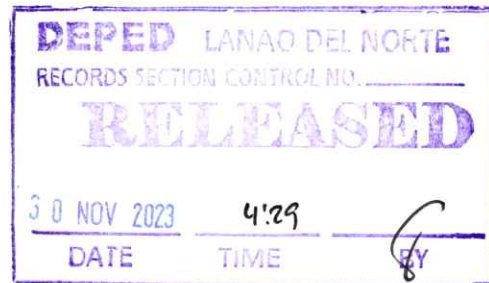




Republic of the Philippines  
Department of Education  
REGION X-NORTHERN MINDANAO  
SCHOOLS DIVISION OF LANA DEL NORTE



November 28, 2023

**DIVISION MEMORANDUM**

No. 610 s. 2023

**ORIENTATION ON THE STANDARDIZED ADMINISTRATION OF  
VARIOUS ASSESSMENT PROGRAMS FOR FISCAL YEAR 2023**

To: Assistant Schools Division Superintendent  
Chief ES- Curriculum Implementation Division  
Chief ES- Schools Governance and Operations Division  
Elementary and Secondary School Heads both public and private schools  
All Others Concerned

1. Pursuant to DepEd Order No. 55, s. 2016, entitled "Policy Guidelines on the Assessment of Student Learning for the K to 12 Basic Education Program," this office announces the conduct of Orientation on the Standardized Administration of Various Assessment FY 2023 on Dec. 6, 2023 at Lala NHS Open Gymnasium for Region 2 public schools and on Dec. 7, 2023 at Maigo Central ES Gymnasium for Region 1 public schools and all private schools.

2. The activity aims to:

a. Orient the School Heads on the administration of the following testing programs:

- Early Language, Literacy, and Numeracy (ELLNA)
- Special Philippine Education Placement Test (PEPT)
- Qualifying Examination in Arabic Language and Islamic Studies (QEALIS)
- and National Achievement Test (NAT).

b. Discuss sampling procedures in selecting learners.

3. The orientation will cover the test administration guidelines and procedure, security of test materials, delivery and retrieval scheme, allocation of test materials, and financial matters relative to the test administration. Also, the specific dates of test administration shall be announced in a separate memorandum.
4. The ELLNA shall be administered to all Grade 4 learners in public schools, while NATG6 shall be administered to select Grade 7 learners in public and private schools. In relation to this, the school head as chief examiner shall submit list of examinees using BEA Form 1 during orientation.
5. Orientation Proper will start at exactly 8:30 a.m. and after the orientation there will be a meeting with the private school heads in preparation for the Provincial Meet.
6. Participants in this activity are the elementary and secondary school heads both public and private schools. Each participant is required to answer the online QATAME with the link <https://bilty/variousatest2023>.
7. Attached are BEA Form 1 template for list of examinees and activity matrix.
8. Travelling expenses, meals and other incidental expenses of the participants shall be charged against School MOOE/local school funds/Program Support Fund.
9. For more information, please contact Ms. Ivy T. Jumawan, Senior Education Program Specialist/Division Testing Coordinator, at 09177795131 or email [ivy.jumawan001@deped.gov.ph](mailto:ivy.jumawan001@deped.gov.ph)
10. Immediate dissemination of and strict compliance with this Memorandum is directed.

*for: [Signature]*  
**EDWIN R. MARIBOJOC, EdD, CESO V**  
Schools Division Superintendent )

Encl: As stated  
Reference: DepEd Order No. 55, s. 2023  
To be indicated in the Perpetual Index  
under the following subjects:

National Assessment

itj/monitoring & evaluation 2023  
November 29, 2023

Enclosure 1 of Division Memorandum No. \_\_, 2023

**BEA Form 1: List of Examinees**  
(ELLNA- Grade 4 learners and NAT G6 - grade 7 learners)

BEA FORM 1

**LIST OF ACTUAL EXAMINEES**

REGION: \_\_\_\_\_

DIVISION: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

SCHOOL ID: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Number of Males: \_\_\_\_\_ Number of Females: \_\_\_\_\_ Total: \_\_\_\_\_

