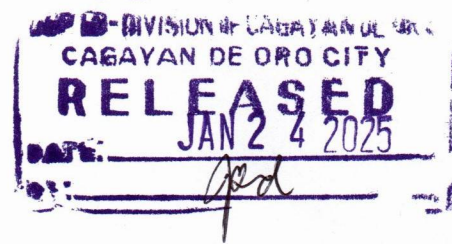




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

24 Jan 2025

MEMORANDUM

No. 19 s. 2025

TO: ELEANOR CONSEJO H. ROLLAN, SEPS, Division Testing Coordinator
JAMES ROBERTO Z. SIJO, DITO, Information Technology Officer
MARIBETH T. AUMAN, Principal, Test Administrator
SOLA VIOLETTA I. MENDOZA, School Head, Canitoan NHS

**CONDUCT OF PISA 2025 MAIN SURVEY NATIONAL ORIENTATION
AND TRAINING FOR FIELD TESTING PERSONNEL**

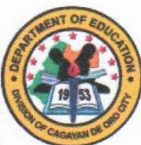
1. Pursuant to Memo No. BEA-2025-01-547 titled **Conduct of PISA 2025 Main Survey National Orientation and Training for Field Testing Personnel**, all concerned are hereby directed to attend the said activity on **February 4-9, 2025** (inclusive of travel time) at **Baguio Teachers' Camp, Baguio City**.
2. Travel and incidental expenses shall be charged to the Program Support Fund, subject to the usual accounting and auditing rules and regulations.
3. Attached are the Memorandum and Program Guide for your information and guidance.
4. In adherence to Equal Opportunity Policy (EOP), inclusive and fair treatment are accorded to all participants regardless of age, gender, sexual orientation, disability, religion and ethnicity.
5. Immediate dissemination and compliance to this memorandum is required.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl: As indicated

Reference: As indicated

To be indicated in the Perpetual Index



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@deped.gov.ph
Website: <https://depedcdo.net/>

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Effectivity		Page	1 of 4



Republic of the Philippines
Department of Education

REGION X

DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

under the following subjects:

PISA ASSESSMENT

OM-004-SGOD-SMME-APAR

Competence
Diligence
Outstanding Integrity



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Republic of the Philippines
Department of Education
BUREAU OF EDUCATION ASSESSMENT

Office of the Director

MEMORANDUM

BEA-2025-01- 547

TO : **Regional Directors**
Schools Division Superintendents from Sampled PISA
Divisions

FROM : *Kan3*
KEVIN CARL P. SANTOS, PhD
Director IV
2025 PISA National Project Manager

SUBJECT : **Conduct of PISA 2025 Main Survey National Orientation**
and Training for Field Testing Personnel

DATE : January 20, 2025

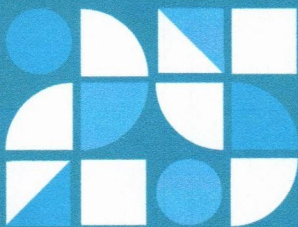
The Department of Education, through the Bureau of Education Assessment (the PISA National Center), will conduct the **National Orientation and Training of Testing Personnel for the Administration of the Programme for International Student Assessment (PISA) 2025 Main Survey** to ensure the successful implementation of the PISA Main Survey Data Collection.

This event will be held in two batches at the Baguio Teachers' Camp (BTC), Baguio City. Batch 1 will take place from February 2 to 5, 2025, while Batch 2 will be from February 5 to 8, 2025, including travel dates. The orientation and training sessions aim to gather field testing personnel to discuss the standardized administration of the PISA test.

To ensure the success of this important undertaking, we kindly request participants to adhere to the Training Information document attached herewith.

Thank you for your support and cooperation in this initiative.

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Training Information

National Orientation and
Training of Testing Personnel

February 2 - 8, 2025
Baguio Teachers' Camp



1. Overview

The **PISA 2025 National Training and Orientation of Testing Personnel** aims to equip field testing personnel with the necessary skills and knowledge for the standardized administration of the PISA 2025 Main Survey. This training emphasizes adherence to international protocols and ensures the quality of data collected for the main survey.

