



Republic of the Philippines  
**Department of Education**  
REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division  
Superintendent

08 April 2024

DIVISION MEMORANDUM  
SGOD No. **047**, s. 2024

DISTRIBUTION OF EARLY LANGUAGE LITERACY AND NUMERACY ASSESSMENT  
(ELLNA) MATERIALS FOR GRADE 3

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Division Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary School Heads  
All Others Concerned

1. Relative to Division Memorandum No. 034, s. 2024 on the **Administration of Early Language Literacy and Numeracy Assessment on April 15-19, 2024**, this office announces the schedule of the distribution of **Early Language Literacy and Numeracy Assessment (ELLNA)** for all public elementary schools only with Grade 3 enrollees for SY 2023-2024.

Public Schools	Schedule of Distribution	Time	Venue
Upper Valley	April 11, 2024	9:00 a.m.- 5:00 p.m.	Old BAC Office adjacent to SGOD Office
Lower Valley	April 12, 2024		

2. The following are the members of ELLNA Division Distribution and Retrieval Team (DDRT) to assist the SDO in the preparation of test materials for the smooth flow of distribution and retrieval.

- a. Christopher T. Frusa- SGOD Chief
- b. Rodel H. Catubay- Division Testing Coordinator
- c. Queenie Lorenzo- ADAS/Secretariat
- d. Kate Abu- ADAS/Secretariat

3. Each school shall send its Property Custodian and utilities and provide means of transportation during the scheduled distribution and retrieval of the test materials. Transportation allowance of test materials has been discussed during the Division Orientation.



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4. Proctors during the test must be from external schools. Schoolhead may request a teacher-proctor from the neighboring school.
5. The transportation and meal expenses of Sub-office and/or school-based personnel during the distribution and retrieval of test materials shall be charged to the school local funds, subject to the existing auditing rules and regulations. Other allowances during the conduct of ELLNA shall be charged to the Program Support Fund (NASBF) or the downloaded fund for ELLNA.
6. For more information and inquiry, personnel concerned may contact Rodel H. Catubay, SMME-SEPS/Division Testing Coordinator through his deped email, [rodel.catubay@deped.gov.ph](mailto:rodel.catubay@deped.gov.ph)
7. Immediate dissemination of this memorandum is directed.

  
**LEONARDO M. BALALA, CESO V**  
Schools Division Superintendent

Encl.: None  
Reference: DM 034, s. 2024  
To be indicated in the Perpetual Index  
under the following subjects:

ASSESSMENT                      SCHOOLS

RHC/DM- distribution of ELLNA materials for grade 3  
0000/April 08, 2024