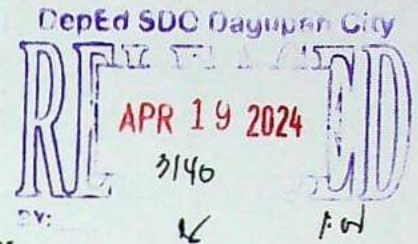




Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY



Office of the Schools Division
Superintendent

April 18, 2024

DIVISION MEMORANDUM

No.: 166, s. 2024

**ADMINISTRATION OF THE EARLY LANGUAGE, LITERACY, AND NUMERACY
ASSESSMENT (ELLNA) TO GRADE 3 LEARNERS FOR SCHOOL YEAR (SY) 2023-2024**

To: OIC- Office of the Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Education Program Supervisors
Public Schools District Supervisors
Division Testing Coordinator
Public Elementary School Principals/School Heads
Public Elementary School Testing Coordinators
All Others Concerned

1. As per DepEd Memorandum No. 016, s. 2024 titled "**Administration of the Early Language, Literacy, and Numeracy Assessment for School Year 2023-2024**", the ELLNA will be administered to all currently enrolled Grade 3 learners from **public elementary schools only** scheduled this **April 24, 2024 (Wednesday)** pursuant to DepEd Order (DO) No. 55, s. 2016, titled *Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program*.
2. In preparation to the administration of **ELLNA**, an **orientation** will be conducted on **April 22, 2024 (Monday)**, at **3 o'clock in the afternoon** at the **Division Training Center (DTC)**. The participants to this orientation are the **Chief Examiners (CEs)/School Heads** or **School Testing Coordinators (STCs)**. After the division orientation, the CEs and/or the STCs are expected to immediately conduct a school - based orientation to the assigned room examiners who will be administering **ELLNA** to other schools.
3. Enclosed with this Memorandum are the following:
 - Enclosure No. 1 - Allocation of test materials for ELLNA
 - Enclosure No. 2 - List of the Division Testing & Monitoring Officials
 - Enclosure No. 3 - School Testing Team Personnel in all Testing Centers
 - Enclosure No. 4 - Monitoring Tool of ELLNA



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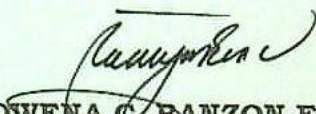
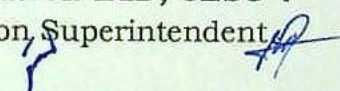
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SCHOOLS DIVISION OFFICE DAGUPAN CITY

**Office of the Schools Division
Superintendent**

4. Below is the schedule of preparation, distribution, and retrieval of the testing materials for the administration of the ELLNA.

Activity	Date	Persons involved
Preparation of the test materials	April 23, 2024 @ 1:00 PM	DTC & division support staff
Distribution of the test materials	April 23, 2024 @ 3:00PM	DTC & division support staff Chief Examiner (CE)/School Head or School Testing Coordinator (STC)
Retrieval of the test materials	April 24, 2024 @ 1:00PM	Chief Examiner (CE)/School Head or School Testing Coordinator (STC) & DTC & division support staff

5. For the information, guidance, and compliance of all concerned.


ROWENA C. BANZON EdD, CESO V
Schools Division Superintendent 



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ALLOCATION OF TEST MATERIALS FOR ELLNA

