Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

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Office of the Schools Division Superintendent

October 16, 2025

DIVISION MEMORANDUM
No. 551, s. 2025

ADMINISTRATION OF THE EARLY LANGUAGE, LITERACY, AND NUMERACY ASSESSMENT (ELLNA) FOR SY 2025-2026

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID &SGOD)
Education Program Supervisors
Public Schools District Supervisors
Division Testing Coordinator
Public Elementary School Principals/Heads
Public Elementary School Testing Coordinators
All Others Concerned

1. Pursuant to **DepEd Memorandum No. 087, s. 2025,** dated Sept. 29, 2025, titled "*Administration of the Early Language, Literacy, and Numeracy Assessment for SY 2025-2026*", the ELLNA is to be administered at the end of key stage 1 to determine if learners are meeting the learning standards in early language, literacy, and numeracy. Thus, the ELLNA shall be administered to **all Grade 4 public elementary learners** on **November 06, 2025 (Thursday).**

2. The ELLNA shall be employed on a paper-based modality to all public elementary schools. The test is in a multiple-choice item format. Pursuant to Republic Act (RA) No. 12027, titled *An Act Discontinuing the Use of the Mother Tongue as Medium of Instruction from Kindergarten to Grade 3*, Providing for its Optional Implementation on Monolingual Classes, and Amending for the Purpose Sections 4 and 5 of RA 10533, otherwise known as the Enhanced Basic Education Act of 2013, the language of testing for **early language and literacy** shall be **English** and **Filipino**. For **numeracy**, the language to be used shall be **English**.

3. Learners with disabilities may also be assessed, provided that the test accommodations stipulated in Section 9 of DO 55, s. 2016 are met.

4. Health and safety protocols must be followed in all activities related to the national test administration.

5. The following schedules relative to ELLNA administration shall be observed:

Activity	Schedule	Persons Involved
Division Orientation on the Administration of ELLNA SY 2025-2026	Date: Nov. 03, 2025 Time: 3:00PM- 5:00PM Venue: Division Training Center	Division Testing Coordinator, School Testing Coordinator/Chief Examiner, Roving Examiner, SDO Testing Personnel & Support Staff
Preparation of ELLNA Testing Materials	Date: Nov. 04, 2025 Time: 8:00AM- 12:00PM Venue: Division Training Center	Division Testing Coordinator, Division Testing Personnel, Support Staff
Distribution of ELLNA Testing Materials	Date: Nov. 05, 2025 Time: 3:00PM-5:00PM Venue: Division Training Center	Chief Examiner (CE) or School Testing Coordinator (STC), Division Testing Coordinator & Support Staff
Administration of the Early Language, Literacy, and Numeracy Assessment (ELLNA)SY 2025-2026	Date: Nov. 06, 2025 Time: 7:00AM-12:00NN Venue: Public Elem. School	School Testing Personnel, Roving Examiner, Division Testing Coordinator, Monitors
Retrieval of ELLNA Testing Materials	Date: Nov. 06, 2025 Time: 1:00PM-5:00PM Venue: Division Training Center	Chief Examiner (CE) or School Testing Coordinator (STC), Division Testing Coordinator & Support Staff

6. Enclosed with this Memorandum are the following:
   - Enclosure No. 1- Division Monitoring Officials & Testing Personnel
   - Enclosure No. 2 - School Testing Team Personnel in all Testing Centers
   - Enclosure No. 3 - Monitoring Tool of ELLNA

7. For concerns or queries, please coordinate with SGOD-SMME Office/Division Testing Coordinator (DTC).

8. For the information, guidance and compliance of all concerned.

ROWENA C. BANZON EdD, CESO V
Schools Division Superintendent

Reference: DepEd Memorandum No. 087, s. 2025
Encl.: 1,2,3
To be indicated in the Perpetual Index
under the following subjects:
ELLNA ADMINISTRATION
SMME-DTC/idr/DM ADMINISTRATION OF ELLNA SY25-26
Oct 15, 2025

Office of the Schools Division Superintendent

Enclosure No. 1

DIVISION MONITORING OFFICIALS & TESTING PERSONNEL

EARLY LANGUAGE, LITERACY, AND NUMERACY ASSESSMENT
(ELLNA) FOR SY 2025-2026
November 06, 2025 (THURSDAY)

