM**

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

1. This Office informs all concerned on the above-captioned title, the contents of which are self-explanatory.
2. Attached are the *Division Monitoring Team on Administration of Early Language, Literacy, and Numeracy Assessment* and the *ELLNA Monitoring Tool*.
3. For wide dissemination and strict compliance of all concerned.

  
**VIOLETA M. GONZALES CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

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

TESTING                      EXAMINATION                      ASSESSMENT                      MONITORING

CDGR/ DM / Early Language, Literacy, And Numeracy Assessment (ELLNA) Division Monitoring Team/569

**SDO - MUNTINLUPA CITY**  
**EARLY LANGUAGE, LITERACY, AND NUMERACY ASSESSMENT**  
**Thursday, November 6, 2025**  
**DIVISION MONITORING TEAM**

No	Testing Center	SDO Personnel	Position
1	Alabang ES	Ms. Ivy M. Romano	Senior Education Program Specialist
2	Bagong Silang ES	Ms. Clarisa C. Avila	Public Schools District Supervisor
3	Bayanan ES - Main	Mr. King Solidini J. Torres	Project Development Officer I
4	Bayanan ES - Unit I	Dr. Yaledegler C. Maligaya	Public Schools District Supervisor
5	Buli ES	Mr. Andres F. Sicam	Education Program Specialist II
6	Cupang ES - Annex	Dr. Meniano D. Eborra	Public Schools District Supervisor
7	Cupang ES - Main	Mr. Eduardo L. Kondo	Project Development Officer II
8	F. De Mesa ES	Dr. Ma. Theresa C. Dela Rosa	Public Schools District Supervisor
9	Filinvest Alabang ES	Dr. Jaime G. Bautista	Public Schools District Supervisor
10	Itaas ES	Dr. Christian Paul A. Dela Vega	Senior Education Program Specialist
11	Lakeview Integrated School	Engr. Jerone Tagapan	Engineer III
12	Muntinlupa ES	Ms. Cecilia Teresa C. Claudel	Education Program Specialist II
13	Poblacion ES	Dr. Myra E. Namit	Public Schools District Supervisor
14	Putatan ES	Ms. Maria Teresa S. Indap	Nurse II
15	Soldiers' Hills ES	Dr. Zoren Pepito L. Gubalane	Senior Education Program Specialist
16	Sucacat ES - Main	Ms. Ada Trinidad A. Tagle	Public Schools District Supervisor
17	Sucacat ES Sitio Pagkakaisa - Annex Z3 & Z4	Dr. Jhemson C. Elis	Public Schools District Supervisor
18	Tunasan ES	Dr. Evangeline M. Aman	Public Schools District Supervisor
19	Victoria Homes ES	Dr. Eric F. Fungo	Public Schools District Supervisor


Prepared by

  
**ZOREN PEPITO L. GUBALANE**  
*Senior Education Program Specialist*

Checked and reviewed:

  
**MA. REGALE A. OLARTE**  
*OIC- Chief Education Supervisor, SGOD*

**Noted:**

  
**VIOLETA M. GONZALES CESO VI**  
*Assistant Schools Division Superintendent*  
*Officer-in Charge*  
*Office of the Schools Division Superintendent*



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

ELLNA/BEA MR v2.0-2025  
DJP 11.03.25

**EARLY LANGUAGE, LITERACY, AND NUMERACY ASSESSMENT (ELLNA)  
Monitoring Tool**

(One per School)

**I. Administrative and Personnel Details**

**A. Test Monitor**

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Official station: \_\_\_\_\_ Signature: \_\_\_\_\_

DepEd email address: \_\_\_\_\_

**B. Assigned Division to Monitor:** \_\_\_\_\_

**C. Monitored School:** \_\_\_\_\_

School address: \_\_\_\_\_ School ID: \_\_\_\_\_

Total no. of schools monitored including this one: \_\_\_\_\_

Date of monitoring the test administration in the school: \_\_\_\_\_

Testing session/s monitored :       AM only       PM only       Both AM and PM

Testing activities observed :      **AM Session**  
 Test materials distribution       Pre-test  
 Test proper       Post-test  
 Test materials retrieval and accounting

**PM Session**  
 Test materials distribution       Pre-test  
 Test proper       Post-test  
 Test materials retrieval and accounting

Name of school head: \_\_\_\_\_ Plantilla Position: \_\_\_\_\_

Is he/she the same school head in SY 2024-2025? :       Yes       No

School head's years and/or months in the school: \_\_\_\_\_



Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

**D. Testing Personnel**

Testing Personnel	Present <input checked="" type="checkbox"/>	No. of Pax	Remark
Schools Division Superintendent (SDS)			
Division Testing Coordinator (DTC)			
School Testing Coordinator (STC)			
Chief Examiner (CE)			
Supervising Examiner (SE)			
Room Examiner (RE)			
School Testing Coordinator (STC)			
Division/School Health Personnel (DHP/SHP)			
Assistant Examiner (for LWDs)			
Others (specify):			

**II. Test Administration Logistics**

Number of Testing Room/s: \_\_\_\_\_ AM \_\_\_\_\_ PM \_\_\_\_\_ Total (AM and PM)

**A. Test Administration Scheme**

Which test administration schemes were applied in the school?

