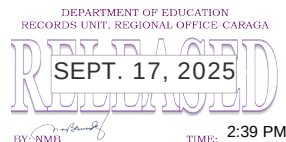




Republic of the Philippines
Department of Education
CARAGA REGION



SEPT. 17, 2025

REGIONAL MEMORANDUM

No. 0983, s. 2025

To: Schools Division Superintendents
CLMD and CID Chiefs
Regional and Division Learning Area Supervisors
School Heads
All Others Concerned

KHAO THI ONLINE (KTO) PLATFORM ORIENTATION SERIES FOR CURRICULUM DEVELOPMENT, ASSESSMENT CREATION, AND DATA ANALYSIS

1. The Department of Education Caraga has been invited by Spring Stage Technology, an affiliate agent of FPT Information System (FPT IS) Limited, to participate in the Khao Thi Online (KTO) Platform online orientation series. FPT IS is one of the leading IT solutions providers in Southeast Asia, with a mission centered on delivering digital transformation services across sectors, including education. These virtual sessions are designed to provide participants with in-depth understanding of the platform's functions, features, and applications in educational settings.
2. The orientation series aims to familiarize participants with the KTO system and optimize its use in curriculum development, assessment creation, test administration, and data analysis. These sessions will strengthen assessment and curriculum processes across the region, ultimately improving the quality of educational delivery and student outcomes.
3. Attached to this memorandum is the official invitation from Spring Stage Technology detailing the complete schedule of topics, session descriptions, and the comprehensive 15-session program spanning from September 2025 to March 2026.
4. Required participants:
 - Chief Education Supervisor, Curriculum Management Division (CLMD)
 - Education Program Supervisors in CLMD handling specific learning areas
 - All Learning Area Supervisors across 12 School Division Offices in the region
 - Division Testing Coordinators (DTC) from each School Division Office
 - One (1) selected Master Teacher per learning area from each School Division Office
5. Participants must register via this link: **<https://bit.ly/KTOreg>**. There is no limit to the number of participants per region.



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6. For registration assistance, coordination, and any inquiries, please contact Ms. Rhea J. Yparraguirre, Education Program Supervisor in Mathematics - CLMD, at **rhea.yparraguirre@deped.gov.ph**.

7. For immediate dissemination.

MARIA INES C. ASUNCION
Director IV
Regional Director

Encl.: None

Reference: None

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

ASSESSMENT

ORIENTATION

PARTNERSHIPS

CLMD/rjy
09/15/2025

September 12, 2025

DR. MA. INES ASUNCION

Regional Director

Department of Education – Region XIII (Caraga)

Butuan City

Subject: Invitation to Participate in the Khao Thi Online (KTO) Orientation Series

Dear Director Asuncion,

Greetings!

Spring Stage Technology, as an affiliate agent of FPT, is pleased to inform you that we will be organizing a **series of online orientations** for the **Khao Thi Online (KTO) Platform**. These sessions are designed to provide DepEd supervisors or personnel in charge of the platform with a comprehensive understanding of its functions, features, and applications.

The orientations will help participants become familiar with the KTO system and maximize its use in supporting curriculum development, assessment creation, test administration, and data analysis. As these sessions will be conducted **virtually**, there will be **no limit to the number of participants** per region.

Below is the proposed schedule of topics:

- **16 September 2025 (Tuesday):** The Importance of Curriculum Frameworks
- **30 September 2025 (Tuesday):** How to Effectively Create a Curriculum Framework on KTO
- **14 October 2025 (Tuesday):** Rules for Uploading Items on KTO from Word File
- **28 October 2025 (Tuesday):** Creating/Uploading Items – Some Recommendations (Mid-Year School Break)
- **11 November 2025 (Tuesday):** Editing, Assigning Reviewers, and Moving Items
- **25 November 2025 (Tuesday):** Creating Test Forms and Generating the Tests
- **09 December 2025 (Tuesday):** Adding Students on KTO and Managing Classes
- **23 December 2025 (Tuesday):** Creating Test Sessions for Exams (Year-End/Christmas School Break)
- **06 January 2026 (Tuesday):** How to Manage and Supervise Test Sessions
- **20 January 2026 (Tuesday):** How to Get the Results and Data from KTO (Part 1)
- **03 February 2026 (Tuesday):** How to Get the Results and Data from KTO (Part 2)
- **17 February 2026 (Tuesday):** How to Analyze the Quality of Items Using Test Data (Part 1) (Lunar New Year)
- **03 March 2026 (Tuesday):** How to Analyze the Quality of Items Using Test Data (Part 2)
- **17 March 2026 (Tuesday):** How to Visualize Test Data (Part 1)
- **31 March 2026 (Tuesday):** How to Visualize Test Data (Part 2) (End-of-School-Year Rites)

We respectfully invite DepEd Region XIII to participate by designating supervisors, curriculum specialists, or those in charge of the KTO platform to attend these sessions.

We are confident that this initiative will contribute to strengthening assessment and curriculum processes across the region.

Thank you very much for your support and commitment to advancing education in Caraga Region.

Respectfully yours,

A handwritten signature in black ink, appearing to read 'Ino Narvasa', with a large, loopy initial 'I' and a horizontal line crossing through the middle of the signature.

Ino Narvasa
Spring Stage Tech. Support Services