School ID	School Name	Enrolment	English, Filipino & Numeracy Allocation	Language of Instruction	Mother Tongue Allocation
102154	Bacayao Sur ES	45	109	Pangasinan/Pangasinense	40
102162	BLISS ES	33	59	Pangasinan/Pangasinense	36
102163	Bolosan ES	136	174	Pangasinan/Pangasinense	41
102165	Bonuan Buquig ES	162	36	Pangasinan/Pangasinense	127
102174	Calmay ES	37	189	Pangasinan/Pangasinense	66
102175	Carael ES	149	96	Pangasinan/Pangasinense	142
102155	Caranglaan ES	62	27	Pangasinan/Pangasinense	154
500053	East Central IS	181	192	Pangasinan/Pangasinense	141
500054	Federico N. Ceralde IS	199	61	Pangasinan/Pangasinense	79
102168	Gen. Gregorio del Pilar ES	100	183	Pangasinan/Pangasinense	184
102149	Juan L. Siapno ES	38	162	Pangasinan/Pangasinense	166
102181	Juan P. Guadiz ES	23	74	Pangasinan/Pangasinense	113
102158	Lasip Grande ES	25	172	Pangasinan/Pangasinense	37
102166	Leon-Francisco Maramba ES	55	153	Pangasinan/Pangasinense	32
102176	Lomboy ES	32	65	Pangasinan/Pangasinense	29
102150	Lucao ES	171	125	Pangasinan/Pangasinense	59
102151	Malued ES and Special Science ES	114	69	Pangasinan/Pangasinense	146
102169	Mamalingling ES	35	188	Pangasinan/Pangasinense	153
102159	Mangin-Tebeng ES	55	147	Pangasinan/Pangasinense	43
102170	North Central ES	166	52	Pangasinan/Pangasinense	58
102177	Pantal ES	102	71	Pangasinan/Pangasinense	213
102156	Pascuala G. Villamil ES	33	135	Pangasinan/Pangasinense	109
102160	Pogo-Lasip ES	66	122	Pangasinan/Pangasinense	47
500055	Pugaro IS	88	65	Pangasinan/Pangasinense	69
102171	Sabangan ES	138	168	Pangasinan/Pangasinense	105
102179	Salapingao ES	76	79	Pangasinan/Pangasinense	55
102172	Salisay ES	57	274	Pangasinan/Pangasinense	57
102180	Suit ES		177	Pangasinan/Pangasinense	35
102173	T. Ayson-Rosario ES	74	255	Ilokano/Iloko	66
102161	Tambac ES	41	128	Pangasinan/Pangasinense	53
152501	Tebeng ES	26	133	Pangasinan/Pangasinense	39
102167	Victoria Q. Zarate ES	78	185	Pangasinan/Pangasinense	94
102152	West Central ES I	217	59	Pangasinan/Pangasinense	237
102153	West Central ES II	80	55	Pangasinan/Pangasinense	90



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**EARLY LANGUAGE, LITERACY, AND NUMERACY ASSESSMENT (ELLNA)
TO GRADE 3 LEARNERS FOR SCHOOL YEAR (SY) 2023-2024**

April 24, 2024

Division and School Testing Personnel

I. TESTING & MONITORING OFFICIALS

Schools Division Superintendent	Rowena C. Banzon, CESO V
Asst. Schools Division Superintendent	Anna Liza M. Chan
Chief ES, CID	Maria Linda R. Ventenilla
Chief ES, SGOD	Edilberto R. Abalos
Division Testing Coordinator	Isagani D. Rosario

TESTING MATERIALS DISTRIBUTION AND RETRIEVAL CENTER SUPPORT STAFF

Planning Officer III	Joann Jimenez
EPS II, SocMob	Haydee Maiquez
Project Development Officer I	Gilliane Casaclang
Administrative Aide I	Danny Caguioa
East Central IS	Chanda Roa Manaois
(STC)	Sandra Cabe

SCHOOLS	MONITORING OFFICIALS
Juan L. Siapno ES Lucao ES Malued ES and Special Science ES West Central ES I West Central ES II	Leonarda J. Manansala
East Central IS (Elementary) Bacayao Sur ES Pascuala G. Villamil ES Pogo-Lasip ES Lasip Grande ES	Debbie C. Gan
Mangin-Tebeng ES Tambac ES Tebeng ES Caranglaan ES	Rowena O. Lapaan





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Bliss ES Bonuan Boquig ES Leon-Francisco Maramba ES Federico N. Ceralde IS (Elementary)	Cherry A. Cayabyab Agnes B. Royulada
Sabangan ES Gregorio Del Pilar ES North Central ES	Gemma M. Erfelo Renata G. Rovillos
Mamalingling ES Bolosan ES Salisay ES Victoria Q. Zarate ES	Alicia B. Quimboy
Lomboy ES Suit ES Pugaro IS (Elementary) Pantal ES Salapingao ES	Isabelita N. Daroya
Juan P. Guadiz ES T. Ayson Rosario ES Calmay ES Carael ES	Liberty G. Roxas



