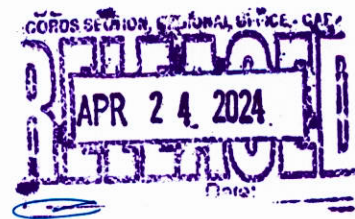




Republic of the Philippines
Department of Education
CARAGA REGION



April 23, 2024

REGIONAL MEMORANDUM

No. **0380**, s. 2024

To: SCHOOLS DIVISION SUPERINTENDENTS
PRIVATE ELEMENTARY SCHOOLS
HIGHER EDUCATION INSTITUTIONS WITH ELEMENTARY SCHOOLS
This Region

ONSITE MONITORING AND EVALUATION ON THE ADMINISTRATION OF
EARLY LANGUAGE LITERACY AND NUMERACY ASSESSMENT
FOR SCHOOL YEAR 2023-2024

1. In adherence to DepEd Memorandum No. 016, s. 2024 (Administration of the Early Language, Literacy and Numeracy Assessment, National Achievement Test for Grade 6, and National Achievement Test for Grade 12 for School Year 2023-2024), an onsite **monitoring and evaluation (M&E)** will be conducted on the following dates for **Early Language Literacy and Numeracy**:

Schools Division Offices	Administration Dates
Agusan del Norte	April 17, 2024
Agusan del Sur	April 19, 2024
Bayugan City	April 23, 2024
Bislig City	April 18, 2024
Butuan City	April 24, 2024
Cabadbaran City	April 17-18, 2024
Dinagat Islands	April 18, 2024
Siargao	April 24, 2024
Surigao City	April 25, 2024
Surigao del Norte	April 25, 2024
Surigao del Sur	April 17, 2024
Tandag City	April 25, 2024

2. The said M&E aims to ensure that all preparation measures, administration, and retrieval protocols for the ELLNA are followed.

3. The onsite M&E shall be done by all Division Monitors. The Regional Office, through the Regional Testing Coordinator (RTC), shall employ online strategy to monitor the encoding of M&E findings of the Regional and Division Monitors (link will be shared to all DTCs).

4. The M&E shall focus on the areas of (1) Testing Center Requirements; (2) Test Accommodations for Learners with Special Needs; (3) Test Administration; and (4) Retrieval of the Test Materials. Indicators in Test Accommodations for Learners with Special Needs shall only be applicable for schools with test takers with special needs. The M&E Tool is found in Enclosure A.



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5. Transportation and travel expenses of the monitors will be charged to their respective MOOE subject to usual accounting and auditing rules and regulations.
6. For more queries and information, you may contact the Curriculum and Learning Management Division, through the Regional Testing Coordinator, Mr. Kevin Hope Z. Salvaña, via his email address at kevinhope.salvana@deped.gov.ph.
7. Immediate and wide dissemination of this Memorandum is enjoined.

MARIA INES C. ASUNCION

Director III *gms*
Officer In-charge
Office of the Regional Director

BY THE AUTHORITY OF THE REGIONAL DIRECTOR:

Timbary
PEDRO T. ESCOBARTE, PhD, CESO IV
Asst. Regional Director

Encl/s.: As stated

Reference/s: DepEd Memorandum No. 016, s. 2024

To be indicated in the Perpetual Index

under the following subjects:

BASIC EDUCATION

LEARNERS

TESTS

CLMD/khzs

04/23/2024



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MONITORING AND EVALUATION TOOL IN THE ADMINISTRATION OF THE**EARLY LANGUAGE LITERACY AND NUMERACY****(Name of the Testing Program)**

(To be accomplished by the Division/Regional Monitoring Team)

School Name: _____ School ID: _____
 School Head: _____ Contact No.: _____
 School Address: _____ District: _____
 Division: _____

Number of Examinees									Type of School: ☐ Public ☐ Private ☐ HEI
REGISTERED			ACTUAL			% of Test Takers			
M	F	Total	M	F	Total	M	F	Total	

AREAS	CRITERIA	OBSERVED	COMMENTS/ OBSERVATIONS
Testing Center Requirements	There is a distribution room for the test materials to ensure the security and confidentiality of the test.	☐ YES ☐ NO	
	The distribution room is accessible to all testing rooms to facilitate the release and retrieval of test materials.	☐ YES ☐ NO	
	There are enough testing rooms to accommodate the examinees.	☐ YES ☐ NO	
	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.	☐ YES ☐ NO	
	The List of Actual Examinees are posted in each testing room the day before the exam.	☐ YES ☐ NO	
	The list posted are in alphabetical order, regardless of gender.	☐ YES ☐ NO	
	The first and last rows of seats are close to the classroom walls to ensure enough spacing in between rows.	☐ YES ☐ NO	
	Seats of absentees are left vacant.	☐ YES ☐ NO	



