



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

March 12, 2024

DIVISION MEMORANDUM
No. 088, s. 2024

**ADMINISTRATION OF NATIONAL ACHIEVEMENT TEST FOR GRADE 12,
NATIONAL ACHIEVEMENT TEST FOR GRADE 6, AND EARLY LANGUAGE,
LITERACY, AND NUMERACY ASSESSMENT (ELLNA)
FOR SCHOOL YEAR 2023-2024**

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
EPSs/PSDSs/PICs
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. This Office through the School Management Monitoring and Evaluation (SMM&E) section in coordination with the Bureau of Education Assessment (BEA), will administer **the National Achievement Test for Grade 12, National Achievement Test for Grade 6, and Early Language, Literacy, and Numeracy Assessment (ELLNA), for School Year 2023-2024** with the following schedules:

Testing Program	Test Administration Schedule	Schedule of Distribution and Retrieval of Test Materials	Target Participants
NAT G12	March 18-19, 2024	Distribution March 15-16, 2024	Census: Public and Private Schools
		Retrieval March 21-22, 2024	Census: Current Grade 12 learners of SY 2023-2024
NAT G6	April 3, 2024	Distribution April 1-2, 2024	Census: Public and Private Schools
		Retrieval April 16-18, 2024	Sampling: Current Grade 6 learners of SY 2023-2024
ELLNA	April 15, 2024	Distribution April 1-3, 2024	Census: Public Schools only
		Retrieval April 16-18, 2024	Census: Current Grade 3 learners of SY 2023-2024



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2. Relative to this, the School Management Monitoring and Evaluation section will conduct the Division Conference on the Standardized Administration of the above-mentioned assessments with the following schedules and venue:

Testing Program	Schedule of Division Conference	Participants	Venue
NAT G12	March 14, 2024 8:00 AM	Senior High School Principal/Coordinators	Bulwagan ng mga Guro
NAT G6	April 1, 2024	Public and Private Elementary School Heads	Catarman I CES Gym
ELLNA		Public Elementary School Heads	

3. The following topics shall be discussed in the said conference:

- a. proper conduct/administration of the test;
- b. security of test materials, distribution and retrieval scheme;
- c. assignment of chief and room supervisors/examiners; and
- d. allocation of test materials.

4. This Memorandum shall serve as Travel Order of the participants, monitors, room examiners, and other personnel involved in the two cited activities.

5. In addition, all testing personnel in the distribution of test materials on March 16, 2024 (Saturday) shall avail leave/service credits per CSC and DBM Joint Circular No. 2, s. 2004 entitled Non-Monetary Remuneration of Overtime Service Rendered.

6. The division personnel involved in the distribution and retrieval of testing materials are the following:

REYNEL IGNACIO
REINA GIRAY
EFREN FULGAR

SHERYL ANN CALIMLIM
KERR PAHIMNAYAN
MERLITA FAJARDO

7. Expenses relative to the conduct of these activities shall be charged to NASBE, Division/School MOOE/local funds subject to the usual accounting and auditing rules and regulations.

8. Immediate dissemination of and compliance with this Memorandum are desired.

GAUDENCIO C. ALJIBE JR. PhD, CESO VI
Assistant Schools Division Superintendent
OIC – Office of the Schools Division Superintendent

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