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SCHOOL TESTING TEAM PERSONNEL IN ALL TESTING CENTERS

PUBLIC	
102158 Lasip Grande ES	N=25
CHIEF EXAMINER	JENNIFER M. PULIDO
SCHOOL TESTING COORDINATOR	LEROY V. NABOR
ROOM EXAMINERS	1. JUDICATHERINE MANAOAT (JLSES) 2. LIGAYA FLOR (WCES II)
152501 Tebeng ES	N=26
CHIEF EXAMINER	EDWINA R. CARRERA
SCHOOL TESTING COORDINATOR	ROSETTE A. RAMOS
ROOM EXAMINERS	1. ELOISA VALERIO (WCES II) 2. JESSIEBETH AQUINO (MALUED ES)
102176 Lomboy ES	N=32
CHIEF EXAMINER	RONEL T. SALAZAR
SCHOOL TESTING COORDINATOR	CLAREINA C. MENCIAS
ROOM EXAMINERS	1. LEOWIL VEJANO (FNCIS) 2. RALPH CLIFFORD CORNEL (VQZES)
102156 Pascuala G. Villamil ES	N=33
CHIEF EXAMINER	MARISEL M. GATCHALIAN
SCHOOL TESTING COORDINATOR	VALEN JOY B. DECANO
ROOM EXAMINERS	1. JESUSA MACARAEG (WCES I) 2. AARON SABANGAN (LUCAO ES)
102181 Juan P. Guadiz ES	N=23
CHIEF EXAMINER	REYNALDO D. CABUSI
SCHOOL TESTING COORDINATOR	ALLISON B. CAGUIOA
ROOM EXAMINERS	1. JOLLY ROSARIO (BONUAN BOQUIG ES) 2. JOANN MAGSANOC (SABANGAN ES)
102180 Suit ES	N= 24
CHIEF EXAMINER	CINDY A GANO
SCHOOL TESTING COORDINATOR	JACKIE LOU E. CALAGUIO
ROOM EXAMINERS	1. RONNEL NAVALTA (MAMALINGLING ES) 2. ACELA VILLANUEVA (CARAEL ES)
102162 BLISS ES	N=33
CHIEF EXAMINER	JOSE Q. TAPARO
SCHOOL TESTING COORDINATOR	JASMIN F. AGUSTIN
ROOM EXAMINERS	1. ROWELA ARAGONA (PANTAL ES) 2. VON AUSTIN CORNEL (SALAPINGAO ES)
102161 Tambac ES	N=41
CHIEF EXAMINER	MILAGROS Y. EMBUIDO
SCHOOL TESTING COORDINATOR	MELBA M. PARAS
ROOM EXAMINERS	1. RAQUEL RIOFERIO (WCES I)



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	2. JUDY CARRERA (JLSES)
102149 Juan L. Siapno ES	N=38
CHIEF EXAMINER	ELMER B. AMANSEC
SCHOOL TESTING COORDINATOR	JOSEPHINE S. CALACHAN
ROOM EXAMINERS	1. PARAAN, MARY GRACE (ECIS) 2. GERALDINE CLAVERIA (BACAYAO SUR ES)
102169 Mamalingling ES	N=35
CHIEF EXAMINER	ROCHELLE T. AQUINO
SCHOOL TESTING COORDINATOR	MA. PAZ A. FERNANDEZ
ROOM EXAMINERS	1. JERRIMY UBALDO (BACAYAO SUR ES) 2. ARLENE GOTANGOGAN (PGVES)
102174 Calmay ES	N=37
CHIEF EXAMINER	CORAZON L. CEREZO
SCHOOL TESTING COORDINATOR	SHARLENE N. FERRERIA
ROOM EXAMINERS	1. DANICA NARVASA (FNCIS) 2. ROSELLY ORITO (GGDPES)
102154 Bacayao Sur ES	N=45
CHIEF EXAMINER	MA. IMELDA A. INFANTE
SCHOOL TESTING COORDINATOR	YOLANDA Q. PRADO
ROOM EXAMINERS	1. MAUREEN MANUEL (MALUED ES) 2. MA. LOVELLA CEZAR (WCES I) 3. RAMIL BRUMUELA (JLSES)
102172 Salisay ES	N=57
CHIEF EXAMINER	MARNELLI C. SONZA
SCHOOL TESTING COORDINATOR	DARYL JANE D. TANDOC
ROOM EXAMINERS	1. CELY GONZALES (CARANGLAAN ES) 2. EDEN MANZANO (POGO-LASIP ES) 3. DAISY CRUZ (LASIP GRANDE ES)
102173 T. Ayson-Rosario ES	N=74
CHIEF EXAMINER	RODANTE D. LLAMAS
SCHOOL TESTING COORDINATOR	RIKKI MAE L. MANONGDO
ROOM EXAMINERS	1. MELODY TRINIDAD (VQZES) 2. JUDY CALLANTA (FNCIS) 3. MARIEL DULAY (BONUAN BOQUIG ES) 4. ARLENE B. BAUTISTA (NCES)
102159 Mangin-Tebeng ES	N=55
CHIEF EXAMINER	JIMMY D. CANCINO
SCHOOL TESTING COORDINATOR	ABIGAIL M. DE VERA
ROOM EXAMINERS	1. PAULINE ZULUETA (WCES II) 2. MARGARETTE VINOYA (MALUED ES) 3. CYNTHIA GONZALES (LUCAO ES)



