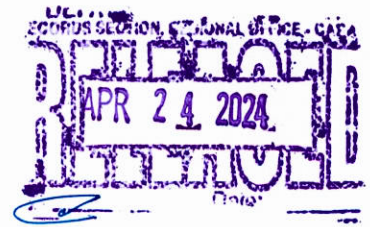




Republic of the Philippines
Department of Education
 CARAGA REGION



April 22, 2024

REGIONAL MEMORANDUM

No. 10379, s. 2024

To: SCHOOLS DIVISION SUPERINTENDENT OF SDO-AGUSAN DEL SUR
 SCHOOL HEAD OF MT. CARMEL COLLEGE OF SAN FRANCISCO, INC.
 This Region

PARTICIPATION OF DEPED-CARAGA TO THE PROGRAMME FOR INTERNATIONAL STUDENT ASSESSMENT (PISA) 2025 FIELD TRIAL

1. The Department of Education (DepEd), through the Bureau of Education Assessment (BEA), in collaboration with the Organisation for Economic Co-operation and Development (OECD), will administer the **Programme for International Student Assessment (PISA) 2025 Field Trial** with the following dates:

Dates	Activities	Venues
April 29, 2024	Arrival of PISA Centre Team	Bancasi Airport, Butuan City
April 30, 2024	Ocular Inspection of Testing Centers	Testing Centers (SDO-ADS)
May 1, 2024	Holiday	-
May 2, 2024	PISA 2025 Field Trial	Agusan del Sur National High School
May 3, 2024	PISA 2025 Field Trial	Mt. Carmel College of San Francisco, Inc.

2. The administration of PISA Field Trial aims to provide important information about the practicalities of implementing the PISA survey to help ensure the Main Study in 2025 will run as smoothly as possible.

3. The testing personnel for PISA Field Trial are:

Name of the Participants	Designation	Office
1 Alexander Sucalit	Member, PISA National Center	BEA-Education Research Division
2 Kevin Hope Z. Salvaña/ Rhea J. Yparraguirre	Regional Testing Coordinator	Regional Office
3 Annie C. Silabay	Division Testing Coordinator	SDO-Agusan del Sur
4 Shalie Palco	Test Administrator	SDO-Agusan del Sur
5 Niño Ree A. Jayme	ITO	SDO-Agusan del Sur
6 Venus D. Bajao	School Head	ADSNHS
7 Hilaria B. Dubduban	School Head	MCCSFI
8 Susan Maraño, MD	Division Health Personnel	SDO-Agusan del Sur

4. The roles and responsibilities of the testing personnel are indicated in their terms of reference found in Enclosure A of this Regional Memorandum.



Address: J.P. Rosales Avenue, Butuan City
 Trunkline No: (085) 225-1151
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2024-04-06379

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5. Travel expenses of the regional office personnel shall be charged against their local funds. Expenses for meals, transportation allowance, advocacy materials of the PISA personnel at the division level, students, and other PISA-related expenses for the conduct of the field trial shall be charged against the downloaded Program Support Fund for PISA 2025 Field Trial (OSEC-13-24-0724). All expenses must be subjected to usual government accounting and auditing rules and regulations.
6. For more queries and information, you may contact the Curriculum and Learning Management Division, through the Regional Testing Coordinator, Mr. Kevin Hope Z. Salvana, via his email address at kevinhope.salvana@deped.gov.ph.
7. Immediate and wide dissemination of this Memorandum is enjoined.

MARIA INES C. ASUNCION
Director III
Officer In-charge
Office of the Regional Director

BY THE AUTHORITY OF THE REGIONAL DIRECTOR:

PEDRO T. ESCOBARTE, JR., CESO IV
Assistant Regional Director

Encl/s.: As stated

Reference/s: Letter from BEA dated Feb. 14, 2024

To be indicated in the Perpetual Index

under the following subjects:

BASIC EDUCATION DATA TESTS

CLMD/khzs
04/22/2024

TERMS OF REFERENCE

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; and
- Attend the national training and orientation in March 2024.

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.
- 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;
- Ensure the security and confidentiality of all test materials and associated materials; and
- Attend the national training and orientation in March 2024.

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;
- Attend the national training and orientation in March 2024.

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. It is recommended that the same ITOs who served and gained experience in the previous PISA cycles shall be involved in the Field Trial.