I. MONITORING OFFICIALS

Schools Division Superintendent	Dr. Rowena C. Banzon, CESO V
Asst. Schools Division Superintendent	Anna Liza M. Chan, CESE
Chief ES, CID	Maria Linda R. Ventenilla
Chief ES, SGOD	Edilberto R. Abalos

TESTING PERSONNEL & SUPPORT STAFF

TESTING MATERIALS DISTRIBUTION AND RETRIEVAL CENTER DIVISION

Division Testing Coordinator	Isagani D. Rosario
Planning Officer III	Joann Jimenez
Health Officer	Christian Paul Espiritu
Documenter	Gilliane Casaclang
IT support	Edwin Juliano
Logistics Support	Sandra Cabe/Christine Pascua
	Danny Caguioa

SCHOOLS	MONITORING OFFICIALS
Juan L. Siapno ES Lucao ES Malued ES and Special Science ES West Central ES I West Central ES II	Jaime C. Siapno
East Central IS (Elementary) Bacayao Sur ES Pascuala G. Villamil ES Pogo-Lasip ES Lasip Grande ES	Perpetua V. Barongan
Mangin-Tebeng ES Tambac ES Tebeng ES Caranglaan ES	Alicia B. Quimboy
Bliss ES Bonuan Boquig ES Leon-Francisco Maramba ES Federico N. Ceralde IS (Elementary)	Rowena O. Lapaan

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Sabangan ES Gregorio Del Pilar ES North Central ES	Leonarda J. Manansala
Mamalingling ES Bolosan ES Salisay ES Victoria Q. Zarate ES	Isabelita N. Daroya
Lomboy ES Suit ES Pugaro IS (Elementary) Pantal ES Salapingao ES	Jane T. Cajayon
Juan P. Guadiz ES T. Ayson Rosario ES Calmay ES Carael ES	Cristina C. Aquino

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Enclosure No. 2

II. SCHOOL TESTING TEAM PERSONNEL IN ALL TESTING CENTERS

TYPE OF SCHOOL: PUBLIC	
102149 JUAN L. SIAPNO ES	**N=41**
CHIEF EXAMINER	ELMER B. AMANSEC
SCHOOL TESTING COORDINATOR	DEO ANGELO L. FERRER
ROOM EXAMINERS	1. JOYCE P. BARTE (MTES)
	2. JANETTE O. MEJIA (SABANGAN)
	3. JONATHAN S. MONTOYA (NCES)
102150 LUCAO ES	**N=179**
CHIEF EXAMINER	JIMMY D. CANCINO
SCHOOL TESTING COORDINATOR	KIMBERLY ANN L. ROSARIO
ROOM EXAMINERS	1. JERRIMY Y. UBALDO (BACAYAO SUR ES)
	2. MA. THERESA T. CERNARDO (BES)
	3. MARIVIC P. VALDEZ (BBES)
	4. MARIBEL C. LOMIBAO (GGDPES)
	5. MARY ANN F. QUEROL (NCES)
	6. MARVIN FRANCIS B. LOPEZ (SABANGAN ES)
	7. MELBA D. FERRER (FNCIS)
	8. VIRGINIA E. DACASIN (BBES)
	9. LEONYRIZA A. TORRES (FNCIS)
102151 MALUED ES AND SPECIAL SCIENCE ES	**N=105**
CHIEF EXAMINER	MA. RITA TERESA V. RINOZA
SCHOOL TESTING COORDINATOR	RIKKI MAE L. MANONGDO
ROOM EXAMINERS	1. GINALYN F. VALENCIA (SES)
	2. EVANGELINE C. BRUAN (BES)
	3. RUBY C. MACAALAY (NCES)
	4. NORALIZA JANE M. BONZO (SES)
	5. ARLENE P. AUSTRIA (CARANGLAAN ES)
	6. FERNANDO. A. FERNANDEZ (SES)
102152 WEST CENTRAL ES 1	**N=233/215**
CHIEF EXAMINER	RENATO R. SANTILLAN
SCHOOL TESTING COORDINATOR	KIMBERLY N. MAMARIL
ROVING EXAMINER (ROOMS 1-11)	MARILOU G. TAMINAYA
ROOM EXAMINERS	1. CHRISTINE KIM P. ROY (BSES)
	2. SHERYL T. ESCANO (CARANGLAAN ES)
	3. RONILLO A. TANDOC (GGDPES)
	4. VERNALYN C. NAREDO (NCES)
	5. ANALYN A. SOLIVEN (SABANGAN ES)
	6. BEDA L. QUINTO (SUIT ES)
	7. ESTRADA, LEILANI SOLIVEN (ECIS)

