



Republic of the Philippines  
**Department of Education**  
REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

**DIVISION MEMORANDUM**

No. 025 s. 2025

15 JAN 2025

**COLLECTION OF THE NUMBER OF ENROLEES FOR THE ADMINISTRATION OF THE EARLY LANGUAGE, LITERACY AND NUMERACY ASSESSMENT (ELLNA) AND NATIONAL ACHIEVEMENT TEST FOR THE GRADE 6 (NAT G6) FOR SCHOOL YEAR (SY) 2024-2025**

**To:** Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public and Private Elementary School Heads  
All Others Concerned

1. Pursuant to Section 11 of DepEd Order No. 55, s. 2026, titled "Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program" on the Allocation, Delivery, and Retrieval of Test Materials, which states that Division Testing Coordinators (DTCs) and Private School Supervisors (PSSs) are directed to submit updated enrolment data for the current school year.
2. The DTCs and PSS are directed to submit to BEA the enrollment by school based on the cut-off date of SY 2024-2025 on or before January 15, 2025, through the link provided in the basic communication. This Data shall serve as basis for the allocation of the materials and budget estimates for the upcoming administration of ELLNA and NAT 6.
3. The templates are available and can be accessed via the following link: <https://rb.gy/g6bv01>.
4. Attached are DepEd Advisory and Regional Memorandum No. 70, s. 2025 on Collection of the Number of Enrollees for the Administration of ELLNA and NAT 6 for SY 2024-2025 for reference.
5. For information and guidance.

By the Authority of the SDS:

  
**ARNEL S. BANDIOLA**

Assistant Schools Division Superintendent

**ANSELMO R. ALUDINO**  
Schools Division Superintendent

Encl.: As stated

Reference: Advisory dated January 10, 2025  
Regional Memorandum No. 70, s. 2025

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

ELLNA  
NAT G6

CID-AVJ/DM-Collection of the Number of Enrolees for the Administration of the ELLNA and NAT G6  
2500770/5013/January 15, 2025



DepEd Batac City

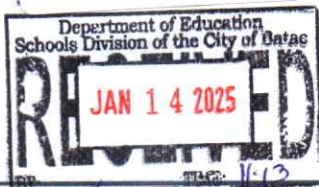


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Republic of the Philippines  
**Department of Education**  
REGION I

**REGIONAL MEMORANDUM**

No. 70, s. 2025

**COLLECTION OF THE NUMBER OF ENROLEES FOR THE ADMINISTRATION OF THE EARLY LANGUAGE, LITERACY AND NUMERACY ASSESSMENT (ELLNA) AND NATIONAL ACHIEVEMENT TEST FOR THE GRADE 6 (NAT G6) FOR SY 2024-2025**

To: Schools Division Superintendents

- Pursuant to Section 11 of DepEd Order No. 55, s. 2016, titled "Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program" on the Allocation, Delivery, and Retrieval of Test Materials, which states that the Division Testing Coordinators (DTCs) and Private School Supervisors (PSSs) are directed to submit updated enrollment data for the current school year.
- The DTCs and PSSs are directed to submit to BEA the enrollment by school based on the cut-off date of SY 2024-2025. This data shall serve as basis for the allocation of test materials and budget estimates for the upcoming administration of ELLNA and NAT G6.
- The templates are available and can be accessed via the following link: **[https://bit.ly/2025\\_allocation\\_templates](https://bit.ly/2025_allocation_templates)**.
- The submitted files of the DTCs must be in Excel format with the following standardized file name for easier reference:

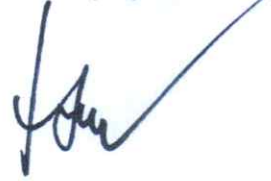
ASSESSMENT	FILE FORMAT	EXAMPLE
ELLNA	SDO-ELLNA-DDMMYYYY	ALAMINOS-ELLNA-15JAN2025
NAT G6	SDO-NATG6-DDMMYYYY	BATAC-NATG6-15JAN2025