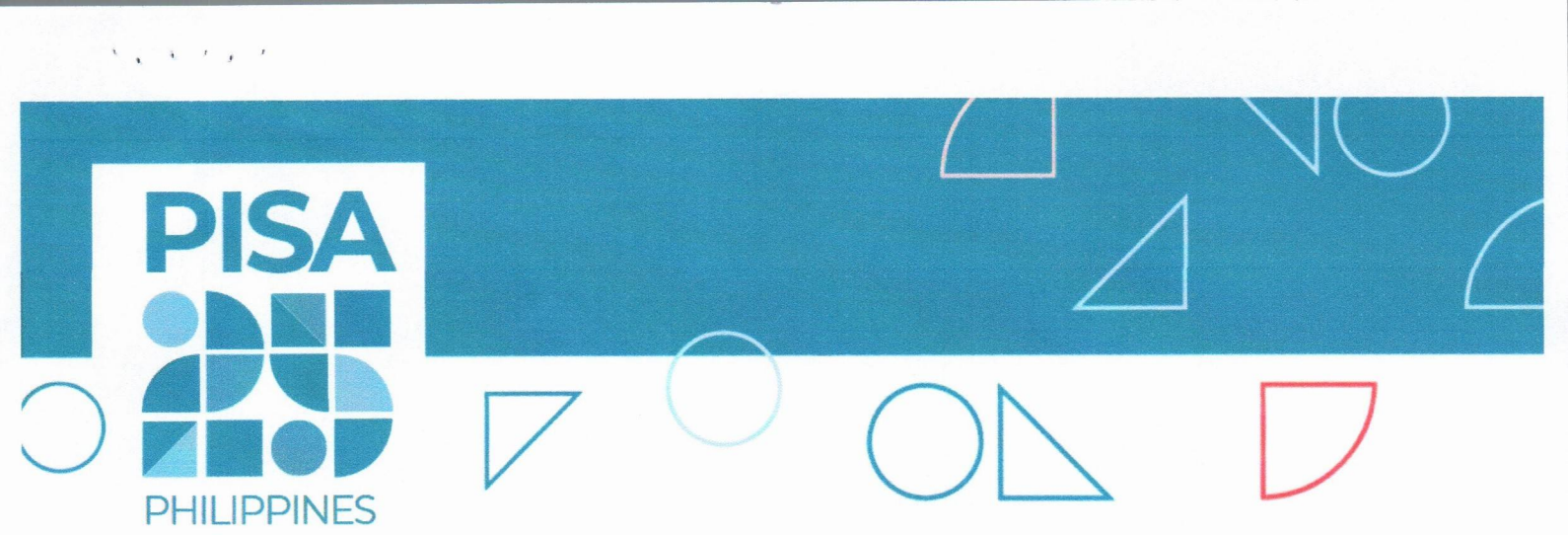
The **Bureau of Education Assessment – Education Research Division (BEA-ERD)**, as the PISA National Center, plays a pivotal role in overseeing the orientation and training sessions and ensuring the successful implementation of the main survey data collection.

2. Date and Venue

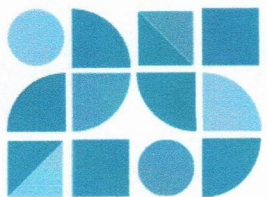
The said orientation and training will take place at the **Baguio Teachers' Camp (BTC), Baguio City** from **February 2 to 8, 2025**, in two (2) scheduled batches:

Batch	Date	Participants
1	February 2 to 5, 2025	Regions 1, 2, 3, 4A, 5, NCR, and CAR
2	February 5 to 8, 2025	Regions 4B, 6, 7, 8, 9, 10, 11, 12, and Caraga

Study the BTC Map and Training Session Halls in [Appendix D](#).



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3. Participants

The participants in this orientation and training sessions are the official field testing personnel for the PISA 2025 Main Survey, including: (1) **Regional Testing Coordinators**, (2) **Division Testing Coordinators**, (3) **School Heads of the sampled schools**, (4) **Lead Test Administrators**, and (5) **Division Information Technology Officers**—excluding Health Personnel. It is important to note that there will be no online registration, and **only those listed as official testing personnel will be accommodated**.

Attendance by the designated participants is critical to maintaining the integrity and confidentiality of the PISA project. **Thus, proxies or alternate representatives will not be permitted**. Additionally, **drivers and companions are not included in the meal and accommodation allocations, as these are reserved exclusively for participants**.

4. Arrival, Check-in and Check-out Procedures

4.1. Arrival and Check-in Procedures (Day 0)

Participants must register upon arrival at Baguio Teachers' Camp to ensure proper documentation and allocation of accommodations.

