Republic of the Philippines

Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

TO: Assistant Schools Division Superintendent
           Chief Education Program Supervisor, CID
           Public Schools District Supervisors
           Public Secondary School Heads
           All Others Concerned

FROM: **LYNN G. MENDOZA, EdD**
           OIC, Schools Division Superintendent

SUBJECT: **ADDITIONAL INSTRUCTIONS IN THE ADMINISTRATION OF THE
           PISA – SCIENCE PROGRAM PRE-TEST**

DATE: October 2, 2024

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1.   Attached is Regional Memorandum No. 142, s. 2024 dated October 1, 2024 titled Additional Instructions in the Administration of the PISA – Science Program Pre-test for information, guidance, and reference of all concerned.

2.   Please be informed that SDO Marinduque suggests the administration of said pre-test through the pen-and-paper modality. Further, school heads are advised to strictly adhere to the given timeline of activities, mapping of learners eligible to take the pre-test, and to the guidelines found in Enclosure A. While waiting for the Program Support Funds, please facilitate the printing of pre-test questionnaire and answer sheets.

3.   Education Program Supervisors and Public Schools District Supervisors are tasked to monitor the conduct of the pretest using the monitoring tool to be provided by the CID.

4.   For further clarifications, please contact Mr. John M. Chavez, CID Chief and Mr. Freddie M. Malabayabas, EPS, Mathematics\Division Testing Coordinator at freddie.malabayabas001@deped.gov.ph.
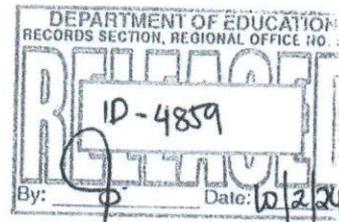
5.   For immediate and wide dissemination.

*"Deped Marinduque: Heart of the Philippines.
Lead to Excel, Excel to Lead."*

October 1, 2024

REGIONAL MEMORANDUM
No. 42 , s. 2024

ADDITIONAL INSTRUCTIONS IN THE ADMINISTRATION OF THE PISA-SCIENCE PROGRAM PRE-TEST

To: **ASSISTANT REGIONAL DIRECTOR**
SCHOOLS DIVISION SUPERINTENDENTS
CHIEF EDUCATION SUPERVISORS, CID AND CLMD
EDUCATION PROGRAM SUPERVISORS IN ENGLISH, SCIENCE, AND MATHEMATICS
DIVISION TESTING COORDINATORS
ALL OTHERS CONCERNED

1. As part of the **2025 Programme for International Student Assessment (PISA)** readiness plan, the Department of Education will be conducting a pre-test for 15-year-old learners in Grade 7 and above, scheduled from **September 30 to October 11, 2024.** The pre-test will be administered using either the **Learning Management System (LMS)** or the **pen-and-paper modality,** depending on the school's available resources and capacity.

2. In this regard, the Regional Office, through the Curriculum and Learning Management Division, provides the timeline of activities for further details:

Activities	Date
Administration of Pre-Test and Checking	*October 7-8, 2024*
Accomplishment of Templates (3 sheets) and Submission of School Heads to the DTC	*October 9, 2024*
Consolidation and Submission of DTC to the RTC	*October 10, 2024*
Consolidation and Submission of the RTC to the Central Office	*October 11, 2024*

3. In addition, attached are the Guidelines for Administering the PISA-Science Program Pre-Test per Memorandum DM-CT-2024-380. For specific instructions, please refer to the following enclosures:
    *   **Enclosures A:** *Guidelines for administering the pre-test using the pen-and-paper modality.*
    *   **Enclosures B:** *Guidelines for administering the pre-test via the LMS.*
    *   **Enclosures C:** *Cluster of Schools Division Offices.*

CLMD/JSE

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Website: depedmimaroparegion.ph

4. To accurately identify and include all eligible learners for the pre-test, ensuring no one is left out of the assessment, School Heads are directed to map all **15-year-old learners as of October 30, 2024 (born in 2009)** from **Grade 7 or higher. Learners from private schools are not included in the pre-test.**

5. The Curriculum Implementation Division (CID) through the Division Education Program Supervisors in English, Science, and Mathematics in in coordination with the Division Testing Coordinator (DTC) shall monitor the school's compliance on this directive.

6. Should there be clarifications, all concerned may contact **Dr. Wendell I. Formalejo**, Chief-CLMD, and **John S. Eviota**, EPS-CLMD/ Regional Testing Coordinator, through the email address: mimaropa.region@deped.gov.ph cc. john.eviota@deped.gov.ph or at cel no. 0968-467-4611

7. For information, guidance, and compliance of all concerned

NICOLAS T. CAPULONG, PhD, CESO III
Director IV
Regional Director

Encl.: As stated
Reference: DM-CT-2024-380

To be included in the Perpetual Index under the following subjects:

PISA	ASSESSMENT
PREPARATION	PRE-TEST
MAIN SURVEY	SAMPLING

ENCLOSURE A: ADMINISTERING THE PRE-TEST USING PEN-AND-PAPER MODALITY

1. Access the Pre-Test questionnaire from Google Drive through this link: https://bit.ly/PISA2025Resources.
2. Print the test questionnaire.
3. Administer the 30-minute Pre-Test to the identified 15-year-old learners in the school.
4. The teacher/proctor may request the learners to exchange papers and check their answers. The answers may be discussed in a separate session.
5. School Heads must download the template from https://tinyurl.com/PISA-TEMPLATE, fill in the required data in all three sheets, and submit it to the DTC by October 9, 2024.
6. DTCs must consolidate the school submissions and send them to mimaropa.region@deped.gov.ph by October 11, 2024.