- The DTCs shall submit the data on or before January 15, 2025, through the following links:
  - For ELLNA:  
<https://shorturl.at/pFaod>
  - For NATG6:  
<https://shorturl.at/7J5yg>
- A virtual orientation to present the submitted data allocation shall be held on January 20, 2025 at 1:00 to 2:00 pm with the following information:  
MS TEAMS Meeting Link: <https://bit.ly/2025Allocation>



7. For more information, contact BEA-EAD at telefax number (02) 8631-2589 or email [bea.ead@deped.gov.ph](mailto:bea.ead@deped.gov.ph)

8. For immediate dissemination and compliance.



**TOLENTINO G. AQUINO**  
Director IV *TS*

Encl.: Advisory dated January 10, 2025  
Reference: Advisory dated January 10, 2025

To be included in the Perpetual Index  
Under the following subject

ELLNA  
NATG6

CLMD/magd/RM\_ELLNA\_NATG6  
January 14, 2025



Flores St., Catbangan, City of San Fernando, La Union  
Telephone Nos.: (072) 607-8137/682-2324  
DepEd Region I [region1@deped.gov.ph](mailto:region1@deped.gov.ph)  
[www.depedro1.com](http://www.depedro1.com)

Doc. Ref. Code	RM-ORD	Rev	00
Effectivity	11.18.2024	Page	2 of 2





Republic of the Philippines  
**Department of Education**  
BUREAU OF EDUCATION ASSESSMENT



Office of the Director

10 January 2025

**ADVISORY**

**Collection of the Number of Enrollees for the Administration of  
the Early Language, Literacy and Numeracy Assessment (ELLNA) and  
National Achievement Test for Grade 6 (NAT G6) for  
School Year (SY) 2024-2025**

1. Pursuant to Section 11 of DepEd Order No. 55, s. 2016, titled "*Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program*" on the Allocation, Delivery, and Retrieval of Test Materials, which states that the Division Testing Coordinators (DTCs) and Private School Supervisors (PSSs) are directed to submit updated enrollment data for the current school year.
2. The DTCs and PSSs are directed to submit to BEA the enrollment data by school based on the cut-off data of SY 2024-2025. This data shall serve as a basis for the allocation of test materials and budget estimates for the upcoming administration of ELLNA and NAT G6.
3. Further, this Bureau requests the assistance of the following:
  - a. The **Regional Testing Coordinators (RTCs)** must coordinate with their respective Schools Division Offices (SDOs) through the DTCs to collect and compile their submitted enrollment data and upload the complete data to the BEA-EAD shared drive.
  - b. The **DTCs** are required to collect and compile the submitted enrollment data coming from each school under their respective SDO and ensure the complete, accurate, and quality collection of enrollment data.
  - c. The **School Testing Coordinators (STCs)** are required to submit complete, accurate, and quality enrollment data for the current school year to their DTCs.
4. The templates are available and can be accessed via the following link:  
**[https://bit.ly/2025\\_allocation\\_templates](https://bit.ly/2025_allocation_templates)**.



**FILE SAVING FORMAT FOR DTC:**

DIVISION-REGION-NATG6-DDMMYYYY
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## EXAMPLE

ILOCOSSUR-I-NATG6-9JAN2024
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PALAWAN-IVB-NATG6-9JAN2024
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**FILE SAVING FORMAT FOR RTC:**

REGION-NATG6-DDMMYYYY
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## EXAMPLE

NCR-NATG6-15JAN2024
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**INSTRUCTIONS:**

- |  |
|--|
| 1. All Regional Testing Coordinators (RTCs), Division Testing Coordinators (DTCs), and School Testing Coordinators (STCs) are advised to download and utilize the same form for data submission.   |
| 2. Fill in the necessary information accurately and ensure all details are entered correctly on the form. Avoid making any amendments or corrections after submission to maintain data integrity.  |
| 3. To facilitate easy access, the BEA-EAD has implemented a formula for calculating the Total Number of Schools (Row 6) and Total Number of Enrollment (Row 7). This formula simplifies the process and is applicable to DTCs and RTCs when compiling and submitting data to the EAD shared drive. |
| 4. In the form, there are drop-down lists available for selecting the Region (Column A) and Division (Column B) to ensure accurate categorization. Similarly, a drop-down list is provided for the Language of Instruction (Column H)  |
| 5. Only the final data submitted by the RTC or an authorized regional representative to the BEA-EAD shared drive before the deadline will be considered valid. Multiple submissions from RTCs are discouraged to avoid confusion.  |
| 6. For additional assistance or inquiries, please refer to the advisory or contact BEA-EAD at telefax number (02) 8631-2589 or email <a href="mailto:bea.ead@deped.gov.ph">bea.ead@deped.gov.ph</a> .  |



