



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF BIÑAN CITY

DEPARTMENT OF EDUCATION
Schools Division of Biñan City
RECORDS SECTION

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DIVISION MEMORANDUM
No. 124, s. 2024

**MONITORING OF THE ADMINISTRATION OF NATIONAL ACHIEVEMENT TEST
(NATG6) AND EARLY LANGUAGE, LITERACY AND NUMERACY FOR THE
SCHOOL YEAR 2023-2024**

To: Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
All Schoolheads (Public and Private)

1. Relative to Division Memorandum No. 119, s. 2024 RE: **Administration of National Achievement Test for Grade 6 (NATG6) and Early Language, Literacy and Numeracy (ELLNA) for School Year 2023-2024**, an onsite monitoring and evaluation (M&E) will be conducted on **April 2, 2024, for NATG6 and April 18, 2024, for ELLNA**
2. The said activity aims to ensure that all NATG6 and ELLNA preparation, administration and retrieval requirements are adhered to.
3. The onsite M & E shall be done by Education Program Supervisors, Public Schools District Supervisors, EPS-SGOD, M & E SEPS and other members of monitoring team.
4. The M&E shall focus on the areas of :
 - a. Testing Center Requirements
 - b. Test Accommodations for Learners with Special Needs
 - c. Test Administration
 - d. Retrieval of Test materials
5. Enclosed here are the list of assignments of monitoring officials and the M & E tool. The members of the monitoring team shall submit the accomplished report to the Division Testing Coordinator for consolidation.
6. Transportation and other incidental expenses incurred in the activity shall be charged to Division MOOE or local funds subject to the usual accounting and auditing rules and regulations.
7. For inquiries and concerns, kindly contact the Division Testing Coordinator, Dr. Violeta M. Umel at Curriculum Implementation Division office at 049-547-0105 local 116.

8. Immediate and widest dissemination of this Memorandum is desired.

ARLENE S. RICASATA, CESO VI
Assistant Schools Division Superintendent
Officer In-Charge
Schools Division Superintendent

Encl: As stated

Reference:

CID/PROPER / VMU / / DM - MONITORING OF THE ADMINISTRATION OF NATIONAL
ACHIEVEMENT TEST (NATG6) AND EARLY LANGUAGE, LITERACY AND
NUMERACY FOR THE SCHOOL YEAR 2023-2024

/ 04/01/2024

ENCLOSURE 1

**DIVISION MONITORING OFFICIALS FOR NATIONAL ACHIEVEMENT TEST
FOR GRADE 6 (NATG6) for School Year 2023-2024**

April 2, 2024

Monitoring Officials	Designation	Schools to Monitor	District
DR. EVELYN DE CASTRO DR. ROMULO D. CASIPIT	EPS -LRMS PSDS	Binan Elementary School Canlalay ES PLATERO ES Escuela De Gracia (AM) FBC Binan Christian School (AM) SMCL (AM)	1
DR. RHEA D. BILBES MR. BALDRIN BELEN	EPS-KINDER PSDS	Malaban ES Main Malaban ES East Holy Family of Nazareth (AM)	2
DR. RAQUEL L. AZUR MS. MARCHY JOY SANCHEZ	EPS-FILIPINO EPS - II	DELA PAZ ES MAIN DELA PAZ ES WEST DR.MSBATISTA MES	3
DR. LANI A. ALONTE MR. SONNY ATANACIO	EPS-TLE PSDS	PAGKAKAISA ES PHEMS SAIS (AM ONLY) ALPHA ANGELICUM (AM) GOLDEN MINDS ACADEMY San Antonio (AM) Holy Infant Jesus of Prague (AM) Sta Catalina College (AM)	4
DR. LESLIE V. DENOSTA DR. ROWENA K. RAMOS	EPS- ENGLISH PSDS	SAN VICENTE ES TUBIGAN ES DR JTAMAYO MES BINAN ADVENTIST ES (AM) MARANATHA CHRISTIAN ACAD. (AM) UNIVERSITY OF PERP HELP SL (AM)	5
DR. RONALDO P. BAGO DR. LEONORA C. CRUZ	EPS- SCIENCE PSDS	SAN FRANCISCO ES SORO-SORO ES COLEGIO SAN AGUSTIN GS OPTION HOUSE AND LEARNING CENTER (AM) Infant Jesus Montessori Center Inc (AM) Guardian Angels Christian School (AM) Mary's Chilf Learning Center (AM) Saint Francis of Assissi College (AM) South Horizon Academy (AM)	6