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.
- Assist the BEA representatives in installing the PISA Assessment Platform;
- 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; and
- Attend the PISA Training in March 2024.

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 previous PISA cycles, it is recommended that the same TAs shall be involved in the Field Trial in 2024. For the training on PISA administration on March 2024, 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.
- 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; and
- Attend the PISA Training in March 2024.





Republic of the Philippines
Department of Education
BUREAU OF EDUCATION ASSESSMENT

Office of the Director

13 February 2024

MARIA INES C. ASUNCION

OIC-Regional Director
DepEd-Region CARAGA
Km. 3, Libertad St. Butuan City

Attention: **The Regional Testing Coordinator**

Dear **Dir. Asuncion**:

Greetings from BEA!

In adherence to DepEd Order No. 29, s. 2017, "Policy Guidelines on System Assessment in the K to 12 Basic Education Program," the Philippines will participate for the third time in the Programme for International Student Assessment (PISA). This Bureau, through the Education Research Division, serves as the PISA National Center of the Philippines and leads the administration of the PISA 2025 test cycle.

Background Information on PISA

PISA is an 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 2025, *Science* is the major 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.

PISA 2025 Field Trial

The PISA 2025 field trial is primarily conducted to gather evidence on the psychometric properties of the new items of PISA and to test survey operation procedures in preparation for the Main Survey. The PISA 2025 Field Trial will be conducted from *1 April to 26 April 2024* in 31 sample schools nationwide; the specific



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schedule for each school shall be issued on a separate advisory. Further, a total of 89 students shall be randomly selected per school.

Sample Schools in Your Region

After a multi-stage sampling procedure, the following schools in your region are selected as samples:

DIVISION	SCHOOL ID	SCHOOL NAME
Agusan Del Sur	304703	Agusan Del Sur National High School
Agusan Del Sur	405940	Mt. Carmel College of San Francisco, Inc.

PISA Testing Personnel in Your Region

To ensure the quality and successful conduct of the PISA 2025 Field Trial in your region, we would request assistance from the Regional Testing Coordinator to conduct the necessary communication measures to the different Schools Division Office/s where the above-mentioned sampled schools are assigned. Furthermore, kindly accomplish the attached **PISA 2025 Field Trial Testing Personnel Contact List Form** by identifying the names and contact information of the following field-testing personnel who will provide technical support during the administration of the PISA 2025 Field Trial:

1. Division Testing Coordinator/s per sampled Division
2. Information Technology Officer/s per sampled Division
3. School head/Principal of the sampled school
4. Test Administrators per sampled Division

Kindly send the form to pisa2025.philippines@gmail.com on or before **March 1, 2024 (Friday)**. Use the subject line “[REGION] Testing Personnel Contact List”, when sending the form via email, e.g., REGION I Testing Personnel Contact List. The identified testing personnel are also requested to answer the pre-registration form through this link, bit.ly/2025PISAFT.

National Training of Testing Personnel

A national training on the standardized conduct of the PISA Field Trial will be organized by this Bureau to firm up logistics to discuss assessment details and to provide intensive training to testing personnel. The *PISA 2025 National Training for Field Testing Personnel* is scheduled on *March 11 to 14, 2024 (inclusive of travel dates)*



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at the *Development Academy of the Philippines (DAP) Conference Center, Tagaytay City*. Other details relevant to the training and travels shall be sent on a separate advisory.

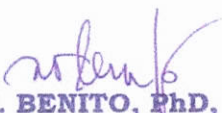
Coordination Arrangements

You may contact Mr. Jayson Seel Maravilla or Ms. Julie Anne Laroza of the PISA National Center through email pisa2025.philippines@gmail.com or telephone number (02) 8631-2591 for any inquiries or concerns.

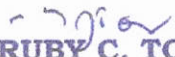
Rest assured that all expenses incurred in the training shall be charged to BEA Funds subject to the existing auditing and accounting rules and regulations.

Thank you for your continued support to the Department's assessment programs and projects. Thank you.

Very truly yours,


NELIA V. BENITO, PhD, CESO IV
Director IV, BEA
PISA 2025 National Project Manager

Approved by:


ALMA RUBY C. TORIO
Assistant Secretary for Curriculum and Teaching
Officer-in-Charge,
Office of the Undersecretary for Curriculum and Teaching

Attachment:
PISA Testing Personnel Contact List