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102163 Leon Francisco Maramba ES		N=55
CHIEF EXAMINER	MARY ANN C. CARRERA	
SCHOOL TESTING COORDINATOR	ARLENE GRACE B. GAN	
ROOM EXAMINERS	1. AQUINO, NANETTE (ECIS)	
	2. ELSIE TANDOC (BACAYAO ES)	
	3. PRINCE CG ORPILLA (POGO-LASIP ES)	
102155 Caranglaan ES		N=62
CHIEF EXAMINER	ALVIN A. BAUTISTA	
SCHOOL TESTING COORDINATOR	NOBI DEN D. DE VERA	
ROOM EXAMINERS	1. SHEILLAH TABUZO (WCES II)	
	2. JOSELIE JOY ROSARIO (LUCAO ES)	
	3. MARGIE OVIEDO (WCES I)	
	4. JUDY ANN CEREZO (MALUED ES)	
102179 Salapingao ES		N=76
CHIEF EXAMINER	JOSE P. CARDOSO	
SCHOOL TESTING COORDINATOR	DIANA D. SISON	
ROOM EXAMINERS	1. ERMA DELOS REYES (SALAPINGAO ES)	
	2. RONILLO TANDOC (GGDPES)	
	3. LEONORA FERNANDEZ (WCES I)	
	4. MYRNA VALDEZ (SALAPINGAO ES)	
102160 Pogo-Lasip ES		N=66
CHIEF EXAMINER	EDITHA V. LUNA	
SCHOOL TESTING COORDINATOR	JOSE FELICIANO A. SABADO	
ROOM EXAMINERS	1. MA. CORAZON LORIA (WCES I)	
	2. GINALYN SARINGAN (LUCAO ES)	
	3. LIBERTY CABLING (MALUED ES)	
	4. WELLA RAGA (LUCAO ES)	
102167 Victoria Q. Zarate ES		N=78
CHIEF EXAMINER	SHEZYDEE E. AGAS	
SCHOOL TESTING COORDINATOR	MILLICENT V. ANTONIO	
ROOM EXAMINERS	1. MARAMBA, BEVERLY ANN (ECIS)	
	2. NELITA CARRERA (PGVES)	
	3. MARRIE GRACE CUNA (POG-LASIP ES)	
	4. ROCHELLE QUIROS (CARANGLAAN ES)	
102153 West Central ES II		N=80
CHIEF EXAMINER	JENNIFER M FESTEJO	
SCHOOL TESTING COORDINATOR	DELAILA G ANSELMO	
ROOM EXAMINERS	1. MARIE MAY DELA CRUZ (CARAEL ES)	
	2. CHERRY DELA CRUZ (TARES)	
	3. MA. CATHERINE MAMORNO (JPGES)	
	4. AILENE DE LA CRUZ (LOMBOY ES)	



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102177 Pantala ES		N=102
CHIEF EXAMINER		JOHN SILVESTER A. ALIPIO
SCHOOL TESTING COORDINATOR		ROSARIO B. CASON
ROOM EXAMINERS		1. VICKY SORIANO (VQZES)
		2. VILMA MOISES (SABANGAN ES)
		3. MICHELLE C. DORIA (BOLOSAN ES)
		4. RUVVLYN PEREZ (SALISAY ES)
		5. GILDA DELA CRUZ (LFMES)
		6. MAIMA JEAN TAMAYO (MAMALINGLING ES)
102168 Gen. Gregorio del Pilar ES		N=100
CHIEF EXAMINER		MEDARLO V. DE LEON
SCHOOL TESTING COORDINATOR		CHRISTINE GRACE H. ABAYAN
ROOM EXAMINERS		1. JACQUELINE GAN (TEBENG ES)
		2. ZENAIDA DE VERA (CARANGLAAN ES)
		3. MARGIE JUGUILON (MTES)
		4. MA. GEMMA ROSARIO (TAMBAC ES)
		5. MARCELLANA, MARIVIC (ECIS)
500055 Pugaro IS		N=88
CHIEF EXAMINER		GARY B. DESOLOC
SCHOOL TESTING COORDINATOR		RONALDO G. TORIO
ROOM EXAMINERS		1. JOEL MORENO (TEBENG ES)
		2. RECA U. ABRIO (FNCIS)
		3. JUDY ANNE DAVID (BONUAN BOQUIG ES)
		4. ERWIN FESTEJO (VQZES)
		5. BERNADETTE FLORES (SALISAY ES)
102175 Carael ES		N=149
CHIEF EXAMINER		RENATO D. BENITEZ
SCHOOL TESTING COORDINATOR		ADELINA N. FABROA
ROOM EXAMINERS		1. EDWIN BENITEZ (SALISAY ES)
		2. FARRAH LANDINGIN (NCES)
		3. CYNTHIA RAGUINDIN (GGDPESO)
		4. ROWELA ORIENZA (SABANGAN ES)
		5. JENNIFER FIGUEROA (BOLOSAN ES)
		6. CARMINA PASCUA (BLISS ES)
		7. LIZA IDIO (BONUAN BOQUIG ES)
		8. LYN ABREU (FNCIS)
102163 Bolosan ES		N=136
CHIEF EXAMINER		JONATHAN J. SALAZAR
SCHOOL TESTING COORDINATOR		DARLITA C. PALAGANAS
ROOM EXAMINERS		1. MAYORALGO, MAYFLOR (ECIS)



