



Republic of the Philippines
Department of Education
MIMAROPA Region
Schools Division of Marinduque

Department of Education
Division of Marinduque

**RECORDS SECTION
RELEASED**

Name: 000691

Signature: 

Date: JAN 27 2025

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

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

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

SUBJECT: **CHANGE OF SCHEDULE OF THE TRAINING OF TEACHERS ON THE
MICROSOFT PRODUCTIVITY TOOLS FOR DEPED COMPUTERIZATION
PROGRAM ADOPTION (ELC PACKAGE RECIPIENTS)**

DATE: January 23, 2025

Due to the conduct of PISA 2025 Main Survey National Orientation and Training for Field Testing Personnel on February 5-8, 2025 to be attended by the Information Technology Officer, this Office informs the field of the change of schedule in the start of the Division Training of Teachers on the Microsoft Productivity Tools for DepEd Computerization Program Adoption per Division Memorandum No. 104, s. 2024 from February 7-8, 2025 to February 14-15, 2025 and its end from February 14-15, 2025 to February 21-22, 2025.

All other provisions contained in the aforementioned Memorandum remain.

Immediate dissemination of this Memorandum is highly desired.

/OSDS-ICTU



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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 : 
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.

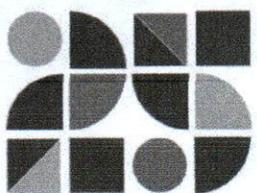
This event will be held in two batches at the Baguio Teachers' Camp (BTC), Baguio City. Batch 1 will take place from February 2 to 5, 2025, while Batch 2 will be from February 5 to 8, 2025, including travel dates. The orientation and training sessions aim to gather field testing personnel to discuss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

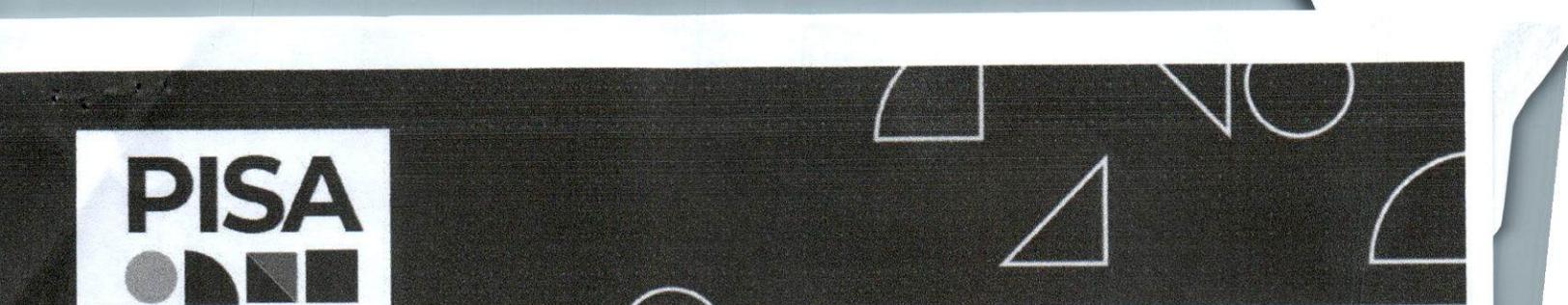
The **Bureau of Education Assessment – Education Research Division (BEA-ERD)**, as the PISA National Center, plays a pivotal role in overseeing the orientation and training sessions and ensuring the successful implementation of the main survey data collection.

2. Date and Venue

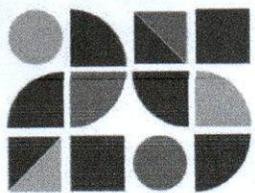
The said orientation and training will take place at the **Baguio Teachers' Camp (BTC), Baguio City** from **February 2 to 8, 2025**, in two (2) scheduled batches:

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.



PISA



PHILIPPINES

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

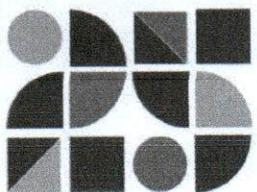
4.1. Arrival and Check-in Procedures (Day 0)

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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TESTING PERSONNEL	NAME
Division Testing Coordinator (DTC)	Ariel D. Garcia
Information Technology Officer (ITO)	Jhun Patrick V. Balita
Test Administrator (TA)	Francis Darril A. Albo
School Head - Inosloban-Maraway Integrated National High School	Liesel M. Villanueva
Rizal	
Division Testing Coordinator (DTC)	Rhea A. Tolentino
Information Technology Officer (ITO)	John Raymond P. Durusan
Test Administrator (TA)	Marlon P. Sta. Catalina
School Head - Zion Hills Christian School of Binangonan, Inc.	Hazel May N. Biasong
School Head - Mahabang Parang National High School	Timothy A. Bautista
San Pedro City	
Division Testing Coordinator (DTC)	Laurence E. Parto
Information Technology Officer (ITO)	Lyka Jane A. Leosala
Test Administrator (TA)	Rizza Jane R. Napawit
School Head - Adelina I National High School (Sampaguita Annex)	Jilly F. Forteza
Sta. Rosa City	
Division Testing Coordinator (DTC)	Maricel S. Saguinsin
Information Technology Officer (ITO)	Jason P. Fabella
Test Administrator (TA)	Christian Niebres
School Head - Santa Rosa Science and Technology High School	Alvin D. Sta. Maria
Tanauan City	
Division Testing Coordinator (DTC)	Xander B. Castillo
Information Technology Officer (ITO)	Ritchel O. Lopez
Test Administrator (TA)	Bayani T. Vicencio
School Head - Tanauan Institute Inc.	Isidro D. Enriquez
School Head - Janopol Oriental National High School	Seigfred Neil A. Uy
REGION 4B	
Regional Testing Coordinator (RTC)	John S. Eviota
Marinduque	
Division Testing Coordinator (DTC)	Freddie M. Malabayabas
Information Technology Officer (ITO)	David M. Zoleta, Jr.
Test Administrator (TA)	Pinky J. Cuello
School Head - Matalaba National High School	Maxima R. Marquez
Occidental Mindoro	
Division Testing Coordinator (DTC)	Johnna I. Tajonera