



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

September 15, 2026

REGIONAL MEMORANDUM

No. **1188** s.2026

**CONDUCT OF THE PISA FOR SCHOOLS 2026 REGIONAL ORIENTATION
AND TRAINING FOR FIELD PERSONNEL**

To: Schools Division Superintendents
Division Testing Coordinators
School Heads
All Others Concerned

1. Pursuant to the Memorandum issued by the Monitoring and Evaluation Office (MEO) of the Department of Education (DepEd) dated August 27, 2026, titled "*Conduct of the PISA for Schools 2026 National Orientation and Training for Field Personnel*," this Office, through the Curriculum and Learning Management Division (CLMD), informs the field of the conduct of the PISA for Schools 2026 Regional Orientation and Training for Field Personnel on **September 21-22, 2026**, at the Milka Hotel, Tacloban City.
2. The activity aims to orient and capacitate identified field personnel on the standardized procedures for the administration of the PISA for Schools Assessment, including the roles and responsibilities of the concerned personnel, assessment protocols, information technology requirements, and other relevant procedures.
3. The participants in the activity are the identified personnel from the DepEd Central Office, DepEd Regional Office, participating Schools Division Offices (SDOs), and PISA-sampled schools, as detailed below:

Office / SDO/School	No. of Participants					TOTAL
	Testing Coordinators	Information Technology Officer (ITO)	School Head	Testing Administrator	Secretariat	
DepEd Central Office (Monitoring & Evaluation Office)	2	-	-	-	-	2
DepEd Regional Office	1	1	-	-	-	2
Samar Division Office	-	-	-	-	2	2
Leyte National High School, Tacloban City Division	1	1	1	1	-	4
Libas National High School, Sogod, Southern Leyte Division	1	1	1	1	-	4

Office / SDO/School	No. of Participants					TOTAL
	Testing Coordinators	Information Technology Officer (ITO)	School Head	Testing Administrator	Secretariat	
Saint Anthony's High School of Anahawan Southern Leyte, INC., Southern Leyte Division	-	1	1	1	-	3
Calbayog City National High School, Calbayog City Division	1	1	1	1	-	4
Atty. Roque A. Marcos Memorial School, Leyte Division	1	1	1	1	-	4
Osmeña National High School, Samar Division	1	1	1	1	-	4
Calapi National High School, Samar Division	-	1	1	1	-	3
Rosario Lim Uy National High School, Northern Samar Division	1	1	1	1	-	4
Agsam Integrated School, Eastern Samar Division	1	1	1	1	-	4
TOTAL	10	10	9	9	2	40

4. The Division Testing Coordinators (DTCs) shall designate qualified Test Administrators (TAs) who are external to the schools where the assessment will be administered. To minimize disruption to regular classes, TAs should preferably be School Heads, Head Teachers, or Division personnel. The DTCs shall ensure that the TAs meet the prescribed requirements and are available to participate in the regional orientation and training.

5. The Division Information Technology Officers (DITOs) shall ensure the availability and assignment of qualified IT personnel to support the administration of the PISA for Schools Assessment. For Samar and Southern Leyte, the DITOs shall assign additional IT personnel from their respective SDOs, as necessary, to provide adequate technical support during the assessment.

6. The training matrix indicating the schedule, topics, sessions, and other relevant details of the activity is attached as an Enclosure to this Memorandum for the information and guidance of all participants.

7. Expenses relative to the conduct of the regional orientation and training shall be charged against the PISA for Schools funds to be downloaded to the Schools Division Office of Samar, subject to the availability of funds and the usual accounting and auditing rules and regulations.

8. The travel and incidental expenses of participants shall be charged against the PISA for Schools funds to be downloaded to their respective SDOs. In case of fund insufficiency, such expenses may be charged against other available funds intended for assessment-related activities, subject to the availability of funds and existing accounting and auditing rules and regulations.

9. Immediate dissemination of and strict compliance with this Memorandum are desired.


SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Regional Director 

Enclosure: Training Matrix

Reference: As Stated

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

ASSESSMENT
ORIENTATION
TRAINING PROGRAMS

CLMD-GBL



Enclosure 1

**MATRIX ON THE CONDUCT OF THE PISA FOR SCHOOLS 2026
REGIONAL ORIENTATION AND TRAINING
FOR FIELD PERSONNEL**

Day 1: September 21, 2026 (Monday)

First Meal: PM Snacks of Day 1

Last Meal: Lunch of Day 2

TIME	ACTIVITY	RESOURCE PERSON/S In-Charge
1:00 PM – 1:30 PM	Opening Program	Secretariat
1:30 PM – 2:00 PM	Session 1.1 Specific Roles and Responsibilities of Information Technology Officers (ITOs) • ITO Manual (Student Assessment Platform) and Key Activities • Job Aids and Paper Works	Jim Albert Lagado Regional ITO
2:00 PM – 2:30 PM	Session 1.2 • Script Reading • Simulation of Test Administration Exercise • Demo Log-in Simulation and Troubleshooting Exercises • Comprehension Check	Jim Albert Lagado Regional ITO
2:30 PM – 3:00 PM	Session 1.3 • Student Orientation and Preparation of Assessment Plan • Preparation of PISA for Schools 2026 School Questionnaire • Financial Requirements for PISA for Schools 2026 Assessment Administration	Jim Albert Lagado Regional ITO
3:00 PM – 3:30 PM	Session 1.4 • Demo Log-in Simulation and Troubleshooting Exercises • School Readiness Tool (SRT) and Individual Planning Exercises	Jim Albert Lagado Regional ITO
3:00 PM – 3:15 PM	BREAK (PM Snack)	
3:15 PM – 5:00 PM	Session 1.5 • Script Reading • Simulation of Test Administration Exercise • Log-in Simulation and Troubleshooting Exercises • Comprehension Check	Jim Albert Lagado Regional ITO

Day 2: September 22, 2026 (Tuesday)

First Meal: PM Snacks of Day 1

Last Meal: Lunch of Day 2

TIME	ACTIVITY	RESOURCE PERSON/S or In-Charge
7:45 AM – 8:00 AM	Management of Learning	Secretariat
8:00 AM – 8:50 AM	Session 2.1 • Overview of PISA for Schools 2026 • Overview of Assessment Implementation • Roles of Testing Personnel • Presentation of Schedule for PISA for Schools 2026 Assessment and Other Timelines	Glendale B. Lamiseria Regional Testing Coordinator
8:50 AM – 9:50 AM	Session 2.2 • Specific Roles and Responsibilities of Test Administrators (Tas) • TA Manual • Discussion of Key Activities for Tas • Forms and Paper Works	Zedrick G. Malbas Division Testing Coordinator
9:50 AM – 10:00 AM	BREAK (AM Snacks)	
10:00 AM – 11:00 AM	Session 2.3 • Specific Roles and Responsibilities of School Coordinators (SC) and School Heads (SH) • SC and SH Manuals • Discussion of Key Activities for SCs and SHs • Job Aids and Paper Works	Gerry P. Ocenar Division Testing Coordinator
11:00 AM – 12:00 NOON	Open Forum Closing Program	Glendale B. Lamiseria
12:00 Noon – 1:00 PM	Lunch Break	

Prepared By:


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NOTED:


GERTRUDES C. MABUTIN, EdD
 CLMD Chief

APPROVED:


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