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	A comfort room is accessible to the examinees and testing personnel in the area.	☐ YES ☐ NO	
	Instructional materials/aids posted on the classroom walls are covered.	☐ YES ☐ NO	
	Each testing room have the following materials:		
	a. Test materials enough for all examinees in the room in sealed boxes/packs	☐ YES ☐ NO	
	b. Table and chair for the Room Examiner	☐ YES ☐ NO	
	c. Enough seats for the examinees	☐ YES ☐ NO	
	d. Name grid	☐ YES ☐ NO	
	e. Board work	☐ YES ☐ NO	
	f. Pencils	☐ YES ☐ NO	
	g. Extra sheet of paper for computation	☐ YES ☐ NO	
	There is visible presence of PTA Officials, Barangay Officials, Barangay Tanod or PNP to provide assistance, support and security.	☐ YES ☐ NO	
Test Accommodations for Learners with Special Needs	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	☐ YES ☐ NO ☐ NA	
	The time allotment for taking the test is doubled. This is to give them ample time to read and answer the test.	☐ YES ☐ NO ☐ NA	
	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	☐ YES ☐ NO ☐ NA	
	There is a designated personal assistant to help	☐ YES ☐ NO	

	those with difficulty walking/ moving/climbing steps.	☐ NA	
	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.	☐ YES ☐ NO ☐ NA	
	There are alternative test formats (Braille, large print, audio, electronic).	☐ YES ☐ NO ☐ NA	
	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.	☐ YES ☐ NO ☐ NA	
	There are appropriate test furniture such as table and chair.	☐ YES ☐ NO ☐ NA	
Test Administration	The test is administered to target learners in the public and private schools.	☐ YES ☐ NO	
	Examinees are alphabetically arranged regardless of gender.	☐ YES ☐ NO	
	Each examinee has a Learner Reference Number (LRN).	☐ YES ☐ NO	
	Rooms are arranged with six rows by five lines of armchairs.	☐ YES ☐ NO	
	A maximum of 20 examinees per testing room is seated in alphabetical order.	☐ YES ☐ NO	
	The seats are spaced far enough from each other to discourage unnecessary talking among examinees.	☐ YES ☐ NO	
	To monitor the going in and out of the testing room, only one door is kept open.	☐ YES ☐ NO	
	All examinees are provided with their own test booklet and answer sheet.	☐ YES ☐ NO	

	The examinees used pencils and blank sheets of paper for computation purposes.	☐ YES ☐ NO	
	All belongings of the examinees are placed in front.	☐ YES ☐ NO	
	Electronic devices such as calculator and mobile phones are not allowed in the testing room.	☐ YES ☐ NO	
	The room examiner conducts orientation in taking the test to the examinees.	☐ YES ☐ NO	
	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.	☐ YES ☐ NO	
	The examinee received two sheets of AS with the same serial number.	☐ YES ☐ NO	
	The following form is in the possession of the room examiner:		
	a. Form 1-List of Examinees	☐ YES ☐ NO	
	• Form 2-Seat Plan	☐ YES ☐ NO	
	• Form 3-Test Materials Accounting Form	☐ YES ☐ NO	
	• Form 7-Room Examiner's Test Administration Evaluation Report	☐ YES ☐ NO	
	• Information in the room Examiner's Transmittal Report Envelope (ETRE), e.g. number of registrants and actual examinees	☐ YES ☐ NO	
	• Time record (copy of the board work with the actual time record)	☐ YES ☐ NO	
	Used ASs are arranged consecutively by Examinee Number and are placed inside the original plastic bags.	☐ YES ☐ NO	
Retrieval of the Test Materials	The Chief Examiner does the following:		
	• Collects and accounts all ETREs with the assistance of the School Testing	☐ YES ☐ NO	



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	Coordinator/Room Supervisor.		
	• Arranges and bundles the ETREs accordingly.	☐ YES ☐ NO	
	• Accounts all TBs returned by the Room Examiners.	☐ YES ☐ NO	
	• Requires the Room Examiners to affix their signature in the Form 3 after the Test materials have been accounted for.	☐ YES ☐ NO	
	• Accomplishes Form 5- TB Quantity and Completeness Verification Sheet and Form 6-AS Quantity and Completeness Verification Sheet.	☐ YES ☐ NO	

General Findings/Observations/problems Encountered:

Actions Taken:

Recommendations:

Monitored and Evaluated by:

Certified by:

Division/Regional Monitor

Date Signed: _____

Division Testing Coordinator

Date Signed: _____



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