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Republic of the Philippines  
**Department of Education**  
Region XI  
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

July 10, 2025

**DIVISION MEMORANDUM**

No. 0153, s. 2025

**Enhancing Readiness and Ensuring Effective Administration  
of the ELLNA and NAT10 Through Strategic Technical Assistance  
for SY 2025-2026**

To : Assistant Schools Division Superintendent  
Chiefs of Curriculum Implementation Division (CID) and  
School Governance and Operations Division (SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
Public and Private Secondary School Heads  
Public Elementary School Heads

1. In preparation for the upcoming Early Language, Literacy, and Numeracy Assessment (ELLNA), scheduled within the testing window of **July 28 to August 1, 2025**, and the National Achievement Test for Grade 10 (NAT10), set for **August 26 to August 31, 2025**, all Education Program Supervisors and Public Schools District Supervisors are directed to provide technical assistance in their respective areas. This is to ensure that learners are well-prepared and that the administration of the tests is smooth, organized, and efficient.

2. Monitors are requested to coordinate with the concerned schools and provide necessary assistance. Please see the enclosures for the list of monitors and their schools to be monitored, the schedule of monitoring, and the monitoring tool.

3. Transportation, meals, snacks, and other expenses related to the monitoring of the test shall be charged to the Division MOOE, subject to the usual government accounting and auditing rules and regulations.

4. Please be guided accordingly.

For and in the absence of the Schools Division Superintendent:

**JANWARIO E. YAMOTA CESO VI**  
**CHIEF- Curriculum Implementation Division**  
**Officer-in-Charge**

Enc. As Stated  
Doc://CID/je/y/jdr

RELEASED



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**JUL 11 2025**

RECORDS SECTION OF PANABO CITY  
BY



Republic of the Philippines  
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Enclosure 1: List of Monitors, schools to be monitored, and the monitoring schedule for ELLNA.

Schools	Week1- July 14-19, 2025	Week 2-Jul. 21-26, 2025	Week 3- Jul 28-Aug.1, 2025	August 1 ELLNA Test Administration
Panabo Central ES San Francisco ES	Ramil Jacky Firman	Ramil Jacky Firman	Ramil Jacky Firman	Ramil Jacky Firman SDS Jinky B. Firman
Gredu ES Dona Nenita ES	Joylyn Martinez	Joylyn Martinez	Joylyn Martinez	Joylyn Martinez ASDS Basilio Mana-ay
San Vicente ES San Pedro ES	Marissa Manginsay	Marissa Manginsay	Marissa Manginsay	Marissa Manginsay Aileen Anonuevo
Rizal ES Sto. Nino ES	Ylcy Manguilimotan	Ylcy Manguilimotan	Ylcy Manguilimotan	Ylcy Manguilimotan Juliet Raganas
Salvacion ES AOF ES II Cabili ES	Janwario Yamota	Janwario Yamota	Janwario Yamota	Janwario Yamota
Southern Davao ES Nanyo ES RD Mabitad ES	Antonio Pasquito	Antonio Pasquito	Antonio Pasquito	Antonio Pasquito
Don Manuel Javellana ES Dalisay Village ES Valentin Daquio ES	Rey Deocampo	Rey Deocampo	Rey Deocampo	Rey Deocampo
Antonio O. Floirendo ES Tibungol ES P. Changco ES	Julius Suelto	Julius Suelto	Julius Suelto	Julius Suelto
Roxas ES Sindaton ES Sison ES	Ma. Angelita Perpetua Suelto	Ma. Angelita Perpetua Suelto	Ma. Angelita Perpetua Suelto	Ma. Angelita Perpetua Suelto
JP Laurel ES Glicerio L. Dondoy CES	Nenita G. Tuazon	Nenita G. Tuazon	Nenita G. Tuazon	Nenita G. Tuazon
Katualan ES San Roque Es Mabunao ES	Peter Mijares	Peter Mijares	Peter Mijares	Peter Mijares
New Visayas CES Datu Abdul ES	Carolyn Arado	Carolyn Arado	Carolyn Arado	Carolyn Arado
Narciso B Galapin ES Buenavista ES	Elden D. Orbeta	Elden D. Orbeta	Elden D. Orbeta	Elden D. Orbeta



