



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

CID-2025- 072

To : Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Public Schools District Supervisor (PSDS)
 All Others Concerned

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

Date : January 23, 2025

In line with DepEd Memorandum BEA-2025-01-547, this is to inform all concerned about the **Conduct of PISA 2025 Main Survey National Orientation and Training for Field Testing Personnel on February 5-8, 2025 (Batch 2-Region XI) (including travel dates)** at the **Baguio Teachers' Camp (BTC), Baguio City**. The orientation and training aim to gather field testing personnel to discuss the standardized administration of the PISA test.

To ensure the success of the activity, the participants listed below are requested to adhere to the Training Information document attached herewith.

<i>Name of Participants</i>	<i>Role</i>
1. Eleser Mateo	Division Testing Coordinator (DTC)
2. Stephen Pascual	Information Technology Officer (ITO)
3. Chona Lasib	Test Administrator (TA)
4. Noba Rubion	School Head – DiCNHS (Sample School)

Compensatory Overtime Credits (COC) will be granted to non-teaching personnel for the services rendered during Saturday and Sunday (per DepEd No. 53, s. 2023).

Travel, meals and other incidental expenses of the participants involved in the activity will be charged against BEA Downloaded Funds/ local funds, all subject to the usual accounting and auditing rules and regulations.

For your information and strict compliance.

Schools Division of Digos City
 RECORDS SECTION

Melanie R. Estacio
MELANIE R. ESTACIO, PhD, CESO VI
 Schools Division Superintendent

Enclosed: As stated.
 CID/PSDS/EDM 23 JAN 2025 TIME: 2:04






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 : 
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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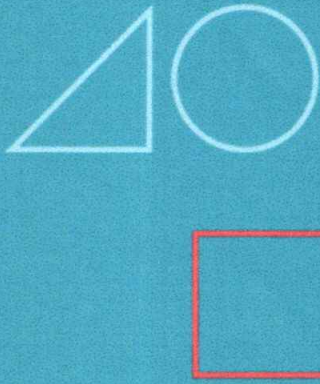
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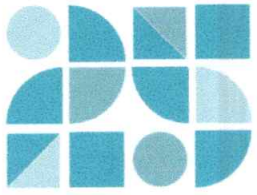
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Training Information
National Orientation and
Training of Testing Personnel

February 2 - 8, 2025
Baguio Teachers' Camp



PISA



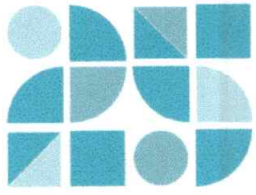
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1. Overview

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**

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The logo for PISA Philippines is located in the top left corner. It features the word "PISA" in a large, bold, blue sans-serif font. Below it is a stylized graphic composed of various geometric shapes: a circle, a square, a triangle, and a semi-circle, all in shades of blue and white. Underneath the graphic, the word "PHILIPPINES" is written in a smaller, blue, sans-serif font. The background of the top section of the page is a solid teal color with white geometric shapes scattered across it.

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PM. Participants who arrive before the start of the registration period may wait in these halls.

To confirm the participants' registration, they must present a valid ID. After registration, [participants will receive their room key and food stubs](#). Special requests for accommodations will not be entertained to ensure a fair and efficient allocation of resources for all attendees.

Participants arriving after 7:00 PM are advised to proceed directly to the BTC Administration Office near Magsaysay Gate for assistance.

4.2. Check-Out Procedure (Day 3)

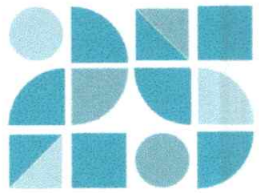
On the day of departure, [participants are required to vacate their rooms by 7:00 AM](#), before the closing program commences. Room keys must be surrendered to the assigned PISA staff at the registration table between 7:00 AM and 9:00 AM. It is essential that participants adhere to the designated check-out time to ensure a smooth transition between batches and the efficient use of accommodations. [Failure to comply with the check-out procedure may cause delays in the overall schedule](#). Please ensure that all personal belongings are gathered before vacating the room.

