



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

January 31, 2022

DIVISION MEMORANDUM

No. 067, s. 2022

**DIVISION TESTING PERSONNEL FOR THE
2022 PROGRAMME FOR INTERNATIONAL STUDENT ASSESSMENT (PISA)**

To: Assistant Schools District Supervisor
Chief Education Supervisors (CID & SGOD)
Public Schools District Supervisors
Education Program Supervisors
Division Information Technology Officer
Health and Nutrition Head
Senior Education Program Specialist - SMM&E
DiCNHS School Head
HCAI School Head

1. This has reference to the enclosed letter of Nelia V. Benito, Phd, CESO IV, Director IV of the Bureau of Education Assessment (BEA) and PISA 2022 National Project Manager, dated 17 January 2022, and duly noted by Disodado M. San Antonio, Undersecretary for Curriculum and Instruction and also the PHL PISA Governing Board, regarding the participation of the Philippines in the 2022 PISA for international benchmarking in conformance to DepEd Order No. 29, s. 2017 entitled "Policy Guidelines on System Assessment in the K to 12 Basic Education Program."
2. This Office informs the field that two of the schools from Digos City, **the Digos City National High School (DiCNHS) and the Holy Cross Academy, Inc.**, are among the 190 sample schools nationwide included in the Main Survey of PISA to be conducted between 28 March 2022 to 20 May 2022, the specific date of which shall be issued in a separate memorandum. The BEA shall spearhead the PISA administration in the country and serve as the National Center for the programme, and shall randomly select together with the PISA international contractors a total of 42 students per school.
3. Relative to this, the following have been named to comprise the **PISA Division Testing Personnel** to ensure quality and successful conduct of PISA while adhering to health and safety protocols.

Designation	Name	Position
Division Testing Coordinator (DTC)	Eleser D. Mateo	SEPS - SMM&E
Division Information Technology Officer (ITO)	Stephen R. Pascual	ITO - I
Testing Administrator (TA)	Ida I. Juezan	PSDS (Private School Supervisor)
Division Health Personnel	Frances Millicent R. Durano	Nurse II
School Head (DiCNHS)	Elizabetha R. Bueron	Principal II
School Head (HCA, Inc)	Mark Lexter T. Fernandez	School Principal





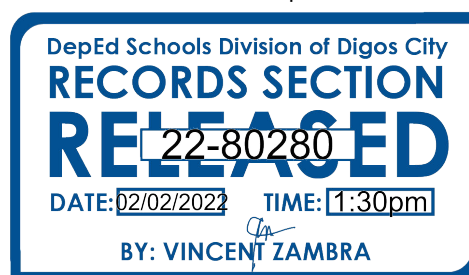
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4. Kindly refer to the enclosed PISA Human Resources for the duties and responsibilities of the members of the PISA Division Testing Personnel (see Attachment B).
5. A national virtual training on the standardized conduct of the PISA Main Survey will be organized by BEA to firm up logistics. The specific training dates and other details shall be issued in a separate advisory.
6. For immediate dissemination and compliance of the concerned.



CRISTY C. EPE

Schools Division Superintendent *Vincenzo Zambra 1/31/2022*



Encls: As mentioned

References: None

To be indicated in the Perpetual Index under the following subjects: PRME PISA-BEA ASSESSMENT TEST

CUY: Division Testing Personnel for the 2022 Programme for International Student Assessment (PISA)

January 31, 2022



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ATTACHMENT A



Republic of the Philippines
Department of Education
Bureau of Education Assessment
DepEd Complex, Meralco Ave., Pasig City



17 January 2022

Cristy C. Epe
Schools Division Superintendent
DepEd-Digos City
Roxas Street, Corner Lopez Jaena Street, Zone 2, Digos City

Attention: **The Division Testing Coordinator**

Dear Supt. Epe:

Greetings!

In adherence to DepEd Order No. 29, s. 2017, "Policy Guidelines on System Assessment in the K to 12 Basic Education Program," the Philippines shall participate in international assessments, one of which is the 2022 **Programme for International Student Assessment (PISA)** for international benchmarking. The Bureau of Education Assessment (BEA) spearheads the PISA administration in the country and serves as the National Center for the programme.

Background Information on PISA

PISA is the largest international study designed and developed by the Organisation for Economic Co-operation and Development (OECD). The goal of PISA is to evaluate education systems worldwide by testing the skills and knowledge of 15-year-old students, who are approaching the end of their compulsory education. PISA tests how students can apply their knowledge to real life situations and problems, rather than testing their knowledge recall. Every three years, participating countries assess their 15-year-olds in the three cognitive domains: *Reading*, *Mathematics*, and *Science*; and in PISA 2022, **Mathematics** is the major domain and **Creative Thinking** as an innovative domain.

Like most participating countries and economies, PISA in the Philippines shall be administered through a *Computer-Based Assessment (CBA)* scheme. This unique feature provides an interesting testing approach whereby students will be navigating a variety of interactive test scenarios using computers.

