



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO
NAZARENE VILLE ELEMENTARY SCHOOL
SAN ROQUE, ANTIPOLO CITY

March 19, 2024

SCHOOL OFFICE MEMORANDUM

To :

Grades Three and Six Teachers, Learners, and Parents
Non-teaching Personnel
School/Homeroom PTA Officers
Others Concerned

CONDUCT OF ELLNA FOR G3 AND NAT FOR G6 2024

1. Pursuant to DepEd Memorandum #16, s. 2024 and Division Memorandum #07, s. 2024 otherwise known as the Administration of National Assessments for SY 2023-2024, this office directs everyone to comply with the provisions stipulated in the said memorandum and note the important dates:

Assessment Program	Test Administration
Early Language Literacy and Numeracy Assessment for Grade 3	April 18, 2024
National Achievement Test for Grade 6	April 3, 2024

2. Class Teacher-advisers should ensure and allocate at least 30 minutes to 1 hour before class dismissal to prepare and review the learners about important learning competencies that they need to master. Also, let them practice shading/answering PISA-like test items to develop their higher-order and critical thinking skills.
3. Practice great virtues of patience, resourcefulness, and most importantly honesty in test administration. Develop the same virtues to the learners, too. Everybody is also reminded about the important provisions of Section 13, DO #55, s. 2016.
4. Days before the test administration, ensure that classrooms and areas of assignment are clutter-free and ready for utilization. Maintain cleanliness, orderliness, and safety at all times. As school inspection has been conducted, it has been observed that floors especially those close to the stairs are too slippery, thus causing accidents for everybody most of the time. So, these should not be swept but rather mopped, and if floor wax has been applied, ensure that parents/learners will not make it slippery. There are also candy wrappers and other wastes found along the corridors, pathways, and anywhere else. Always ensure



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general cleanliness and orderliness, even without expecting visitors to come to the Old and New Sites of the school.

5. Other relevant preparations must be considered by practicing one's initiative and hospitality.
6. Attached is a copy of the Division Memorandum #07, s. 2024 and provisions of Section 13, DepEd Order #55, s. 2016.
7. For information, dissemination, and compliance.


GEOFFREY T. UNIDA
School Principal I



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Address:
Facebook Page:
Email Address:

Cribs Compound, San Roque, Antipolo City
<https://www.facebook.com/DepEdTayoNVES109333/>
109333@deped.gov.ph



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CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO

13 March 2024

DIVISION MEMORANDUM
 No. 17, s. 2024

**ADMINISTRATION OF THE NATIONAL ASSESSMENTS
 FOR SCHOOL YEAR 2023-2024**

To: Assistant Schools Division Superintendent
 Chiefs, CID and SGOD
 Public Schools District Supervisors
 Division Testing Coordinator
 Planning Officer III/ Asst. DTC
 Public and Private Secondary School Heads
 Public and Private Elementary School Heads
 School Testing Coordinators
 All Others Concerned

- Pursuant to the DepEd Memorandum No. 16, s. 2024, titled **Administration of the Early Language, Literacy, and Numeracy Assessment, National Achievement Test for Grade 6 and Grade 12 for School Year 2023-2024**, this Office will facilitate the administration of the national assessment to public and private elementary and secondary schools for the school year 2023-2024.
- Test administration and orientation will be conducted on the following dates:

Assessment Program	Test Administration	Division Orientation /Time and Venue	Target Participants
NAT G12	March 21-22, 2024	March 14, 2024 8:00 AM TBA	Public and Private Secondary School Heads – Chief Examiner
NAT G6	April 3, 2024	March 25, 2024 8:00 AM TBA	Public and Private Elementary School Heads – Chief Examiner
ELLNA	April 18, 2024	April 11, 2024 8:00 AM TBA	Public Elementary School Head – Chief Examiner

- The objectives of this activity will orient the participants on the:
 - standard procedure in test administration
 - school assignment, assigned room supervisors and room examiners;



Sports Educ. Hub, Sen. L. Sumulong Mem. Circle, Brgy. San Isidro, Antipolo City
 Telephone No.: (02) 8630-3110 local 101-115

<https://depedantipolocity.edu.ph/> antipolo.city@deped.gov.ph [DepEd Tayo Antipolo City](#)



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 Facebook Page: <https://www.facebook.com/DepEdTayoNVES109333/>
 Email Address: 109333@deped.gov.ph



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3. The objectives of this activity will orient the participants on the:
 - a. standard procedure in test administration
 - b. school assignment, assigned room supervisors and room examiners;
 - c. suggested scheme of administration:
 - d. security of test materials (TMs); and
 - e. distribution and retrieval scheme.
4. Participants are requested to confirm their attendance through online registration on or before March 13, 2024:

NAT G12 - https://bit.ly/NATG12_Reg
NAT G6 - https://bit.ly/NATG6_Reg
ELLNA - https://bit.ly/ELLNA_Reg
5. All testing materials will be distributed and retrieved at the Division Office as scheduled. The authorized personnel to receive and return the TMs is the Chief Examiner (CE) only.
6. Enclosures attached to this Memorandum are the following:
 - a. Enclosure 1 - Technical Working Committee
 - b. Enclosure 2 - Schedule of Testing Activities
 - c. Enclosure 4 - DepEd Memorandum 016, s. 2024
7. A registration of Six Hundred Pesos (P600.00) shall be charged to each participant to defray the expenses for the meal and other incidental expenses during the conduct of the orientation. Only one (1) participant per school is entitled to reimburse the registration once the appropriation for the said activity is available.
8. To ensure the proper implementation of the set guidelines in the administration of the National Assessment, monitoring officials from the Regional Office and Schools Division Office will cover public and private schools to provide technical assistance in the conduct of the said activity.
9. Full support and cooperation of everyone in the administration of the national assessment are enjoined. For clarifications, you may contact **Priscilla V. Salo**, Education Program Supervisor/Division Testing Coordinator, and **Myra B. Villareal**, Planning Officer III/ADTC through telephone number 8424-5230 local 112.
10. Immediate and widest dissemination of this Memorandum is desired.

LERMA L. FLANDEZ, CESO VI
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

@02LRMS
03/11/2024



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Breach of Security in National Examinations and Corresponding Sanctions

(Section 13 of the DepEd Order No. 55, s. 2016)

The following acts are deemed as violation/infractions of security pertaining to national examinations.

1. Reading of test booklets other than by the examinee
2. Supplying answers to examinees
3. Cheating
4. Plagiarizing
5. Loss of test booklets
6. Photocopying of test booklets
7. Capturing test items through electronic gadgets
8. Distribution and posting of photos of the test booklet in any form of media
9. Opening the test materials prior to testing schedule
10. Late submission of test booklets and/or answer sheets
11. Tampering of examinees' answer sheets
12. Infringement of copyright
13. Allowing impostors and substitute examinees
14. Misrepresentation with regard to age, residence, and status
15. Failure to closely monitor test procedures resulting in test irregularities



Any or all of the sanctions will be imposed on the aforementioned violations committed by the following.

Examinees	<ul style="list-style-type: none"> ● First and second offenses: reprimand ● Third offense: Cancellation of test/invalidation of test results 	The degree of violation and corresponding sanction shall be determined by the Division Testing Coordinator .
Testing Personnel	<ul style="list-style-type: none"> ● Suspension of salaries and incentives/benefits of those concerned for one to three months ● Work suspension ● In the case of infringement of copyright, legal remedies will be considered. 	The degree of violation and corresponding sanction shall be determined by the Schools Division Superintendent .



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