



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division of Negros Oriental

Office of the Schools Division  
Superintendent

01 APR 2024

DIVISION MEMORANDUM  
No. 0282 s. 2024

**DISSEMINATION OF DEPED REGIONAL MEMORANDUM NO. 231, SERIES OF 2024 OTHERWISE KNOWN AS “ADDITIONAL GUIDELINES ON THE ADMINISTRATION OF THE NATIONAL ACHIEVEMENT TEST FOR GRADE 12 (NATG12), NATIONAL ACHIEVEMENT TEST FOR GRADE 6 (NATG6), AND EARLY LANGUAGE, LITERACY, AND NUMERACY ASSESSMENT (ELLNA) FOR SCHOOL YEAR 2023-2024.”**

TO: Assistant Schools Division Superintendents  
Chiefs, CID and SGOD  
Division Education Program Supervisors  
Public Schools Division Supervisors/DICs/District Caretakers  
Public and Private Secondary and Elementary School Heads/Administrators  
All Others Concerned

1. This Office disseminates the DepEd Regional Memorandum No. 231 Series of 2024 otherwise known as “**Additional Guidelines on the Administration on the National Achievement Test for Grade 12 (NATG12), National Achievement Test for Grade 6 (NATG6) and Early Language, Literacy and Numeracy Assessment (ELLNA) for School Year 2023-2024**”, for information and guidance of all concerned.
2. Public Schools District Supervisors/District in-Charge/District Caretaker **shall inform** all **Public and Private Schools** in their respective schools’ district regarding this memorandum.
3. Attached is a copy of the above-mentioned DepEd Memorandum for your reference.
4. Immediate dissemination and compliance of this Memorandum is desired.

  
**NERI C. OJASTRO EdD, CESO V**  
Schools Division Superintendent

Incl.: As stated

NCO/EQA-RVAV/SGOD/RBT/ada



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**Department of Education**  
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

**REGIONAL MEMORANDUM**


No. 231 s. 2024

15 MAR 2024

**ADDITIONAL GUIDELINES ON THE ADMINISTRATION OF THE NATIONAL ACHIEVEMENT TEST FOR GRADE 12 (NATG12), NATIONAL ACHIEVEMENT TEST FOR GRADE 6 (NATG12), AND EARLY LANGUAGE, LITERACY, AND NUMERACY ASSESSMENT (ELLNA) FOR SCHOOL YEAR 2023-2024"**

To: Schools Division Superintendents  
Assistant Schools Division Superintendents  
All Others Concerned

1. This is in reference to an advisory from Director Nelia V. Benito, PhD, CESO IV, Office of the Bureau of Education Assessment dated March 13, 2024 titled, "Additional Guidelines on the Administration of the National Achievement Test for Grade 12 (NATG12), National Achievement Test for Grade 6 (NATG12), and Early Language, Literacy, and Numeracy Assessment (ELLNA) for School Year 2023-2024", for your information and guidance.
2. Immediate dissemination of, and compliance with this Memorandum are directed.

  
**SALUSTIANO T. JIMENEZ EdD, JD, CESO V**  
Director IV  
Regional Director

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Republic of the Philippines  
**Department of Education**  
BUREAU OF EDUCATION ASSESSMENT

Office of the Director

March 13, 2024

**ADVISORY**

**Additional Guidelines on the Administration of the  
National Achievement Test for Grade 12 (NATG12),  
National Achievement Test for Grade 6 (NATG6), and  
Early Language, Literacy, and Numeracy Assessment (ELLNA)  
for SY 2023-2024**

In line with the DepEd Memorandum No. 016, s. 2024 titled *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*, here are the additional guidelines for the conduct of the tests:

**Participating Learners**

1. All **currently enrolled** Grade 12 learners in the **formal school system** in public and private schools shall take the National Achievement Test for Grade 12 (NATG12). The Grade 12 learners under the Alternative Learning System (ALS) Program shall **not** be required to take the NATG12 in SY 2023-2024.
2. **Currently enrolled** Grade 6 learners will be sampled in each public and private school to take the National Achievement Test for Grade 6 (NATG6). The sample size per school was determined by the Bureau of Education Assessment (BEA).
3. All **currently enrolled** Grade 3 learners in public schools shall take the Early Language, Literacy, and Numeracy Assessment (ELLNA).

**Participating Schools**

1. Only **private schools operating with a government permit** for SY 2023-2024 shall be included in the NATG6 and NATG12.
2. **Newly established schools** for Grades 3, 6, and 12 in SY 2023-2024 shall participate in the national tests if the test materials will suffice.
3. Schools that are not included in the test materials allocation list may opt to utilize the test materials of private schools within the Schools Division Office (SDO) that have ceased operation in SY 2023-2024.

**Testing Centers**

1. Participating schools shall serve as testing centers.



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BUREAU OF EDUCATION ASSESSMENT

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**Test Booklets (TBs)**

1. The TBs are **reusable** and may be reallocated within the SDO should there be any insufficiency. This means that a school may borrow TBs from another school **within the SDO**. After the test, the borrowed TBs must be returned to the original school.
2. **Photocopying of the TBs is strictly NOT allowed.**
3. Maintain the integrity of the test before, during, and after the test administration.