Main Survey

The Main Survey (MS) of PISA will be conducted from **28 March to 20 May 2022** in 190 sample schools all over the country; the specific schedule for each school shall be issued on a separate advisory. Further, a total of **42 students** shall be randomly selected per school by PISA international contractors and this Bureau.





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Sample Schools in Your Division

After a multi-stage sampling procedure was done by the PISA international contractor and this Bureau, the following school/s in your division was/were selected as sample/s:

DIVISION	SCHOOL ID	SCHOOL NAME
Digos City	304400	Digos City National High School (Davao Del Sur National High School)
Digos City	405577	Holy Cross Academy, Inc.

PISA Testing Personnel

To ensure quality and successful conduct of PISA in your division while adhering to health and safety COVID-19 protocols, it is required that competent, reliable, and trustworthy testing personnel are identified to serve in the Main Survey. Please identify the following testing personnel in your division:

Testing Personnel	Number of Participants based on Sample Schools
Division Testing Coordinator (DTC)	1
Division Information Technology Officer (ITO)	1
Test Administrators (TA)	1 for every 2 schools
Division Health Personnel	1
School Head	1 per school

Attached herewith are the PISA Human Resources to serve as guide in identifying the said personnel. Those with PISA or other International Large-Scale Assessments (ILSAs) experience are strongly preferred. Once identified, kindly accomplish the attached **PISA Testing Personnel Contact List Form** and submit it to pisa2022phl@gmail.com on or before **21 January 2022**; use the subject line “[DIVISION] Testing Personnel Contact List”, e.g., [MANILA] Testing Personnel Contact List.

National Training of Testing Personnel

A national virtual training on the standardized conduct of the PISA Main Survey will be organized by BEA to firm up logistics, to discuss assessment details including COVID-19 health and safety protocols, and to provide intensive training to testing personnel. The specific training dates and other details shall be issued in a separate advisory.

Coordination Arrangements

Mr. **Alexander A. Socalit Jr** of the PISA National Center will closely coordinate with your office regarding this task through email pisa2022phl@gmail.com or telephone number (02) 8631-2591.

Again, we seek your continued support to the Department’s assessment programs and projects such as this. Thank you.

Very truly yours,

NELIA V. BENITO, PhD, CESO IV
Director IV, BEA
PISA 2022 National Project Manager





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Noted by:

DIOSDADO M. SAN ANTONIO
Undersecretary for Curriculum and Instruction
PHL PISA Governing Board

Attachments:

- 1. PISA Human Resources*
- 2. PISA Testing Personnel Contact List*



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ATTACHMENT B

**PROGRAMME FOR INTERNATIONAL STUDENT ASSESSMENT (PISA)
2022 MAIN SURVEY HUMAN RESOURCES**

In reference to the school-level materials provided by PISA international contractors, this document provides an overview of the roles and responsibilities of human resources required to complete and ensure the successful conduct of PISA Main Survey (MS) in the Philippines from **March 28 to May 20, 2022**. The names and contact details of the PISA human resources per region and division must be submitted to the Bureau of Education Assessment (BEA), the National Center (NC) for PISA, on or before **31 January 2022** through pisa2022phl@gmail.com.

The DepEd Regional Director shall assign one (1) Regional Testing Coordinator while the Schools Division Superintendent shall assign the following testing personnel: one (1) School Coordinator, one (1) Information Technology Officer; one (1) or more Test Administrator/s (TA) depending on the number of sample schools in the Division; and one (1) Division health personnel.

The roles and responsibilities are briefly described below.

REGIONAL TESTING COORDINATOR (RTC)

The RTC serves as the overall supervisor in the conduct of PISA in sample schools within the region. **The RTC is the Regional Testing Coordinator of local national examinations.**

Responsibilities:

- Coordinate with the PISA National Team regarding assessment planning in the region;
- Supervise and ensure the successful conduct of PISA in all sample schools per Division in the region;
- Ensure the adherence of testing personnel to PISA standards;
- Adhere strictly to the PHL NC National Survey Operations Plan which cover COVID-19 health and safety protocols; and
- Attend the national training and orientation in March 2022.

SCHOOL COORDINATOR (SC)

The SC acts as the liaison officer for the National Center (NC), Region, Division, and sample school/s on the logistics of the test administration. **The SC is the Division Testing Coordinator (DTC) of local national examinations.**

Responsibilities:

- Verify and validate the Student List per sample school to define the PISA target population in coordination with the School Head;
- Conduct PISA advocacy campaign to sample schools, students, and stakeholders;
- Assist the Information Technology Officer (ITO) in conducting ocular inspection of sample schools' computer requirements using the PISA System Diagnostics





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- software;
- Assist the RTC, Test Administrator (TA) and School Head in assessment planning and troubleshooting;
- Review and update the Student Tracking Form (STF) together with the School Head at least a day before the actual PISA administration;
- Assist in post-assessment activities and conduct review of assessment sessions with TA;
- Adhere strictly to the standards outlined in the School Coordinator's manual;
- Adhere strictly to the PHL NC National Survey Operations Plan which cover COVID-19 health and safety protocols.
- Ensure the security and confidentiality of all test materials and associated materials; and
- Attend the national training and orientation in March 2022.