NATIONAL ACHIEVEMENT TEST FOR GRADE 6, APRIL 2, 2024

Monitoring Officials	Designation	Schools to Monitor	District
MS. ANGELA MORANDO DR. NERRA VISPERAS	EPS-MAPEH PSDS	STO TOMAS ES TOMAS A. TURALBA ES ANN ARBOR MONTESSORI SCHOOL (AM) GRECIA'S LOVELY ANGELS SCHOOL INC (AM) HOLY SPIRIT SCHOOL OF BINAN (AM) KIDS HAUS CHILD DEVT CENTER (AM) LA CONSOLACION COLLEGE (AM) SOUTH CITY HOMES ACADEMY (AM) SOUTH CITY HOMES CHRISTIAN SCHOOL (AM)	7
MRS. ISIDRA L. GALMAN DR. MARY GRACE LLANTOS	SEPS-M & E PSDS	LANGKIWA ES SOUTHVILLE 5A ES CASA DE LIBRO INC (AM) KID'S POWER ELEMENTARY SCHOOL (AM)	8
DR. JOEL VALENZUELA MR. ERWIN LEGASTO	EPS-AP PSDS	OUR LADY OF LOURDES ES LOMA ES TIMBAO ES SOUTHVILLE 5 ES TIMBAO CARITAS DON BOSCO SCHOOL (AM) DELA SALLE UNIVERSITY INTEGRATED SCHOOL (AM) MARY IMMACULATE ACADEMY OF LOMA (AM) ST CHARLES AUGUSTINE SCHOOL (AM)	9
DR. GERTRUDE ENUNCIACION DR. GINALYN M. GARCIA	EPS-SGOD PSDS	GANADO ES MAMPLASAN ES ZAPOTE ES INTEGRATED JUBILATION MONTESSORI (AM)	10

ENCLOSURE 2

DIVISION MONITORING OFFICIALS FOR EARLY LANGUAGE, LITERACY AND NUMERACY ASSESSMENT (ELLNA) for School Year 2023-2024
April 18, 2024

Monitoring Officials	Designation	Schools to Monitor	District
DR. VIOLETA M. UMEL DR. ROMULO D. CASIPIT	EPS-MATH PSDS	Binan Elementary School Canlalay ES PLATERO ES	1
MARILYN MACABABBAD MR. BALDRIN BELEN	PDO PSDS	Malaban ES Main Malaban ES East	2
DR. LESLIE V. DENOSTA MS. MARCHY JOY SANCHEZ	EPS-ENGLISH EPS - II	DELA PAZ ES MAIN DELA PAZ ES WEST DR. MSBATISTA MES	3
MS. ISIDRA GALMAN MR. SONNY ATANACIO	SEPS PSDS	PAGKAKAISA ES PHEMS SAIS	4
DR. RHEA D. BILBES DR. ROWENA K. RAMOS	EPS-KINDER PSDS	SAN VICENTE ES TUBIGAN ES DR. JTAMAYO MES	5
MS. ANGELA MORANDO DR. LEONORA C. CRUZ	EPS-MAPEH PSDS	SAN FRANCISCO ES SORO-SORO ES	6
DR. JOEL VALENZUELA DR. NERRA VISPERAS	EPS-AP PSDS	STO TOMAS ES TOMAS A. TURALBA ES	7
DR. LANI A. ALONTE DR. MARY GRACE LLANTOS	EPS-TLE PSDS	LANGKIWA ES SOUTHVILLE 5A ES	8
DR. EVELYN DE CASTRO MR. ERWIN LEGASTO	EPS-LRMS PSDS	OUR LADY OF LOURDES ES LOMA ES TIMBAO ES SOUTHVILLE 5 ES	9
DR. RAQUEL L. AZUR DR. GINALYN M. GARCIA	EPS-FILIPINO PSDS	GANADO ES MAMPLASAN ES ZAPOTE ES	10