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Lorenzo T. Concepcion IS Tagurot ES	Cezen Paculanang	Cezen Paculanang	Cezen Paculanang	Cezen Paculanang
Sta. Cruz ES Kiotoy ES	Djhoane C. Aguilar	Djhoane C. Aguilar	Djhoane C. Aguilar	Djhoane C. Aguilar
Consolacion ES Malativas ES T.G. Gerona ES	Irbyn Petalcorin	Irbyn Petalcorin	Irbyn Petalcorin	Irbyn Petalcorin
Licanan ES Little Panay ES	Marlou de Asis	Marlou de Asis	Marlou de Asis	Marlou de Asis
Katipunan ES Namuag ES	John Visillas	John Visillas	John Visillas	John Visillas
Waterfall ES Kasilak ES	Avelino Bitang	Avelino Bitang	Avelino Bitang	Avelino Bitang

Prepared by:

JULIET D. RAGANAS RGC, LPT  
Division Testing Focal



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Enclosure 3: Monitoring Checklist for Learners' Preparedness

**DIVISION ELLNA/NAT MONITORING CHECKLIST**  
(Weekly Field Monitoring)

Name of School: \_\_\_\_\_  
School Address: \_\_\_\_\_  
Name of Testing Coordinator: \_\_\_\_\_

Date of Visit: \_\_\_\_\_  
School ID #: \_\_\_\_\_  
Grade Level: \_\_\_\_\_

**A. Enrolment and Attendance**

Grade Level Takers	Number of Enrolled based on LIS			Attendance during Monitoring			% of Attendance
	M	F	T	M	F	T	
Grade 3/Grade 6							
Grade 10/Grade 12							

**B. Test Preparedness**

Indicators	Yes	No	MOVs/Remarks
<b>1. Academic Preparation</b>			
a. Review sessions are conducted regularly as scheduled.			
b. The Class Review Program is prepared to show the schedule per subject.			
c. Learners are grouped appropriately. (20 per room for grade 3, and 30 per room for other grades) For Saturday Review			
d. Teaching strategies aligned with the competencies assessed in ELLNA/NAT			
e. Learning materials, mock tests, and resources are readily available.			
f. There is a system to track learners' progress and address learning gaps			



g. The identified learning areas are provided with NAT-like materials in soft and hard copy			
<b>2. Teacher Involvement</b>			
a. The school submitted the list of teachers facilitating the review sessions.			
b. Teachers are following the planned schedule and review activities.			
c. Teachers are using interactive and engaging methods to enhance learning.			
d. Teachers conducted Saturday sessions or extended hours and recorded for service credits.			
<b>3. Monitoring and Feedback</b>			
a. Learners are assessed weekly to gauge their progress.			
b. Struggling learners are identified and provided with interventions.			
c. Feedback and recommendations are collected from both teachers and learners			
d. School heads and supervisors conducted regular classroom observations and technical assistance.			
<b>4. Addressing Test Anxiety and Mental Readiness</b>			
a. Students are provided with motivational talks/sessions to build confidence.			
b. Relaxation techniques (deep breathing, visualization) are introduced and practiced			
c. Peer study groups encouraged for collaborative learning			
d. Mock tests have been conducted to help students familiarize themselves with the test format			
<b>5. Health and Well-being Support</b>			
a. Students are encouraged to maintain proper hydration and nutrition.			
b. Students are reminded to get enough sleep before test days.			
c. Short breaks are incorporated into long review sessions to prevent fatigue.			



d. Light exercises or stretching activities are included to promote alertness.			
<b>6. School Heads Support</b>			
a. Mock Test Materials are printed using local funds.			
b. Visits/Monitors class reviews as scheduled			
c. Provide financial support to teachers during the review. (ink, bond paper, snacks, etc.)			
d. Prepared/Submitted action plan on Test preparedness and ensures implementation of activities.			
<b>TOTAL nos. Of YES</b>			

Score Interpretation:

**Highly Prepared (26-27):** The learners demonstrate excellent readiness, strong academic foundation, minimal test anxiety, and good physical and mental preparedness. Only minor reinforcement is needed.

**Moderately Prepared (20-25):** The learners are well-prepared but may require targeted interventions in certain areas, such as academic reinforcement, test-taking strategies, or anxiety management.

**Partially Prepared (10-19):** The learners show some preparedness but have noticeable gaps in academic knowledge, confidence, or test-taking skills. Focused review sessions and support are necessary.

**At Risk (1-9):** The learners are at high risk of struggling during the test due to major gaps in knowledge, high anxiety, or lack of test-taking skills. Immediate and personalized intervention is required.

General Observations:

1. What are the strengths of the review sessions?

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2. What challenges or areas for improvement were observed?

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Additional Recommendations for better Implementations: (Issues/Concerns/incidents encountered)

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Monitored by:

Conformed:

Supervisor

School Head

Date: \_\_\_\_\_

Date: \_\_\_\_\_