Republic of the Philippines  
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BUREAU OF EDUCATION ASSESSMENT

**Office of the Director**

5. The submitted files by the RTCs must be in Excel format with the following **standardized file name** for easier reference:

Assessment	File Format	Example
ELLNA	REGION-ELLNA-DDMMMYYYY	I-ELLNA-15JAN2024 NCR-ELLNA-13JAN2024
NAT G6	REGION-NATG6-DDMMMYYYY	IVA-NATG6-15JAN2024 BARMM-NATG6-17JAN2024

6. The RTCs should submit the data **on or before January 16, 2025, Thursday**, through the following links:

- a. For ELLNA: [https://bit.ly/allocation\\_ELLNA](https://bit.ly/allocation_ELLNA)  
b. For NATG6: [https://bit.ly/allocation\\_NATG6](https://bit.ly/allocation_NATG6)

7. Note that BEA shall only receive enrollment data from the RTCs or authorized regional representatives and multiple submission will not be accommodated.

8. A virtual orientation to present the submitted data allocation shall be held with the following details as shown below:

Island Grouping	Date   Day	Time	Meeting Information
Luzon	January 20, 2025 (Monday)	1:00 – 2:00 pm	<b>MS Teams Meeting link:</b> <a href="https://bit.ly/2025Allocation">https://bit.ly/2025Allocation</a>
Visayas & Mindanao		2:30 – 3:30 pm	<b>Meeting ID:</b> 472 198 897 060 <b>Passcode:</b> Gn2yU3tr

9. For more information, contact BEA-EAD at telefax number (02) 8631-2589 or email [bea.ead@deped.gov.ph](mailto:bea.ead@deped.gov.ph).

10. Immediate dissemination of and compliance with this Advisory are desired.

  
**KEVIN CARL P. SANTOS, PhD**  
Director IV





**FILE SAVING FORMAT FOR DTC:**

DIVISION-REGION-ELLNA-DDMMYYYY
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**EXAMPLE**

ILOCOSSUR-I-ELLNA-9JAN2024
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PALAWAN-IVB-ELLNA-9JAN2024
----------------------------

**FILE SAVING FORMAT FOR RTC:**

REGION-ELLNA-DDMMYYYY
-----------------------

**EXAMPLE**

NCR-ELLNA-15JAN2024
---------------------

**INSTRUCTIONS:**

1. All Regional Testing Coordinators (RTCs), Division Testing Coordinators (DTCs), and School Testing Coordinators (STCs) are advised to download and utilize the same form for data submission.
2. Fill in the necessary information accurately and ensure all details are entered correctly on the form. Avoid making any amendments or corrections after submission to maintain data integrity.
3. To facilitate easy access, the BEA-EAD has implemented a formula for calculating the Total Number of Schools (Row 6) and Total Number of Enrollment (Row 7). This formula simplifies the process and is applicable to DTCs and RTCs when compiling and submitting data to the EAD shared drive.
4. In the form, there are drop-down lists available for selecting the Region (Column A) and Division (Column B) to ensure accurate categorization. Similarly, a drop-down list is provided for the Language of Instruction(Column H)
5. Only the final data submitted by the RTC or an authorized regional representative to the BEA-EAD shared drive before the deadline will be considered valid. Multiple submissions from RTCs are discouraged to avoid confusion.
6. For additional assistance or inquiries, please refer to the advisory or contact BEA-EAD at telefax number (02) 8631-2589 or email [bea.ead@deped.gov.ph](mailto:bea.ead@deped.gov.ph).