	8. JANICE S. JIMENEZ (FNCIS)
	9. IMELDA A. SEMBRANO (FNCIS)
	10. DANTE B. CASTRO (SABANGAN ES)
	11. TOMELDAN, CATHERINE CABANSAG (ECIS)
102153 WEST CENTRAL ES II	**N=89**
CHIEF EXAMINER	RODANTE D. LLAMAS
SCHOOL TESTING COORDINATOR	DELAILA G. ANSELMO
ROOM EXAMINERS	1. MARVIN ROMERO C. IBASCO (BSES)
	2. AYALA, ANTHONY ZABALA (ECIS)
	3. LEVITA D. TANDOC (NCES)
	4. ALEXANDER C. FERNANDEZ (SALISAY ES)
	5. MARCELINO R. AYAD (MAMALINGLING ES)
102154 BACAYAO SUR ES	**N=58**
CHIEF EXAMINER	ALVIN A. BAUTISTA
SCHOOL TESTING COORDINATOR	YOLANDA Q. PRADO
ROOM EXAMINERS	1. EDITHA G. PRADO (LUCAO ES)
	2. DINO FRANCIS T. CALMA (GGDPES)
	3. MARILOU ODA AQUINO (LFMES)
102155 CARANGLAAN ES	**N=81**
CHIEF EXAMINER	AGNES T. CALICDAN
SCHOOL TESTING COORDINATOR	NOBI DEN D. DE VERA
ROOM EXAMINERS	1. RACQUEL A. PRADO (LUCAO ES)
	2. JOHN PAUL G. DELA CRUZ (GGDES)
	3. BELINDA RETOTAR (BES)
	4. CAROL ROM SANTILLAN (LFMES)
	5. MA. GLADYS G. DE VERA (WCES II)
102156 PASCUALA G. VILLAMIL ES	**N=40**
CHIEF EXAMINER	ROCHELLE T. AQUINO
SCHOOL TESTING COORDINATOR	VALEN JOY B. DECANO
ROOM EXAMINERS	1. MELITA B. DAVID (LUCAO ES)
	2. BIENVENIDA SOLOMON (BBES)
102158 LASIP GRANDE ES	**N=13**
CHIEF EXAMINER	JENNIFER PULIDO
SCHOOL TESTING COORDINATOR	LEROY NABOR
ROOM EXAMINER	1. MARIPHEL N. DAROY (BES)
102158 MANGIN-TEBENG ES	**N=57**
CHIEF EXAMINER	CORAZON L. CEREZO
SCHOOL TESTING COORDINATOR	ABIGAIL M. DE VERA
ROOM EXAMINERS	1. MELINDA A. BAUTISTA (BBES)
	2. VIRGINIA F. PARAS (GGDPES)
	3. HILDA M. ROMERO (NCES)