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	2. GEMMA P. CENTINO (LASIP GRANDE ES)
	3. DRIZZLE HAZE ESTABILLO (MTES)
	4. DIARRAH MAE CELESTE (TAMBAC ES)
	5. RHEA GUARDIANA (CARANGLAAN ES)
	6. NELIA PASTORIN (PLES)
	7. ROSALES, JASMIN (ECIS)
102151 Malued ES and Special Science ES N=114	
CHIEF EXAMINER	MA. RITA TERESA V. RIÑOZA
SCHOOL TESTING COORDINATOR	ARABELLA R. SABADO
ROOM EXAMINERS	1. MENCHIE F. AGAPITO (PIS)
	2. JUVY DE GUZMAN (PANTAL ES)
	3. FELINDA PALAGANAS (SALAPINGAO ES)
	4. LALA DE VERA (LOMBOY ES)
	5. CRISTINA ROCHELLE ESTIMADA (CARAEL ES)
	6. MICHELLE TANDOC (TARES)
102171 Sabangan ES N=138	
CHIEF EXAMINER	VERENA R. BAUTISTA
SCHOOL TESTING COORDINATOR	MARLOTTE G. PARAS
ROOM EXAMINERS	1. KRISTINE ANNE DIAZ (WCES I)
	2. ANNABELLE FERNANDEZ (LUCAO ES)
	3. UNTALAN, MILDRED (ECIS)
	4. LAURA AGAS (MTES)
	5. JANICE JIMENEZ (FNCIS)
	6. KIMBERLY REFUERZO (NCES)
	7. GEMMA MAMARIL (BOLOSAN ES)
102150 Lucao ES N=171	
CHIEF EXAMINER	JERYLLEE P. TOLENTINO
SCHOOL TESTING COORDINATOR	KIMBERLY ANN L. ROSARIO
ROOM EXAMINERS	1. JOAQUIN REYES (LFMES)
	2. JULIE CONTRERAS (JPGES)
	3. SHARLENE FERRERIA (CALMAY ES)
	4. RASCHELLE ESPERANZA (TARES)
	5. HELEN CABREROS (CARAEL ES)
	6. NORALIZA JANE BONZO (SALAPINGAO ES)
	7. JACKIELYN QUINTO (SUIT ES)
	8. MARIOLE VALDEZ (PIS)
102170 North Central ES N=166	
CHIEF EXAMINER	AGAPE M. NABUA
SCHOOL TESTING COORDINATOR	MARION E. SOLIS
ROOM EXAMINERS	1. FABIA, MARIETTA (ECIS)
	2. MARISSA TANDOC (WCES I)



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	8. JESSICA SANCHEZ (PANTAL ES)
	9. RODA MEJIA (WCES I)
	10. FE VALLO (NCES)
102152 West Central ES I	N=217
CHIEF EXAMINER	MARILOU G. TAMINAYA
SCHOOL TESTING COORDINATOR	KIMBERLY N. MAMARIL
ROOM EXAMINERS	1. MARIVIC LOPEZ (FNCIS)
	2. RODA BENGSON (LUCAO ES)
	3. ARVIE JANE LOPEZ (BBES)
	4. NOVA DE GUZMAN (NCES)
	5. CORAZON GOROZA (GGDPES)
	6. MARIA MERCEDES EDADES (BOLOSAN ES)
	7. GRACELJOY Q. TANDINGAN (FNCIS)
	8. ELISA MENDOZA (CARAEL ES)
	9. ZYRELLE MARIADO (NCES)
	10. MAYJOLICA PARAGAS (PIS)
	11. JANICE LANGIT (NCES)