Registration will be facilitated by the PISA staff. **For Batch 1, registration will take place at Benitez Hall, while for Batch 2, it will be held at Quezon Hall (Down). Registration is scheduled exclusively from 2:00 PM to 7:00**

Page 3

Appendix A: Number of PISA Testing Personnel by Region

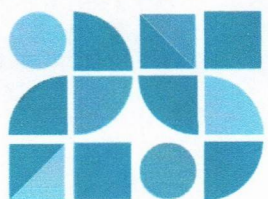
February 2 – 5, 2025

Batch	Region	Regional Testing Coordinator	School Head	Test Administrator	School Coordinator	Information Technology Officer	TOTAL
Batch 1	1	1	11	7	5	5	29
	2	1	9	6	5	5	26
	3	1	21	14	12	12	60
	4A	1	28	18	15	15	77
	5	1	14	9	7	7	38
	NCR	1	20	13	10	10	54
	CAR	1	6	6	6	6	25
	TOTAL	7	109	73	60	60	309

February 5 – 8, 2025

Batch	Region	Regional Testing Coordinator	School Head	Test Administrator	School Coordinator	Information Technology Officer	TOTAL
Batch 2	4B	1	10	7	6	6	30
	6	1	15	10	8	8	42
	7	1	15	10	7	7	40
	8	1	11	10	9	9	40
	9	1	10	7	5	5	28
	10	1	10	7	6	6	30
	11	1	11	8	5	5	30
	12	1	9	5	4	4	23
	Caraga	1	8	7	7	7	30
	TOTAL	9	99	71	57	57	293

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TESTING PERSONNEL	NAME
Zamboanga del Sur	
Division Testing Coordinator (DTC)	Antonio O. Ganub
Information Technology Officer (ITO)	Chester Don E. Bayocot
Test Administrator 1 (TA1)	Lito P. Bahian
Test Administrator 2 (TA2)	Florencio R. Caballero
School Head - Blancia College Foundation Inc.	Jailen Mae T. Junio
School Head - Sapa Anding Agricultural Vocational Technical School	Desiderio A. Logdonio
School Head - Aurora National High School	Glenn C. Ondiano
School Head - Gawil Integrated School	Hyronesa A. Abas
Zamboanga Sibugay	
Division Testing Coordinator (DTC)	Lloyd I. Rodriguez
Information Technology Officer (ITO)	Jekyll D. Cadungog
Test Administrator (TA)	Ulpiano L. Morales, Jr.
School Head - Malangas National High School	Mary Grace C. Suan
REGION 10	
Regional Testing Coordinator (RTC)	Nick C. Pañares
Cagayan de Oro City	
Division Testing Coordinator (DTC)	Eleanor Consejo H. Rollan
Information Technology Officer (ITO)	James Roberto Z. Sijo
Test Administrator (TA)	Maribeth T. Auman
School Head - Canitoan National High School	Sola Violetta L. Mendoza
Iligan City	
Division Testing Coordinator (DTC)	Susan Y. Cabahug
Information Technology Officer (ITO)	Cesar Bastida
Test Administrator (TA)	Riza R. Nicor
School Head - Iligan City National High School	Zosimo Badilla Gomez
Lanao del Norte	
Division Testing Coordinator (DTC)	Ivy T. Jumawan
Information Technology Officer (ITO)	Florderick S. Velarde
Test Administrator (TA)	Indira P. Abdul
School Head - Lanao del Norte Provincial Science and Technology High School	Jocelyn M. Manosa
Malaybalay City	
Division Testing Coordinator (DTC)	Edelina M. Eborá
Information Technology Officer (ITO)	Paul P. Arias

Page 25

TESTING PERSONNEL	NAME
Test Administrator (TA)	Eduard G. Gupana
School Head - Candiisan Integrated School	Demie J. Pabillaran
School Head - Malaybalay City National Science High School	Jose B. Cruz, Jr.
Misamis Occidental	
Division Testing Coordinator (DTC)	Dioselyn P. Patiluna
Information Technology Officer (ITO)	Anne Valerie Kerstien I. Villanueva
Test Administrator (TA1)	Abegail Lumayaga
School Head - St. Francis Xavier High School	Eleonora C. Digamon
School Head - Tudela National Comprehensive High School	Miretes D. Rodriguez
Misamis Oriental	
Division Testing Coordinator (DTC)	Danny A. Asio
Information Technology Officer (ITO)	Freddiejun T. Delig
Test Administrator 1 (TA1)	Norman D. Balino
Test Administrator 2 (TA2)	Loreto G. Ramos, Jr.
School Head - Santo Niño High School of Gitagum, Inc.	Sr. Ofelia Ga
School Head - Jasaan National High School	Fe D. Arancon
School Head - San Isidro National High School	Ophelia J. Ang
REGION II	
Regional Testing Coordinator (RTC)	Maria Liza I. Berandoy
Davao City	
Division Testing Coordinator (DTC)	Argel C. Pingot
Information Technology Officer (ITO)	Gaelbert S. Banluta
Test Administrator 1 (TA1)	Divilyn M. Rodriguez
Test Administrator 2 (TA2)	Chito R. Napitan
Test Administrator 3 (TA3)	Rhiza T. Erbina
School Head - Talomo National High School	Reuel A. Alvarez
School Head - Maa National High School	Maribeth V. Alcordo
School Head - Doña Carmen Denia National High School	Zenaida R. Batingana
School Head - Victor Bernal Integrated School	Edna A. Gunayan
School Head - Philippine Science High School- Southern Mindanao	Jonald P. Fenecios
Davao De Oro	
Division Testing Coordinator (DTC)	Arniel G. Castillo
Information Technology Officer (ITO)	Bob Dylan Milabat
Test Administrator 1 (TA1)	Cherry Ann E. Eling
Test Administrator 2 (TA2)	Leah L. Baruiz