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102160 POGO-LASIP ES	**N=76**
CHIEF EXAMINER	MILAGROS Y. EMBUIDO
SCHOOL TESTING COORDINATOR	JOSE FELICIANO A. SABADO
ROOM EXAMINERS	1. BERNADELLE M. DURAN (NCES)
	2. ROMAN A. BAUTISTA (SALISAY ES)
	3. CITADEL M. ORPILLA (LOMBOY ES)
	4. RODRIGO N. AGUADO JR. (TARES)
102161 TAMBAC ES	**N=41**
CHIEF EXAMINER	JOHN SILVESTER A. ALIPIO
SCHOOL TESTING COORDINATOR	RONALDO G. TORIO
ROOM EXAMINERS	1. CHERWIN C. SORIANO (NCES)
	2. MILLICENT JOHN M. DUQUE (BBES)
	3. MARIA CATHERINE A. MAMORNO (JPGES)
102162 BLISS ES	**N=28**
CHIEF EXAMINER	MARISEL M. GATCHALIAN
SCHOOL TESTING COORDINATOR	MA. NERISSA P. MANAOIS
ROOM EXAMINERS	1. RONNA D. CAOILE (LUCAO ES)
	2. JOEL V. MORENO (TEBENG ES)
102163 BOLOSAN ES	**N=115**
CHIEF EXAMINER	JONATHAN J. SALAZAR
SCHOOL TESTING COORDINATOR	DARLITA C. PALAGANAS
ROOM EXAMINERS	1. ANNALYN D. BULACAN (LUCAO ES)
	2. RACHEL O. ANDAYA (CARANGLAAN ES)
	3. MARISSE C. NOCHE (SABANGAN ES)
	4. ADELAIDA A. DELA CRUZ (LOMBOY ES)
	5. OLIVER O. FERNANDEZ (PANTAL ES)
	6. JACQUELINE S. QUINTO (SUIT ES)
102165 BONUAN BUQUIG ES	**N=198**
CHIEF EXAMINER	AGAPE M. NABUA
SCHOOL TESTING COORDINATOR	MARLA GRACE M. OBER
ROVING EXAMINER	CRISTINA T. VILLANUEVA
ROOM EXAMINERS	1. ROCHELLE T. QUIROS (CARANGLAAN ES)
	2. RIO GRACE C. PERALTA (TARES)
	3. RACHELLE A. ALIPIO (LUCAO ES)
	4. ALICE A. ANDAYA (CALMAY ES)
	5. MICHELLE C. DORIA (BES)
	6. SHEILA G. REYES (CARAEL ES)
	7. JANICE ANN F. MENDOZA (PANTAL ES)
	8. ANGELA P. MARCELLA (JPGES)
	9. CATHERINE D. SORIA (TEBENG ES)
	10. LEAH B. MANUEL (TAMBAC ES)
102166 LEON FRANCISCO MARAMBA ES	**N=50**

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CHIEF EXAMINER	JENNIFER M. FESTEJO
SCHOOL TESTING COORDINATOR	MICHAEL U. URBANO
ROOM EXAMINERS	1. ARLENE B. BAUTISTA (NCES)
	2. JONAH LEE R. ALON (TARES)
	3. RHODORA C. CALIMLIM (PANTAL ES)
102167 VICTORIA Q. ZARATE ES	**N=94**
CHIEF EXAMINER	RONEL T. SALAZAR
SCHOOL TESTING COORDINATOR	MILLICENT V. ANTONIO
ROOM EXAMINERS	1. CRISTINA ROCHELLE J. ESTIMADA (CARAEL ES)
	2. DANNY S. BATO (BBES)
	3. MINERVA SURAT (WCES I)
	4. NICOLAS, VANESSA FRIAS (ECIS)
	5. ALILE Q. PRESTO (WCES II)
102168 GEN. GREGORIO del PILAR ES	**N=99**
CHIEF EXAMINER	MARY ANN C. CARRERA
SCHOOL TESTING COORDINATOR	CHRISTINE GRACE H. ABAYAN
ROOM EXAMINERS	1. DANA V. BAUTISTA (CARAEL ES)
	2. RHODELYN AQUINO (WCES I)
	3. EDDIE M. CLORES (PANTAL ES)
	4. RAYMART FRANCISCO (PIS)
	5. ARENAS, JAMES CALIMLIM (ECIS)
102169 MAMALINGLING ES	**N=41**
CHIEF EXAMINER	REYNALDO D. CABUSI
SCHOOL TESTING COORDINATOR	MA. PAZ A. FERNANDEZ
ROOM EXAMINERS	1. OLIVIA PADUA (WCES I)
	2. MICHAEL N. DE VERA (NCES)
	3. ANNA LIZA L. BERNARDO (PANTAL ES)
102170 NORTH CENTRAL ES	**N=171**
CHIEF EXAMINER	RENATO D. BENITEZ
SCHOOL TESTING COORDINATOR	MARION E. SOLIS
ROOM EXAMINERS	1. JUVY P. DE GUZMAN (PANTAL ES)
	2. DE VERA, MARIA SALUD BAUZON (ECIS)
	3. MADONNA MANUEL (WCES I)
	4. FLORDELIA P. FERNANDEZ (MTES)
	5. CATHERINE S. ESCANO (JLSES)
	6. CHERUBIN C. SUAREZ (PANTAL ES)
	7. TANDOC, AILEEN OFELIA TANDOC (ECIS)
	8. MARIA BELINDA LUMAME (PIS)
	9. LEA MARIE Q. CALISAAN (FNCIS)