Scheme	Check all that apply <input checked="" type="checkbox"/>	Remark
<b>1. Centralized Testing</b> (examinees from multiple schools took the test in a single testing center)		
<b>2. Decentralized Testing</b> (testing was conducted at the examinees' school)		
<b>3. One session was conducted</b> (either morning or afternoon)		
<b>4. Two sessions were conducted</b> (morning and afternoon)		
<b>5. Others (specify):</b>		

**B. Examinees**

Grade 4 (SY 2025-2026)	Male	Female	Total
<b>Total Eligible Learners</b> (as per Learner Reference Number database)			
<b>Actual Examinees</b> (Learners who took the test)			
<b>Absentees</b> (Learners who were not present on testing day)			
<b>Dropouts</b> (Learners who left school before the ELLNA was administered)			
<b>Transferees</b> (Learners who transferred out before the ELLNA was administered)			



Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

### III. Test Materials Management

Test Material	Sufficient? Yes <input checked="" type="checkbox"/>	Quantity (as per Delivery Receipt)	If insufficient, indicate the needed quantity.
Test Booklet (TB)			
Listening Guide (LG, one per Room Examiner)			
Scannable Answer Sheet (AS)			
<b>ETRE</b>			
• Forms 1 and 2			
• Form 7			
• Examiner's Handbook			
• Name Grid Replica			
• Boardwork			
• BEA Sticker Tape			
<b>CETRE</b>			
• School Header			
• Form 3			
• Form 4			
• Forms 5 and 6			
• Examiner's Handbook			
• BEA Sticker Tape			

**If test materials were insufficient, what action/strategy was taken by the school or division to address the issue?**

---



---



---

**When did the school receive its test materials from the division?**

---



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

**Are the test materials in good condition?** :  Yes  No

**If not, specify which test material had issues** (e.g., missing page, blurred printing, no serial number, folded, torn).

Test Material	Issue	Quantity of affected test materials	Affected room numbers
TB			
LG			
AS			
Others (specify):			

**What action/strategy was taken by the school or division to address the issue/s?**

---

---

#### **IV. Learner Preparation and Testing Environment**

##### **A. Learner Preparation**

How did the school prepare the learners for the test?

- Learner orientation/briefing
- Practice/simulation on shading the Answer Sheet (AS)
- Review of basic concepts about the test coverage
- Others (specify): \_\_\_\_\_

**Additional details on the best practices of the school/division on learner preparation:**

---

---

---



Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

**B. Medium of Instruction (MOI) and Language of Testing (LOT) for Numeracy**

What MOI and LOT were used by teachers in **Numeracy to Grade 3 learners in SY 2024-2025**? Indicate whether English or Filipino, or both.

Medium/Language	MOI	LOT
Primary (most frequently used)		
Secondary (less often used), if applicable		

**C. Testing Center and Room Conduciveness**

Put a check  if the following activities were evident or not evident in your assigned school. **Leave blank if not covered in your monitoring.**

Activity	Evident	Not Evident	Additional Information
<b>Testing Center Environment</b>			
1. Conduciveness of the Testing Center (Noise, air quality, lighting)			
2. The testing center posted labels to guide the examinees.			
3. The testing center is safe from any risks and hazards.			
<b>Testing Room Setup and Facilities</b>			
1. The physical arrangement (seating plan) stated in the Examiner's Handbook was observed.			
2. The testing room provided a conducive testing environment.			
3. The list of examinees is posted outside the testing room.			
4. LWDs (Learners With Disabilities) examinees have separate testing room/s by difficulty.			
5. The testing room was accessible to restrooms and fire exits.			
6. Examiner's table, wall clock, chalkboard, and learner's armchairs were present.			