NOTE: Schools administering the Pre-Test using the pen-and-paper modality are advised to wait for the release of the Program Support Funds (PSF) for printing of tests and learning materials.

ENCLOSURE B: ADMINISTERING THE PRE-TEST USING THE LEARNING MANAGEMENT SYSTEM (LMS)

1. **Access the DepEd LMS**
   - Open your web browser and go to the DepEd Learning Management System (LMS) website (URL will be provided by your Division or School).

2. **Log In to Your Account**
   - Log in using your DepEd Microsoft Account.

Access to the platform

Username

✉ Username

Password

🔒 Password

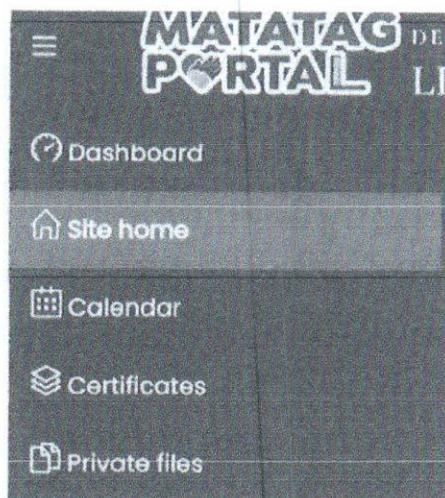**Log in**

Log in using your account on:

G Sign In using DepEd Google Account

⊞ Sign In using DepEd Microsoft Account

Forgotten your username or password?

3. **Find the Right Course**
   - Navigate to the **Site Home.**

   - Locate the Practice Test category (this is the first category).

4. **Select Your Cluster**
   - Refer to **Annex C** to find out which cluster your School Division Office (SDO) belongs to.
   - Click on the course linked to your SDO cluster.
5. **Enroll in the Course**
   - When prompted for the **enrollment key**, enter the following:
     - ✓ **PT_Learners** (this is the key for learners to access the course).

Enrolment options

Science Practice Test
Cluster 66
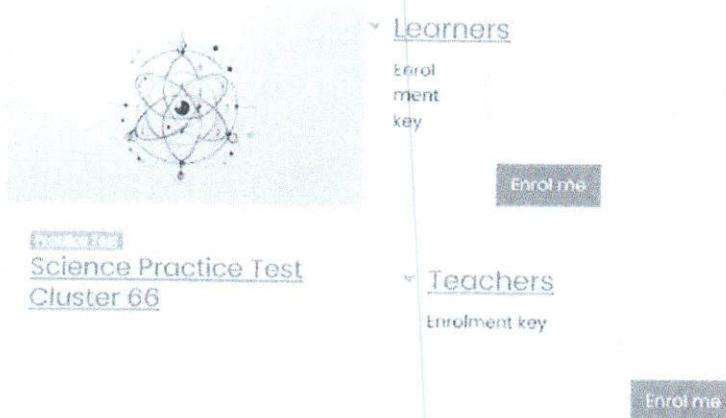
Learners

Enrol
ment
key

Enrol me

Teachers

Enrolment key

Enrol me

   - Click **Enroll Me.**

6. **Start the Assessment**
   - Once enrolled, locate the assessment or test under the course content.
   - Click on the assessment link to start the test.

Science Practice Test

CLICK HERE TO TAKE THE PRACTICE TEST

   - Follow the instructions provided in the test and submit your answers once completed.

7. **Check for Completion**
   - After submitting the assessment, log out from the system.

FOR TEACHERS (TO CHECK THE LEARNER'S SCORES):

1. **Access the DepEd LMS**
   - Open your web browser and go to the DepEd Learning Management System (LMS) website.

2. **Log In to Your Account**
   - Login using DepEd Microsoft Account or DepEd Google Account.

3. **Find the Right Course**
   - Navigate to the Practice Test category

4. **Select the Cluster**
   - Based on the learner's Division, select the appropriate cluster from the list of courses provided.

5. **Enroll in the Course**
   - When prompted for the **enrollment key**, enter the following:
     - ✓ **PT_Teachers** (this is the key for teachers to access and review learner progress).
   - Click **Enroll Me**.

6. **Access Learner Grades**
   - After enrolling, go to the gradebook or progress tracking section of the course.
   - Here, you can check the grades or scores of learners who have completed the assessment.

ENCLOSURE C: SCHOOLS DIVISION OFFICE CLUSTERS IN THE LMS

LMS TENANT	LMS Course	SDO
R4B	Cluster 28	Calapan City
		Marinduque
		Romblon
	Cluster 29	Occidental Mindoro
		Oriental Mindoro
	Cluster 30	Palawan
		Puerto Princesa City