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102171 SABANGAN ES	**N=129**
CHIEF EXAMINER	MARICRIS P. FERRER
SCHOOL TESTING COORDINATOR	MARLOTTE G. PARAS
ROOM EXAMINERS	1. RACHELLE M. TAN (CARAEL ES)
	2. MELINDA LOREZCO (WCES I)
	3. MARY JANE C. RANOY (BBES)
	4. CARBONEL, DONA MARILYN P. (PLES)
	5. NICASIO C. CLAUNA (BBES)
	6. URSUS JUNATAS (WCES I)
	7. AGAS, JUN ESTRADA (ECIS)
102172 SALISAY ES	**N=24**
CHIEF EXAMINER	MA. IMELDA A. INFANTE
SCHOOL TESTING COORDINATOR	DARYL JANE D. TANDOC
ROOM EXAMINERS	1. MELINDA CASILANG (WCES I)
	2. JASMIN F. AGUSTIN (BLISS ES)
102173 T. AYSON ROSARIO ES	**N=63**
CHIEF EXAMINER	SHEZYDEE E. AGAS
SCHOOL TESTING COORDINATOR	RYAN T. CARRERA
ROOM EXAMINERS	1. ANGELA M. GREGORIO (VQZES)
	2. HELEN G. CARINO (WCES II)
	3. RICARDO J. BRANZUELA JR. (WCES II)
	4. GEZEL P. ERUM (CARANGLAAN ES)
102174 CALMAY ES	**N=25**
CHIEF EXAMINER	JOSE Q. TAPARO
SCHOOL TESTING COORDINATOR	EFRAIM JOHN T. LAYNES
ROOM EXAMINERS	1. SHYR C. ANCHETA (BLISS ES)
	2. JESSICA P. PADILLA (TAMBAC ES)
102175 CARAEL ES	**N=115**
CHIEF EXAMINER	JERYLLEE P. TOLENTINO
SCHOOL TESTING COORDINATOR	ADELINA N. FABROA
ROOM EXAMINERS	1. JENNIFER D. FIGUEROA (BES)
	2. MARY GRACE C. CLEMENTE (LUCAO ES)
	3. BIALA, CHARMAINE Z. (PLES)
	4. JO ANNE ABALOS (WCES I)
	5. JUVELYN T. DE LUNA (BBES)
	6. CINDY I C. VELASCO (WCES II)
102176 LOMBOY ES	**N=32**
CHIEF EXAMINER	KRISTINE S. DE GUZMAN
SCHOOL TESTING COORDINATOR	CLARIENA C. MENCIAS
ROOM EXAMINER	1. RAYMOND Z. ARZADON (PGVES)
	2. MITOS MEJIA AGUIRRE (LFMES)
102177 PANTAL ES	**N=127**