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**MONITORING TOOL IN THE ADMINISTRATION
OF EARLY LANGUAGE, LITERACY, AND NUMERACY ASSESSMENT (ELLNA)**
April 24, 2024

School Name: _____ School ID: _____
School Head: _____ District: _____
School Address: _____ Division: _____

Number of Examinees									Type of School	
Enrolled			Actual			% of Test Takers			Public	Private
M	F	Total	M	F	Total	M	F	Total		

Areas	Criteria	Observed		Comments/ Observations
		Yes	No	
Testing Center Requirements	There is distribution room for the test materials to ensure the security and confidentiality of the test.			
	The distribution room is accessible to all testing rooms to facilitate the release and retrieval of test materials.			
	There is distribution room for the test materials to ensure the security and confidentiality of the test.			
	There are enough testing rooms to accommodate the examinees.			
	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.			
	The List of Actual Examinees are posted in each testing room.			
	The list posted are in alphabetical order, regardless of gender.			
	The first and last rows of seats are close to the classroom walls to			





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	ensure enough spacing in between rows.			
	Seats of absentees are left vacant.			
	A comfort room is accessible to the examinees and testing personnel in the area.			
	Instructional materials/aids posted on the classroom walls are covered.			
	Each testing room have the following materials:			
	a. Test materials enough for all examinees in the room in sealed boxes/packs			
	b. Table and chair for the Room Examiner			
	c. Enough seats for the examinees			
	d. Name grid			
	e. Board work			
	f. Pencils			
	g. Extra sheet of paper for computation			
	There is visible presence of PTA Officials, Barangay Officials, Barangay Tanod and PNP to provide assistance, support and security			
Test Accommodations for Learners with Special Needs (DepEd Order 25, s. 2016)	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			
	The time allotment for taking the test is doubled. This is to give them ample time to read and answer the test.			
	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.			



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	There is a designated personal assistant to help those with difficulty walking/ moving/climbing steps.			
	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.			
	There are alternative test formats (Braille, large print, audio, electronic).			
	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.			
	There are appropriate test furniture such as table and chair.			
Test Administration	The test is administered to target learners in the public and private schools.			
	Examinees are alphabetically arranged regardless of gender.			
	Each examinee has a Learner Reference Number (LRN).			
	Rooms are arranged with six rows by five lines of armchairs.			
	A maximum of 30 examinees per testing room is seated in alphabetical order.			
	The seats are spaced far enough from each other to discourage unnecessary talking among examinees.			
	To monitor the going in and out of the testing room, only one door is kept open.			
	All examinees are provided with their own test booklet and answer sheet.			



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	The examinees used pencils and blank sheets of paper for computation purposes.			
	All belongings of the examinees are placed in front.			
	Electronic devices such as calculator and mobile phones are not allowed in the testing room.			
	The room examiner conducts orientation in taking the test to the examinees.			
	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.			
	The examinee received two sheets of AS with the same serial number.			
	The following form is in the possession of the room examiner:			
	• Form 1-List of Examinees			
	• Form 2-Seat Plan			
	• Form 3-Test Materials Accounting Form			
	• Form 7-Room Examiner's Test Administration Evaluation Report			
	• Information in the room Examiner's Transmittal Report Envelope (ETRE), e.g. number of registrants and actual examinees			
	• Time record (copy of the board work with the actual time record)			
	Used ASs are arranged consecutively by Examinee Number and are placed inside the original plastic bags.			
Retrieval of the Test Materials	The Chief Examiner does the following:			
	• Collects and accounts all ETREs with the assistance of the School Testing Coordinator/Room Supervisor.			



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	• Arranges and bundles the ETREs accordingly			
	• Accounts all TBs returned by the Room Examiners.			
	• Requires the Room Examiners to affix their signature in the Form 3 after the Test materials have been accounted for.			
	• Accomplishes Form 5- TB Quantity and Completeness Verification Sheet and Form 6-AS Quantity and Completeness Verification Sheet.			

General Findings/Observations/Problems Encountered:

Actions Taken:

Recommendations:

Monitored by: _____

Conforme: _____

School Head/Principal

Date Signed: _____



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