ENCLOSURE 3

**DIVISION MONITORING TOOL IN THE ADMINISTRATION OF
NATIONAL TESTING PROGRAM**

Name of Testing Program _____ Division SDO Binan City

Name of School Monitored _____ Date of Monitoring _____

Name of School Head _____ School ID Number _____

I. Statistics

Total Number of Examinees _____

AM session _____ PM Session _____

Male _____ Female _____ **Total** _____ Male _____ Female _____ Total _____**Total Number of Absences** _____

AM session _____ PM Session _____

Male _____ Female _____ Total _____ Male _____ Female _____ Total _____

Time when the test materials were distributed to Room Examiners _____

Total Number of Answer Sheets delivered _____

Serial Numbers From _____ to _____

Total Number of Test Booklets Delivered _____

Serial Numbers From _____ to _____

II. Pre-Test Activities on Examination Day

Prework Activities	YES	NO	REMARKS
1. Conducted the Planning/Coordination meeting			
2. Created TWGs			
3. Prepared. /Checked the list of learners			
4. Conducted ocular visits			
Sufficiency of Test Materials	Sufficient	Not Sufficient	
1. Test Booklets			
2. Scannable Answer Sheets			
3. Seat Plan			
4. Examiners' Handbook			

B. Testing Center Requirement	Evident	Not Evident
1. Distribution Room for test materials to ensure security and confidentiality of test materials		
2. The distribution room is accessible to all testing rooms to facilitate the release and retrieval of test materials		
3. Testing rooms are well-lighted and ventilated		
3. Testing rooms are ready		
3.1 The first and last row of seats are closed as possible to the walls to allow enough space		
3.2 Seats of absentees are left vacant		
3.3 List of examinees posted at the door of each testing room alphabetically arranged regardless of gender with LRN		

Test Accommodation for Learners with Special Needs	
1. Separate accessible testing room for learners with special needs	
2. Time allotment for taking the test is doubled to give them ample time to read and answer the test	
3. School implements flexible rule for them	
4. There is designated personal assistant to help those with difficulty in moving	

Test Administration	Evident	Not Evident
1. Test administered to target learners		
2. Examinees are arranged alphabetically regardless of gender and have their respective LRN		
3. Rooms are arranged with six rows by five lines for NAT and 4 rows and five lines for ELLNA		
4. A maximum of 30 examinees per testing room for NAT and 20 examinees for ELLNA and are seated alphabetically		
5. The seats are spaced far enough from each other to discourage unnecessary talking among them		
6. Only one door is kept open to monitor the going in and out of the testing room		
7. All examinees are provided with their own TB and AS		
8. All belongings of the examinees like electronic devices, gadget, calculator, mobile phones are kept in their bags and placed in front		
9. The RE possesses the following forms Form 1, Form 2, Form 7 and ETRE and has actual Time Record on the board.		
Post Activity	Evident	Not Evident
Testing materials were properly accounted		

IV. Other Finding /Observations

1. How were the learners accommodated?

2. What were the general observation(s) about the schedule scheme used?

3. How were the issues and challenges encountered addressed?

4. Other Findings, Issues and Concerns/Observation

Accomplished by:

Conforme:

School Head / Chief Examiner
Signature over printed name)
Date _____

Monitoring Official
(Signature over printed name)
Date _____