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CHIEF EXAMINER	EDITHA V. LUNA
SCHOOL TESTING COORDINATOR	ROSARIO B. CASON
ROOM EXAMINERS	1. HAPA, MA. CRISTINA V. (PLES)
	2. MARIVIC S. RAMOS (LUCAO ES)
	3. RASCHELLE C. ESPERANZA (FNCIS)
	4. LAURA A. DE VENECIA (MTES)
	5. JOSEPHINE N. ICO (BBES)
	6. MILA Z. SOLIS (SES)
	7. FABIA, MARIETTA ESPINOZA (ECIS)
102179 SALAPINGAO ES	**N=83**
CHIEF EXAMINER	VERENA R. BAUTISTA
SCHOOL TESTING COORDINATOR	DIANA D. SISON
ROOM EXAMINERS	1. LIRIO Q. TORRES (PGVES)
	2. CUÑA, MARRIE GRACE P. (PLES)
	3. LINA V. CATALAN (CARAEL ES)
	4. RAYMOND MARTIN COSON (WCES I)
	5. MARC T. CARRERA (MALUED ES)
102180 SUIT ES	**N=27**
CHIEF EXAMINER	CINDY A GANO
SCHOOL TESTING COORDINATOR	REJANE F. APATAN
ROOM EXAMINERS	1. LYN C. ABREU (FNCIS)
	2. MARIA GLENDA C. FLORES (VQZES)
102181 JUAN P. GUADIZ ES	**N=21**
CHIEF EXAMINER	RENAN O. BAUTISTA
SCHOOL TESTING COORDINATOR	ALLISON B. CAGUIOA
ROOM EXAMINER	1. MELLANY Q. JACINTO (MALUED ES)
	2. JUDICATHERINE C. MANAOAT (JLSES)
152501 TEBENG ES	**N=27**
CHIEF EXAMINER	NIZZA IRENE J. GUIEB
SCHOOL TESTING COORDINATOR	JACQUELINE P. GAN
ROOM EXAMINERS	1. DENERO S. MATABANG (VQZES)
	2. DAISYLENE BALATICO (MALUED ES)
500053 EAST CENTRAL IS	**N=189**
CHIEF EXAMINER	GARY B. DESOLOC
SCHOOL TESTING COORDINATOR	JOANNE P. SALAYOG
ROVING EXAMINER	BALBINO D. NICOLAS JR.
ROOM EXAMINERS	1. MAYJOLICA D. PARAGAS (PIS)
	2. JUDY V. CALLANTA (FNCIS)
	3. DAISY JANE L. SAPIERA (SES)
	4. AMADO Z. ACUIN, JR. (MALUED ES)
	5. RALPH CLIFFORD B. CORNEL (VQZES)
	6. JOHNNY R. MARTINEZ (PIS)

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	7. AIZA MAE RAMOS (WCES I)
	8. GRACELIJOY Q. TANDINGAN (FNCIS)
	9. HELEN T. CARVAJAL (CARAEL ES)
	10. ELEANOR T. BAUTISTA (TARES)
500054 FEDERICO N. CERALDE IS	**N=177**
CHIEF EXAMINER	MARNELLI C. SONZA
SCHOOL TESTING COORDINATOR	JANICE R. MAGNO
ROOM EXAMINERS(JLSES)	1. SHARON P. MOTEA (MALUED ES)
	2. DAISY P. CRUZ (LGES)
	3. MARIA VICTORIA A. PANGAN (WCES I)
	4. MYRNA M. VALDEZ (VQZES)
	5. LAURENCE V. DE GUZMAN (SABANGAN ES)
	6. VIARI, JEROME VILLA (ECIS)
	7. FLORIE FE R. ORTEGA (MALUED ES)
	8. GINALYN A. CASUPANAN (JLSES)
	9. CALAGUIO, BOY ESFIRO (ECIS)
500055 PUGARO IS	**N=67**
CHIEF EXAMINER	BERNADETTE B. CASTRO
SCHOOL TESTING COORDINATOR	MARY MIEL FORTES
ROOM EXAMINERS	1. RUEL A. CATCATAN (SABANGAN ES)
	2. TIMOTHY S. UGABAN (LUCAO ES)
	3. RONNEL C. NAVALTA (MAMALINGLING)
	4. FEDERICO G. QUIJANO (SALISAY ES)

Republic of the Philippines

Department of Education

REGION I

SCHOOLS DIVISION OF DAGUPAN CITY

Office of the Schools Division Superintendent

Enclosure No. 3

MONITORING TOOL IN THE ADMINISTRATION OF THE EARLY LANGUAGE, LITERACY, AND NUMERACY ASSESSMENT (ELLNA)

November 06, 2025

School Name: _____ **School ID:** _____

School Head: _____ **District:** _____

School Address: _____ **Division:** _____

Number of Examinees									Type of School	
Enrollment			Actual			% of Test Takers			Public	Private
M	F	Total	M	F	Total	M	F	Total		