YEAR LEVEL: \_\_\_\_\_

| NAME | GASTPE Grantee |     | Learner<br>Reference<br>Number (LRN) |
|------|----------------|-----|--------------------------------------|
|      | EVS            | ECS |                                      |
| 1    |                |     |                                      |
| 2    |                |     |                                      |
| 3    |                |     |                                      |
| 4    |                |     |                                      |
| 5    |                |     |                                      |
| 6    |                |     |                                      |
| 7    |                |     |                                      |
| 8    |                |     |                                      |
| 9    |                |     |                                      |
| 10   |                |     |                                      |
| 11   |                |     |                                      |
| 12   |                |     |                                      |
| 13   |                |     |                                      |
| 14   |                |     |                                      |
| 15   |                |     |                                      |

| NAME | GASTPE Grantee |     | Learner<br>Reference<br>Number (LRN) |
|------|----------------|-----|--------------------------------------|
|      | EVS            | ECS |                                      |
| 16   |                |     |                                      |
| 17   |                |     |                                      |
| 18   |                |     |                                      |
| 19   |                |     |                                      |
| 20   |                |     |                                      |
| 21   |                |     |                                      |
| 22   |                |     |                                      |
| 23   |                |     |                                      |
| 24   |                |     |                                      |
| 25   |                |     |                                      |
| 26   |                |     |                                      |
| 27   |                |     |                                      |
| 28   |                |     |                                      |
| 29   |                |     |                                      |
| 30   |                |     |                                      |

**IMPORTANT**

- To be accomplished by the Room Examiner.
- List names as they appear in the Seal Plan.
- Leave the space blank if not a GASTPE grantee.  
EVS - Education Voucher System  
ECS - Education Contracting Service

\_\_\_\_\_  
Room Examiner (RE)

\_\_\_\_\_  
School Station where RE teaches

**Note:**

*Family names of learners should be alphabetically arranged regardless of gender.*

Enclosure 2 of Division Memorandum No. \_\_, 2023

# **ACTIVITY MATRIX**

**Dec. 6, 2023 - Region 2 Public Schools**

Venue: Lala National High School Open Gymnasium

**Dec. 7, 2023 – Region 1 Public Schools and all Private Schools**

Venue: Maigo CES Gymnasium, Maigo, Lanao del Norte

| <b><i>Date/Time</i></b> | <b><i>Activities</i></b>   | <b><i>In-Charge</i></b>   |
|-------------------------|--|---|
| 8:00 AM – 8:30 AM       | Registration of Participants   | JOANDALE L. VILLAJOS<br>EPS II  |
| 8:30 AM-9:00 AM         | Preliminaries<br><br>National Anthem<br><br>Prayer<br><br>Introduction of Participants<br><br>Welcome Remarks<br><br>Message | Maigo CES – Region 1<br>Lala NHS – Region 2<br><br><b>JOANDALE L. VILLAJOS</b><br>EPS - II<br><br><b>MARIA CARMELA T. ABLIN</b><br>Chief ES – SGOD<br><br><b>EDWIN R. MARIBOJOC, CESO V</b><br>Schools Division Superintendent<br><br><b>JAYVY C. VEGAFRIA</b><br>Assistant Schools Division Superintendent |
| 9:00 AM- 10:00 AM       | Early Language, Literacy, and Numeracy (ELLNA)   | <b>IVY T. JUMAWAN</b><br>Senior EPS   |
| 10:00AM -11:00 AM       | Special Philippine Education Placement Test (PEPT)   |   |
| 11:00AM – 12:NN         | Qualifying Examination in Arabic Language and Islamic Studies (QEALIS  |   |

|                   |   |  |
|-------------------|---|--|
| 12:00 NN- 1:00 PM | • Lunch break (BYOP)  |  |
| 1:00 PM-2:00 PM   | National Achievement Test (NAT)   |  |
| 2:00 PM-3:00 PM   | Sampling procedures in selecting learners   |  |
| 3:00PM – 3:30PM   | Assessment Implementation Plan  | <b>IVY T. JUMAWAN</b><br>Senior EPS                        |
| 3:30PM – 4:00PM   | Open Forum  | <b>JOANDALE L. VILLAJOS</b><br>EPS II                      |
| 4:00 PM – 4:30 PM | Private Schools Concerns/Updates  | <b>JOANDALE L. VILLAJOS</b><br>Private Schools Coordinator |
| 4:30 PM – 4:45 PM | QATAME<br><a href="https://bilty/varioustest2023">https://bilty/varioustest2023</a> | <b>IVY T. JUMAWAN</b><br>Senior EPS                        |
| 4:45PM – 5:00PM   | Closing Prayer  | Kapatagan NHS<br>OLPHA                                     |