



Republic of the Philippines  
Department of Education  
Region VI - Western Visayas  
SCHOOLS DIVISION OF CAPIZ

21 OCT 2025

**DIVISION MEMORANDUM**

No. 547 s. 2025

**ADMINISTRATION OF THE EARLY LANGUAGE, LITERACY, AND NUMERACY ASSESSMENT (ELLNA) FOR SCHOOL YEAR 2025-2026**

To: Asst. Schools Division Superintendent  
Chief Education Supervisor (CES)/OIC - CES  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Integrated School Heads  
District Testing Coordinators  
All Others Concerned

1. The Department of Education (DepEd), through the Bureau of Education Assessment (BEA) and this Office will administer the **Early Language, Literacy, and Numeracy Assessment (ELLNA)** for School Year 2025-2026 on **November 4, 2025**.
2. The ELLNA will be administered to all **Grade 4 public elementary learners** to assess whether they are meeting the learning standards in early language, literacy, and numeracy. The assessment will be conducted in a paper-based format using multiple choice items.
3. In this connection, the following activities will be undertaken:

Activity	Date/ Time/ Venue	Persons Involved
Virtual Division Orientation	October 23, 2025 9 AM Capiz Division Multipurpose Hall	District Testing Coordinators, School Heads & School Testing Coordinators
School Orientation	October 27-31, 2025 Respective schools	School Heads, School Testing Coordinators and Room Examiners
Preparation and sorting of Testing Materials	October 31, 2025 8 AM to 5 PM School Governance & Operations Division (SGOD) Building	Division Testing Personnel
Distribution of Testing Materials	November 3, 2025 8 AM to 5 PM School Governance & Operations Division (SGOD) Building	District Testing Coordinators, School Heads and Division Testing Personnel
Administration of ELLNA	November 4, 2025 Respective schools	Grade 4 learners and Division, District and School Testing Personnel



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Retrieval of Testing Materials	November 5, 2025 8 AM to 5 PM School Governance & Operations Division (SGOD) Building	District Testing Coordinators, School Heads and Division Testing Personnel
Repacking and accounting of Testing Materials	November 5-7, 2025 8 AM to 5 PM School Governance & Operations Division (SGOD) Building	Division Testing Personnel

4. To ensure the standardized administration of the aforementioned assessment program, teachers from various schools within the district who will serve as Room Examiners and Supervising Examiners shall be assigned to other schools within the same district to administer the test in accordance with the prescribed guidelines on standardized test administration. Further, all Public Schools District Supervisors, through their respective District Testing Coordinators, are requested to prepare the assignment of teachers who will be involved in the conduct of the said assessment program.
5. Room Examiners, Testing Personnel, and Examinees should be in the testing center at 6:00 AM on examination day.
6. Examinees shall bring pencil (Mongol #2), eraser, sharpener, pad paper, water, and packed snacks.
7. Transportation expenses during the distribution and retrieval of testing materials are chargeable against the downloaded Program Support Funds (PSF) while other expenses incurred relative to the conduct the above activity shall be charged against school MOOE/ local funds subject to the usual accounting and auditing rules and regulations.
8. Immediate dissemination of and compliance with this Memorandum are desired.

  
**ROEL F. BERMEJO**  
Schools Division Superintendent



Encl.: DepEd Memorandum No. 087, s. 2025

Reference: As stated

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

ASSESSMENT  
LEARNERS  
MONITORING AND EVALUATION  
PROGRAMS



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