**V. Test Administration Protocol Compliance**

Put a check  if the following activities were evident or not evident in your assigned school. **Leave blank if not covered in your monitoring.**



Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

**A. Pre-test Activities**

Activity	Evident	Not Evident	Additional Information
<b>Delivery of Test Materials</b>			
1. The distribution area/room was used for REs to meet the CE.			
2. The test materials were intact in sealed boxes before administration.			
3. REs were required to count their TMs and sign the BEA Form 3 <b>inside</b> the distribution room.			
<b>Entrance and Orientation</b>			
1. Testing personnel arrived on time at the testing center.			
2. The RE checked the identity of the examinees using their IDs/School Records.			
3. Personal belongings (including turned-off digital devices) were secured in front.			
4. Latecomers were still admitted to the assigned testing rooms.			
<b>Test Materials Handling</b>			
1. There was an equal distribution of TMs to the number of examinees in the room.			
2. TBs and AS of absentees/latecomers were secured inside the original plastic bag.			
3. Examinees checked the pages one by one.			
4. The RE refrained from reading the test questions (Sec. 13, DO 55, s. 2016).			
<b>Filling out Forms</b>			
1. Actual examinees accomplished the Seat Plan.			
2. The seats for absentees were left blank on the Seat Plan.			
3. Examinees completed <b>ALL</b> information in the Answer Sheet (Name Grid, etc.).			
4. Examinees found difficulty when filling in information in the AS. (Specify difficulty)			
5. Examinees were given sufficient time to read silently the general directions for the <b>EDQ</b> .			
6. The RE went around to check for proper shading of answers.			

**B. Test Proper Activities**

Activity	Evident	Not Evident	Additional Information
1. The RE read the <b>Listening Guide verbatim</b> .			
2. The RE followed the <b>time allotment</b> exactly as stated in the handbook.			
3. The RE read the <b>script verbatim</b> .			
4. The RE went around to check if the examinees could follow the instructions.			
5. The RE <b>closely supervised</b> all test-related activities.			



Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

Activity	Evident	Not Evident	Additional Information
6. Examinees were not allowed to use digital devices; personal belongings remained secured.			
7. Unused Test Booklets were kept by the REs inside the plastic bags while the test was in progress.			
8. Examinees used pencils, sharpeners, and clean sheets of paper during the test.			

**C. Post-test Activities**

Activity	Evident	Not Evident	Additional Information
1. All <b>Test Booklets</b> and <b>Listening Guides</b> were retrieved.			
2. All <b>unused Answer Sheets</b> were submitted to the Chief Examiner or Supervising Examiner (if any).			
3. The <b>ETREs</b> were sealed and signed by the Room Examiners <b>in the Distribution or Retrieval Area</b> .			
4. Contents of each ETRE were complete. (used AS, list of examinees, Forms 1, 2, and 7)			
5. Contents of the CETRE were complete. (unused ASs, and Forms 3 & 4)			
6. The CE was able to account for the TBs before placing them in their original plastic bags/boxes.			

**D. Retrieval/Accounting of Test Materials**

Test Material	Quantity (Total)	Check if complete
<b>Test Booklets</b> (used and unused)		
<b>Scannable Answer Sheets</b> Used AS (for submission in ETREs) Unused AS (for submission in CETRE)		
<b>Room Examiner's Transmittal Report Envelope (ETRE)</b> (Should be equal to the number of Testing Rooms)		
<b>Chief Examiner's Transmittal Report Envelope (CETRE)</b> (Should be 1)		
<b>Total Number of Envelopes</b> (CETRE + ETRE)		



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

---

## VI. Data Capture Issues and Open Feedback

### A. Examinee Descriptive Questionnaire (EDQ)

Were there any concerns/issues raised by the examinees about the **EDQ** items?

YES       NO

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

---

---

### B. Answer Sheet (AS)

Were there any concerns/issues raised by the examinees about the variables in the **AS** (e.g., **LRN, Sex, etc.**)?

YES       NO

If YES, please specify the part/variable and the concern/issue.

---

---

### C. School Header

Were there any concerns/ issues raised by the school head about the **School Header**?

YES       NO

If YES, please specify the part/variable and the concern/issue.

---

---

### D. Budget/Funding

Were there any concerns/ issues about the budget/funding allocated for **ELLNA**?

YES       NO

If YES, please specify the concern/issue.

---

---



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

---

**E. Other ELLNA Issues/Concerns Needing Immediate Attention**

**1. Issue/Concern:**

---

---

Check the accountable governance level.

National       Region       District       Division       School

**Proposed Solution/Recommendation:**

---

---

**2. Issue/Concern:**

---

---

Check the accountable governance level.

National       Region       District       Division       School

**Proposed Solution/Recommendation:**

---

---

*(add another sheet if necessary)*

<b>Test Monitor</b> <i>(name and signature)</i>	Date
<b>Region/Division Testing Coordinator (or Chief Examiner)</b> <i>(name and signature)</i>	Date