Appendix C: Draft Program Agenda

Day 0			
Sunday, February 2 (Batch 1)			
Wednesday, February 5 (Batch 2)			
2:00 PM – 07:00 PM	Registration and Check-in		
Day 1			
Monday, February 3 (Batch 1)			
Thursday, February 6 (Batch 2)			
Time	Activity	Participants	Venue
Breakfast (7:00 AM – 8:00 AM)			Abada Hall
8:00 AM – 9:00 AM	Opening Program	All participants	Benitez Hall
9:00 AM – 10:00 AM	Plenary Session 1: • Introduction to PISA • Main Survey National Implementation Overview • Oath of Confidentiality and Signing of the Confidentiality Agreement • House Rules • Photo Opportunity	All participants	Benitez Hall
Snacks (10:00 AM – 10:15 AM)			Benitez Hall
10:15 AM – 12:00 NN	Plenary Session 2: • Roles of Testing Personnel • Assessment Plan and Scheme • Presentation of Schedule for PISA 2025 MS and Other Timelines	All participants	Benitez Hall
LUNCH (12:00 NN – 1:00 PM)			Abada Hall
1:00 PM – 5:00 PM	Parallel Session 1.1: • Specific Roles and Responsibilities of Test Administrators (Tas) • TA Manual • Discussion of Key Activities for the TA • Forms and Paper Works	Test Administrators (TAs)	Quezon Hall (Up)
	Parallel Session 1.2: • Specific Roles and Responsibilities of Information Technology Officers (ITOs) • ITO Manual (Student Assessment Platform) and Key Activities • Job Aids and Paper Works	Information Technology Officers (ITOs)	Pages Hall
	Parallel Session 1.3:	School Coordinators	Quezon Hall (Down)

	- Specific Roles and Responsibilities of School Coordinators (RTCs and DTCs) - School Coordinator (SC) Manual and Discussion of Key Activities for the SC - Job Aids and Paper Works	(Regional and Division Testing Coordinators)	
	Parallel Session 1.4: - Specific Roles and Responsibilities of School Heads (SH) - SH Manual and Discussion of Key Activities	School Heads	Benitez Hall
Day 2 Tuesday, February 4 (Batch 1) Friday, February 7 (Batch 2)			
Time	Activity	Participants	Venue
8:00 AM – 12:00 NN	Parallel Session 2.1: - Script Reading (Appendix B) - Simulation of Test Administration Exercise - Demo log-in simulation and troubleshooting exercises - Comprehension Check	Test Administrators	Quezon Hall (Up)
	Parallel Session 2.2: - Demo log-in simulation and troubleshooting exercises - SRT results and individual planning exercises	Information Technology Officers (ITOs)	Pages Hall
	Parallel Session 2.3: - Student Orientation and Preparation of Assessment Plan - Financial Requirements for PISA 2025 MS Administration	School Coordinators (Regional and Division Testing Coordinators)	Quezon Hall (Down)
	Parallel Session 2.4: - Preparation for the PISA 2025 School Questionnaire - Student Orientation and Preparation of Assessment Plan	School Heads	Benitez Hall
LUNCH (12:00 NN – 1:00 PM)			Abada Hall
1:00 PM – 3:00 PM	Parallel Session 3: - Group Planning Assessment Plan per Region/Division - Review and Update of Student Tracking Form (STF)	All participants	1, 2, 4B, 5, 6, 7, CAR (Benitez Hall) 3, 11, 12, Caraga (Quezon Hall – Down)

3:00 PM – 5:00 PM	NC Consultations per Region/Division	All participants	4A, 8, 9, 10 (Quezon Hall – Up) NCR (Pages Hall)
Day 3 Wednesday, February 5 (Batch 1) Saturday, February 8 (Batch 2)			
Time	Activity	Participants	Venue
8:00 AM – 9:30 AM	Plenary Session 3: Regional Presentation of Assessment Plan	All participants	Benitez Hall
9:30 AM – 10:30 AM	Closing Program • Final Announcements • Awarding of Certificates • Closing Remarks	All participants	Benitez Hall
SNACKS (10:30 AM – 11:00 AM)			
11:00 AM	Egress	All participants	