



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

October 2, 2025

DIVISION MEMORANDUM
No. 551, s. 2025

**DIVISION ORIENTATION ON THE ADMINISTRATION OF EARLY
LANGUAGE LITERACY & NUMERACY ASSESSMENT [ELLNA] FOR SY
2025-2026**


To: Assistant Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Education Program Supervisor
All Others Concerned

1. Pursuant to DepEd Memorandum No. 55 s. 2016 titled Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program, the Bureau of Education Assessment Division (BEA-EAD, through the Curriculum Implementation Division this schools division shall conduct the *Division Orientation on the Administration of the Early Language Literacy and Numeracy Assessment (ELLNA)* for School Year 2025-2026 on October 6, 2025 (Monday) from 9:00 to 12:00 at San Pascual Sub Office Conference Hall, San Pascual.
2. The guidelines on the test administration, including the roles and responsibilities of the field -testing personnel and the details for the downloading of Program Support Funds (PSF) will be discussed during the orientation.
3. Participants to this orientation meeting are the Sub Office District Testing Coordinators. The schedule for the distribution and retrieval of the test materials will be announced in a separate advisory.
4. This Memorandum serves as participants' Travel Authority.
5. Attached for information and guidance, is a copy of the CSC & DBM Joint Circular No. 2, s. 2004 dated October 4, 2004, entitled "*Non-monetary Renumeration for Overtime Services Rendered*" which prescribes guidelines on the benefit of compensatory time-off in lieu of overtime pay, pursuant to adoption of austerity measures in the government.
6. Travel expenses incurred during the conduct and attendance to this activity shall be charged to BEA/PSF funds subject to usual accounting and auditing rules and regulations.



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7. For more information, please contact the Curriculum Implementation Division Office (CID) c/o Miguel B. Ularde, PhD/EPS I -English & Division Testing Coordinator (DTC), Jessa S. Guerra, EPS II M&E/ Asst. DTC through email at sdobatangas.cid@deped.gov.ph at the telephone number (043)722-1840 local 213.
8. Immediate and wide dissemination of this Memorandum is desired.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent

Encl. As stated

Reference: DepEd Memorandum No. 55 s. 2016

To be indicated in the Perpetual Index under the following subject:

Issuances- Division Memorandum

MBU/ DIVISION ORIENTATION ON THE ADMINISTRATION OF EARLY LANGUAGE LITERACY & NUMERACY ASSESSMENT [ELLNA] FOR SY 2025-2026/ S2-112322/ 10/03/2025