Areas	Criteria	Observed		Comments/ Observations
		Yes	No	
Testing Center Requirements	There is distribution room for the test materials to ensure the security and confidentiality of the test.			
	The distribution room is accessible to all testing rooms to facilitate the release and retrieval of test materials.			
	There is distribution room for the test materials to ensure the security and confidentiality of the test.			
	There are enough testing rooms to accommodate the examinees.			
	The testing rooms are well-ventilated and well lighted, and free from any kind of noise that may distract the examinees while taking the test.			
	The List of Actual Examinees are posted in each testing room.			
	The list posted are in alphabetical order, regardless of gender.			
	The first and last rows of seats are close to the classroom walls to			

	ensure enough spacing in between rows.			
	Seats of absentees are left vacant.			
	A comfort room is accessible to the examinees and testing personnel in the area.			
	Instructional materials/aids posted on the classroom walls are covered.			
	Each testing room have the following materials:			
	a. Test materials enough for all examinees in the room in sealed boxes/packs			
	b. Table and chair for the Room Examiner			
	c. Enough seats for the examinees			
	d. Name grid			
	e. Board work			
	f. Pencils			
	g. Extra sheet of paper for computation			
	There is visible presence of PTA Officials, Barangay Officials, Barangay Tanod and PNP to provide assistance, support and security			
Test Accommodations for Learners with Special Needs (DepEd Order 25, s. 2016)	There is a separate, accessible testing room for learners with special needs (those with difficulty in seeing, hearing, remembering/concentrating, walking/ moving/climbing steps, communicating) situated at the ground floor near clean and accessible restrooms			
	The time allotment for taking the test is doubled. This is to give them ample time to read and answer the test			
	The school implements flexible rules such as allowing test takers to stand up once in a while or get out of the room for those who have difficulty concentrating.			
	There is a designated personal assistant to help those with			

	difficulty walking/ moving/climbing steps.			
	There is a qualified sign language interpreter who shall ensure that all spoken instructions during testing are adequately interpreted to those who have difficulty hearing.			
	There are alternative test formats (Braille, large print, audio, electronic).			
	There are alternative response formats such as oral type wherein an examiner reads the test items and a scribe shades the answers in the scannable Answer Sheet for examinees with difficulty seeing.			
	There are appropriate test furniture such as table and chair.			
Test Administration	The test is administered to target learners in the public and private schools.			
	Examinees are alphabetically arranged regardless of gender.			
	Each examinee has a Learner Reference Number (LRN).			
	Rooms are arranged with six rows by five lines of armchairs.			
	A maximum of 30 examinees per testing room is seated in alphabetical order.			
	The seats are spaced far enough from each other to discourage unnecessary talking among examinees.			
	To monitor the going in and out of the testing room, only one door is kept open.			
	All examinees are provided with their own test booklet and answer sheet.			
	The examinees used pencils and blank sheets of paper for computation purposes.			

	All belongings of the examinees are placed in front.			
	Electronic devices such as calculator and mobile phones are not allowed in the testing room.			
	The room examiner conducts orientation in taking the test to the examinees.			
	The room examiner allows the examinees to go out of the testing room to attend to personal needs, if necessary, before distributing the test materials.			
	The examinee received two sheets of AS with the same serial number.			
	The following form is in the possession of the room examiner:			
	• Form 1-List of Examinees			
	• Form 2-Seat Plan			
	• Form 3-Test Materials Accounting Form			
	• Form 7-Room Examiner's Test Administration Evaluation Report			
	• Information in the room Examiner's Transmittal Report Envelope (ETRE), e.g. number of registrants and actual examinees			
	• Time record (copy of the board work with the actual time record)			
	Used ASs are arranged consecutively by Examinee Number and are placed inside the original plastic bags.			
Retrieval of the Test Materials	The Chief Examiner does the following:			
	• Collects and accounts all ETREs with the assistance of the School Testing Coordinator/Room Supervisor.			
	• Arranges and bundles the ETREs accordingly			
	• Accounts all TBs returned by the Room Examiners.			

	• Requires the Room Examiners to affix their signature in the Form 3 after the Test materials have been accounted for.			
	• Accomplishes Form 5- TB Quantity and Completeness Verification Sheet and Form 6-AS Quantity and Completeness Verification Sheet.			

General Findings/Observations/Problems Encountered:

Actions Taken:

Recommendations:

Monitored by:

_____

Date Signed: _____

Conforme:

_____
School Head/Principal