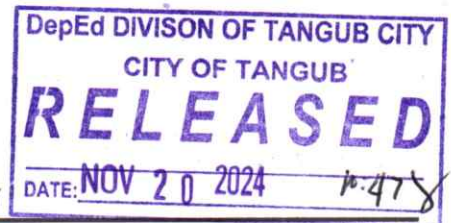




Republic of the Philippines  
**Department of Education**  
Region X  
**SCHOOLS DIVISION OF TANGUB CITY**



November 18, 2024

DIVISION MEMORANDUM  
NO. 374, S. 2024

CONDUCT OF THE DIVISION PISA MOCK TEST

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID & SGOD)  
Education Program Supervisors  
Public Schools District In-Charge (PSDICs)  
Secondary School Heads, Public and Private Schools

1. Regarding Division Memo No. 363, s. 2024 re Preparation for the 2025 Program for International Students Assessment (PISA), this Office through the Curriculum Implementation Division (CID) shall conduct a PISA Mock Test in all public secondary schools and St. Michael's High School of this Division at 10:00 a.m. – 10:30 a.m. on **November 22**.

2. The activity aims to condition the learners in taking the Post Test on December 3-4. It also helps the learners in assessing their level of preparation, identifying their strengths and weaknesses, and getting ready for the actual test.

3. There will be a virtual meeting on November 19 at 8:30 a.m. via Google meet at <https://meet.google.com/fms-peko-nuj> which shall be shared at the PISA Group Chat. The meeting will discuss on the guidelines and the preparations for the test.

4. The following are the **Terms of Reference** of the persons involved in the conduct of the mock exam:

**A. Education Program Supervisors**

- Secure the answers of the Offline Test and monitor the conduct of the test in the assigned school/s.

**B. Education Program Supervisor (Learning Resource)**

- Compile the test material and provide the soft copy to the Division Testing Coordinator

**C. Public Schools District In- Charge**

- Assign the chief examiners and room examiners for the secondary schools in the district.
- Facilitate the consolidation of MPS in the district and submit to the CID chief within the day of the test.

**D. Division Testing Coordinator**

- Manage the distribution of the soft copy of the test materials to the schools.

**E. Division ICT**

- Assist schools in the need for gadgets to be used in the test.
- Ensure a secured copy of the offline test materials.



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**F. Chief Examiners ( School Heads)**

- Prepare the gadgets to be used by the examinees.
- Assign teachers from the school to serve as Room Examiner/s
- Strategize the conduct of the test to ensure that all 15 years old will be able to take the test.
- Receive the offline test material from the Division Testing Coordinator
- Keep a copy of the offline test material to be used as practice tests.

**G. Room Examiner/s**

- Receive the test material from the Chief Examiner
- Administer the PISA Offline Mock Test.
- Facilitate the checking of the Answer Sheets of learners
- Compute the MPS and submit to the Chief Examiner
- Take note of the learners' concerns in taking the test

5. All school heads are advised to prepare two copies of the List of PISA takers with names alphabetically arranged. Once copy shall be posted at the door during the mock test, and one copy is to be included in the report.

6. Expenses incurred for this activity shall be charged to School MOOE Funds subject to the usual accounting and auditing rules and procedures.

7. This Office directs the immediate and wide dissemination of this Memorandum.

**SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI**

Schools Division Superintendent

\*DIVISION PISA MOCK TEST

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

ASSESSMENT    CURRICULUM

SAU/CID/radj