5. Accommodation and Meal Arrangements

The [first meal served will be an afternoon snack at 3:00 PM on the day of arrival](#), provided in the training hall. For main meals—breakfast, lunch, and dinner—



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participants must present their meal stubs to the assigned buffet attendant. It is essential that participants handle their stubs carefully, as these are required for every main meal. **No meals will be provided to participants without a valid meal stub.**

Every effort will be made to provide a variety of meals; however, **it may not be possible to accommodate all dietary restrictions and preferences.** Participants are encouraged to prepare and plan accordingly to meet their dietary needs.

6. Training and Orientation Guidelines

Participants are reminded that the training halls for the parallel sessions are located at a considerable distance from one another. To ensure punctuality and avoid disruptions, they are advised to plan accordingly and allow ample time to reach their designated venues. **Arriving at the plenary hall a few minutes before the start of each session is highly recommended.**

6.1. Attendance

Participants are required to sign the attendance sheet daily during the orientation and training sessions to confirm their presence and participation. Designated PISA staff will manage specific regions, and participants are requested to line up accordingly to ensure a smooth and organized process.



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On the first day, the Division Testing Coordinators (DTCs) will line up to collect the training kits, IDs, and training manuals for the participants in their division. Other participants are advised to proceed to their designated tables and wait for their DTCs to distribute the training kits. Once received, participants should take care of these materials and ensure they bring them throughout the activity. **IDs must be worn for the entire duration of the activity.**

6.2. Participation Guidelines

Participants are advised to arrive at the session halls ahead of the scheduled start time to ensure prompt attendance and avoid disruptions. Active listening during the orientation and training sessions is crucial for gaining a comprehensive understanding of their roles and responsibilities. Additionally, participants are encouraged to share their inputs during the parallel sessions, as this will provide valuable insights and assist the PISA National Center in ensuring the effective administration of the PISA Main Survey 2025. Please refer to [Appendix C: Program Agenda](#) for a detailed overview of the program flow.

6.3. Equipment and Connectivity

To support the training activities, **each division is requested to bring at least one laptop and an extension cord.** ITOs should also bring a laptop that meets the PISA requirements for use during the hands-on exercises.



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7. Financial Guidelines

7.1. Fund Allocation

The Bureau will allocate and download Program Support Funds (PSF) to the regional offices to cover expenses incurred by participants during the national training and orientation. These funds will cover transportation and incidental expenses. [The Regional Testing Coordinators \(RTCs\)](#) will be notified through the official PISA email once the funds have been downloaded.

7.2. Compliance with Accounting Standards

All financial transactions are subject to the usual accounting and auditing rules and regulations. Participants are encouraged to maintain proper documentation to avoid processing delays. Additionally, a specific set of guidelines regarding the funds will be made available in the Program Support Fund (PSF) for download.

8. Other Reminders

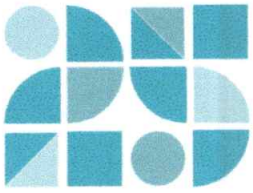
8.1. Attire

Participants are requested to wear appropriate and comfortable attire for the duration of the orientation and training sessions. **Business casual clothing or the official DepEd uniform is recommended**, as it is both

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professional and suitable for the activity. Comfortable footwear is advised, as there may be walking or standing involved. Participants are requested to avoid wearing overly casual attire, such as shorts, flip-flops, or similar items. The weather may be cold during this time; hence, participants are encouraged to bring warm clothing.

8.2. Parking Space

The parking spaces are limited and will be assigned on a first-come, first-served basis.

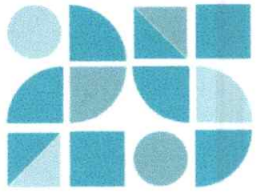
8.3. Health and Medication

Participants are advised to **bring any necessary maintenance medications**. Two health personnel will be on-site to address any immediate health concerns during the training.