**Answer Sheets (ASs)**

If ASs are insufficient, the following strategies may be applied **within the Region**:

1. **Pool** the ASs from schools with decreased enrollment from SY 2022-2023 to SY 2023-2024 and **distribute** these to schools with increased enrollment.
2. **Use** the ASs from schools that are temporarily/permanently closed.
3. Photocopying of ASs is **NOT** encouraged because it is not guaranteed that these will be processed and released in time. The ASs are scanned by scanning machines or optical mark readers. Photocopied ASs cannot be read by scanning machines.
4. **Grade 12 learners who will not be able to take the test because of the unavailability of ASs shall not be sanctioned for not taking the test.**

**Schedule of Tests**

1. The SDOs, in agreement with Regional Offices (ROs), have the prerogative to schedule the test administration within the allotted testing windows as indicated in DepEd Memorandum No. 016, s. 2024.
2. The NATG12 shall be administered in two (2) consecutive school days.





Republic of the Philippines  
**Department of Education**  
 BUREAU OF EDUCATION ASSESSMENT

Office of the Director

**Suggested Distribution Scheme of Test Materials**

1. The distribution scheme for the NATG12, NATG6, and ELLNA is as follows:

Assessment Program		Test Proper Time Allotment	Test Booklet (TB)	Answer Sheet (AS) Ratio
NATG12		<b>Half-day only</b> Day 1: 4 hours Day 2: 4 hours	Swapping Scheme (within the testing room) <ul style="list-style-type: none"> <li>1 pack of TBs               <ul style="list-style-type: none"> <li>TB1 – 15 pcs</li> <li>TB2 – 15 pcs</li> </ul> </li> <li>30 examinees per testing room</li> </ul>	1 AS:1 examinee
NATG6		<b>Half-day only</b> 2 hours 40 minutes	<ul style="list-style-type: none"> <li>TBs are reusable for               <ul style="list-style-type: none"> <li>AM session</li> <li>PM session</li> </ul> </li> <li>1 pack of TBs = 30 pcs of TBs</li> <li>30 examinees per testing room</li> </ul>	1 AS:1 examinee
ELLNA	For Learners whose LOI is <b>not included among the 19 MT Languages</b> assessed in ELLNA	1 hour and 35 minutes	<ul style="list-style-type: none"> <li>Learners will answer TB1 composed of <b>English and Filipino</b> learning areas only.</li> <li>Learners in this category will not answer the <b>Numeracy Tagalog</b> learning area.</li> <li>1 pack of TB1 = 20 pcs of TBs</li> </ul>	1 AS:1 examinee
	For Learners whose LOI is <b>Tagalog MT Language</b>	2 hours and 5 minutes	<ul style="list-style-type: none"> <li>Learners will answer TB1 composed of <b>English, Filipino, and Numeracy Tagalog</b> learning areas.</li> <li>1 pack of TB1 = 20 pcs of TBs</li> </ul>	1 AS: 1 examinee
	For Learners whose LOI is among the <b>18 MT Languages</b> assessed in ELLNA	<b>TB1</b> 1 hour and 20 minutes  <b>TB2</b> 1 hour and 10 minutes	<ul style="list-style-type: none"> <li>Learners will answer TB1 composed of <b>English and Filipino</b> learning areas only.</li> <li>Mother Tongue learners will not answer <b>Numeracy Tagalog</b> in TB1.</li> <li>Mother Tongue learners will answer TB2 composed of <b>Mother</b></li> </ul>	1 AS:1 examinee



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**School Header**

1. Newly established schools in SY 2023-2024 without a school header may use a **photocopied school header**.
2. The Division Testing Coordinators (DTCs) shall submit to the Regional Testing Coordinators (RTC) a list of the newly established schools in SY 2023 – 2024 using the following format:

Name of SDO	School ID	Name of Newly Established School
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3. The RTCs shall submit a consolidated version of newly established schools to DEA ([bea.ead@deped.gov.ph](mailto:bea.ead@deped.gov.ph)) after the testing window using the filename format below:

Format: Region, newly established schools, name, year, and NATG/ELLNA

e.g. **Region I newly established schools NATG12**

**Official Forwarder of Test Materials**

1. For the delivery and retrieval of test materials, TCMs are advised to contact the numbers of the following service providers:

NATG12	NATG6 and ELLNA
Global Delivery Express (09) 7812 7122, (09) 71638 2929, (09) 71 561 6303	Front Cargo Forwarders, Inc. (02) 8731 5096, (09) 5 783 8366

2. For the successful implementation of the NATG12, NATG6, and ELLNA RCTs and SDOs are requested to coordinate with the BEA-Education Assessment Division (BEA-EAD) through the following contact details: (02) 8631-2569 and [bea.ead@deped.gov.ph](mailto:bea.ead@deped.gov.ph).
3. Immediate dissemination of this Advisory is desired.

**NELIA V. BENITO, PhD, CESO IV**  
Director