SCHOOL HEAD (SH)

The School Head is responsible for managing the conduct of PISA in the school with the assistance of the School Coordinator. **The School Head is the Principal, Officer-in-Charge or its equivalent, of the sample school.**

Responsibilities:

- Ensure the timely and accurate submission of Student List verification and validation to the SC;
- Ensure 100% student and school participation through the conduct of PISA orientation and advocacy campaign;
- Provide mechanisms to gain support from stakeholders for the conduct of PISA in the school;
- Cooperate with the SC and ITO in the conduct of ocular inspection of the school's computer facilities and internet connectivity;
- Coordinate with the SC and ITO in ensuring that there are testing facilities (computer units, internet connectivity) in the school that meet PISA requirements before the scheduled assessment;
- Assist the TA in validating the identity of examinees on testing day;
- Accomplish and submit the online PISA School Questionnaire;
- Facilitate the utilization of the PISA Test Familiarization Materials;
- Adhere strictly to the PHL NC National Survey Operations Plan which cover COVID-19 health and safety protocols; and
- Attend the national training and orientation in March 2022.

INFORMATION TECHNOLOGY OFFICER (ITO)

The ITO is from the Division Office and is responsible for managing PISA IT-related activities and its implementation in the sample school/s. This responsibility requires the personnel to be highly proficient in IT applications and troubleshooting, and generally familiar with national testing activities in schools. For Divisions who were sampled in the PISA Field Trial on March 2020, it is recommended that the same ITOs who served and gained experience in the said Field Trial shall be involved in the Main Survey in 2022.





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Responsibilities:

- Accomplish the Inventory Form on Computer Facilities and Internet Connectivity per school and submit to BEA;
- Conduct ocular inspection of the sample schools' computer facilities and internet connectivity using the PISA System Diagnostics which shall be provided in January 2022;
- Assist the BEA representatives in installing the PISA Student Delivery System (SDS) in school computers on testing day;
- Assist the TA in preparing the testing room/s before the start of test;
- Assist the students and TA in the use of computer and conduct of test administration;
- Monitor and ensure the successful PISA test data submission online in all sample schools in the Division;
- Troubleshoot hardware and networking problems;
- Resolve web-based and web-service problems with nationally used operating systems;
- Maintain the security and confidentiality of all test materials in an internet environment;
- Adhere strictly to the PHL NC National Survey Operations Plan which cover COVID-19 health and safety protocols; and
- Attend the PISA Training in March 2022.

TEST ADMINISTRATOR (TA)

The TA is the person assigned to administer PISA in one or more sample schools in the Division. He/she must be external to the sample schools and preferably a high school teacher within the Division. He/she must have an IT background, experience and competence in administering PISA, other ILSAs, or national tests in the country. Most importantly, he/she must be credible and trustworthy as PISA requires utmost confidentiality.

For Divisions who were sampled in the PISA Field Trial on March 2022, it is recommended that the same TAs who served and gained experience in the said Field Trial shall be involved in the Main Survey in 2022.

For the training on PISA administration on March 2022, there must be one (1) TA for every two (2) sample schools in the Division; otherwise, only (1) TA shall attend the training if there is only one (1) sample school in the Division.

Responsibilities:

- Receive, check and secure all test materials and associated forms given by the SC and BEA;
- Familiarize with session ID codes, assessment forms, procedures and test scripts;
- Coordinate closely with SC and School Head for assessment plans;
- Maintain security and confidentiality of assessment materials and associated materials;
- Validate the identity of examinees with the assistance of the School Head;
- Prepare and accomplish correctly all PISA forms such Student Tracking Form, and Session Report Form.





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- Set up testing room with the help of the ITO;
- Conduct the test and follow-up sessions, if necessary;
- Complete post-assessment activities and review assessment session with SC;
- Prepare school folder and envelope;
- Prepare assessment materials for shipment/return to SC and BEA;
- Adhere strictly to the PHL NC National Survey Operations Plan which cover COVID-19 health and safety protocols; and
- Attend the PISA Training in March 2022.

DIVISION HEALTH PERSONNEL

The Division health personnel is the person assigned to ensure adherence to COVID-19 health and safety protocols during the PISA school-level orientation and on the testing day.

Responsibilities:

- Check and ensure the sample school's compliance to the COVID-19 protocols and school readiness/assessment indicators;
- Conduct minimum COVID-19 health checks to PISA testing personnel and PISA-students;
- Facilitate appropriate management, intervention, and referral of PISA testing personnel and PISA-students suspected with COVID-19;
- Attend the PISA Training in March 2022.

Prepared by : Bureau of Education Assessment (BEA), DepEd Central Office, Pasig City
pisa2022phl@gmail.com / (02) 8631-2591
Date : January 2022
References : The School-level Materials; PISA 2022 International Contractors; PHL NC
Survey Operations Plan



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