8.4. Certificate of Participation and Attendance

For the issuance of certificates, the basis will be the official list of testing personnel provided to the National Center, and confirmed accordingly. Certificates will be issued based on the details in this list, and requests for modifications, including corrections of typographical errors, will not be accommodated during the orientation and training due to the large volume of participants.

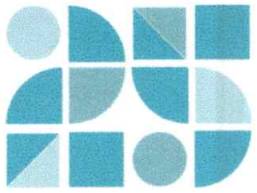
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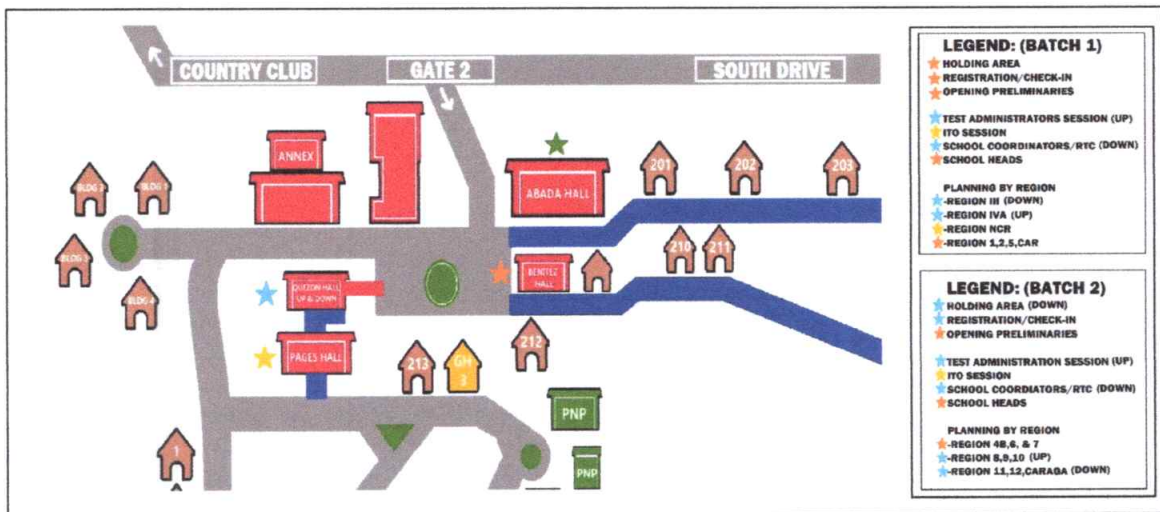
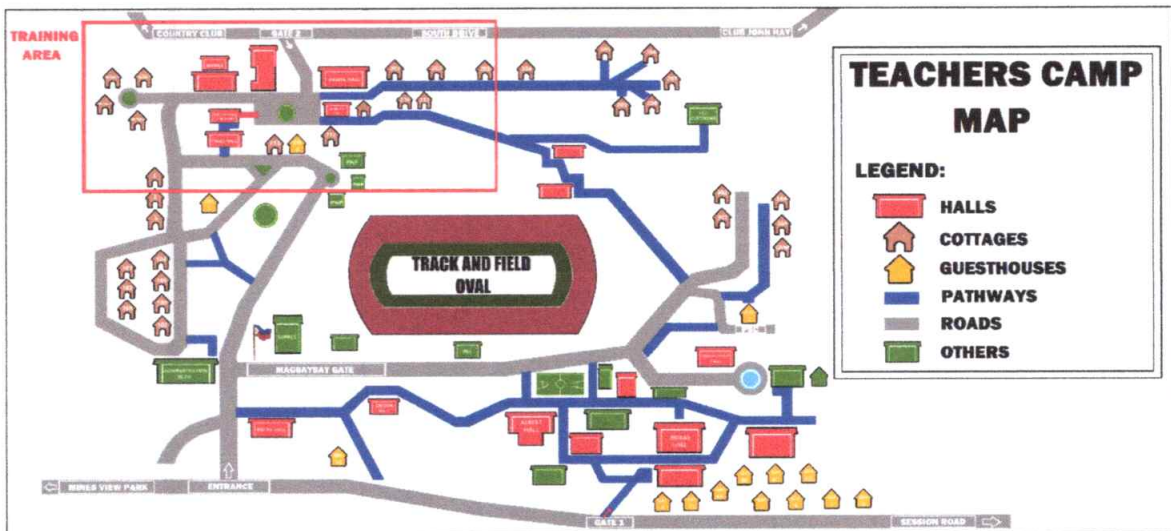
TESTING PERSONNEL	NAME
School Head - Anitapan National High School	Rutchel G. Bolonos
School Head - Bantacan National High School	Ligaya A. Ang
School Head - Manat National High School	Jeremias C. Gumanoy
Davao Oriental	
Division Testing Coordinator (DTC)	Mark Fil L. Tagsip
Information Technology Officer (ITO)	Francis Vic Alicando
Test Administrator (TA)	Sara Jane D. Rabuya
School Head - Maryknoll School of Lambajon, Inc.	Rev. Fr. Rey M. Armasa
Digos City	
Division Testing Coordinator (DTC)	Eleser D. Mateo
Information Technology Officer (ITO)	Stephen Pascual
Test Administrator (TA)	Chona Lasib
School Head - Digos City National High School (Davao Del Sur National High School)	Elizabethan R. Bueron
Mati City	
Division Testing Coordinator (DTC)	Liezel C. Padua
Information Technology Officer (ITO)	Marny C. Bulac
Test Administrator (TA)	Mercy R. Paglinawan
School Head - Davao Oriental Regional Science High School	Lolita R. Yara
REGION 12	
Regional Testing Coordinator (RTC)	Jay-Ar S. Lipura
Koronadal City	
Division Testing Coordinator (DTC)	Joy L. Ogues
Information Technology Officer (ITO)	Roxanne P. Calo
Test Administrator 1 (TA1)	Sheenie T. Narido
Test Administrator 2 (TA2)	Joie A. Velarde
School Head - Young Learners Center, Inc.	Jay-Ar Leonidas
School Head - Concepcion National High School	Randy Pendilla
School Head - Koronadal National Comprehensive High School	Valentin C. Dignadice, Jr.
North Cotabato	
Division Testing Coordinator (DTC)	Ramil D. Flores
Information Technology Officer (ITO)	Joeymark M. Cantere
Test Administrator (TA)	Jaypee K. Balera
School Head - Palacat High School	Reshell Jean C. Magsipoc
School Head - Kabacan National High School	Mary Joy D. Bautista

