



Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

08 March 2024

DIVISION MEMORANDUM

No. 176 s.2024

**ORIENTATION WORKSHOP ON THE UTILIZATION OF CLASS MARKER
ACCOUNTS FOR THIRD QUARTER SY 2023-24**

TO:

Concerned Public Schools District Supervisors
Concerned Education Program Supervisors
Concerned Public Elementary and Secondary School Heads
Concerned Public Elementary and Secondary Teachers
Concerned Division and School ICT Coordinators
This Division

1. Relative to the Division Memoranda No. 543 and 546, s.2023, the field is hereby informed of the schedule of activities and composition of technical working group of the utilization of class marker accounts for Third Quarter, School Year 2023-24.
2. This activity intends to: (1) simplify and improve the testing process; (2) provide a user-friendly platform that will make it easier to construct, manage, and administer the test; and (3) improve overall assessment procedures.
3. The participants of the said activity will be the division testing coordinator, school ICT coordinators (for schools that will use class marker for the Q3), test encoders, and education program supervisors for the following schedules.

Date/Time	Activity	Mode/ Venue	Participants
March 11, 2024, 9:00AM	Orientation	Virtual	• Division Testing and M & E Coordinator • Education Program Supervisors • Test Encoders (<i>refer to link for list of encoders:</i> https://bit.ly/3V8QnlF) • School ICT Coordinators of Schools who will use Class Markers
March 11-15, 2024	Encoding of Test	Remote Encoding	• Test Encoders
March 18, 2024 8:00 AM (Batch 1: West 1, North 1, North 2, East 1, East 2) 1:00 PM (Batch 2: SW 1, SW 2, Central, West 2, South)	Uploading of test to the class marker	SDO Conference Room	• Division Testing and M & E Coordinator • Education Program Supervisors • School ICT Coordinators of Schools who will use Class Markers



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4. The expenses incurred for the quarterly/division assessments, particularly in the subscription of the class markers, shall be charged from local/MOOE funds in compliance with standard accounting and auditing regulations and procedures.
5. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment are accorded to all personnel regardless of age, gender and sexual orientation, disability, religion, and ethnicity.
6. Immediate compliance with this Memorandum is desired.


ROY ANGELO E. GAZO, Jr.
Schools Division Superintendent

Encl.: As stated

To be indicated in the Perpetual Index

under the following subjects:

ASSESSMENT

CURRICULUM

JDP-JSM/DM- orientation workshop on the utilization of class marker accounts for third quarter SY 2023-24
March 08, 2024