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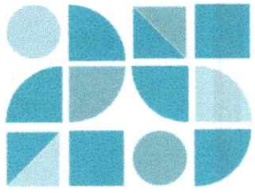


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Appendix D: Baguio Teachers' Camp and Training Area Vicinity Map

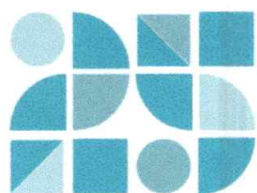


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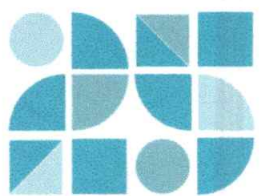
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3:00 PM – 5:00 PM	NC Consultations per Region/Division	All participants	4A, 8, 9, 10 (Quezon Hall – Up) NCR (Pages Hall)
Day 3 Wednesday, February 5 (Batch 1) Saturday, February 8 (Batch 2)			
Time	Activity	Participants	Venue
8:00 AM – 9:30 AM	Plenary Session 3: Regional Presentation of Assessment Plan	All participants	Benitez Hall
9:30 AM – 10:30 AM	Closing Program <ul style="list-style-type: none">• Final Announcements• Awarding of Certificates• Closing Remarks	All participants	Benitez Hall
SNACKS (10:30 AM – 11:00 AM)			
11:00 AM	Egress	All participants	



	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • Demo log-in simulation and troubleshooting exercises • SRT results and individual planning exercises 	Information Technology Officers (ITOs)	Pages Hall
	Parallel Session 2.3: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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)

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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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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)