Republic of the Philippines

Department of Education

NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM
ORD-2024- · 1 0 0 6

TO	:	**SCHOOLS DIVISION SUPERINTENDENTS**
		Attention: Division Testing Coordinators (DTC)
		Division Information Technology Officers (DITO)
FROM	:	**JOCELYN DR ANDAYA**
		Director IV
SUBJECT	:	**ADMINISTRATION OF THE PISA-SCIENCE PROGRAM PRETEST**
DATE	:	September 30, 2024

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1. This is in reference to the attached Memorandum DM-CT-2024-380 dated September 27, 2024, from Gina O. Gonong Undersecretary for Curriculum and Teaching, relative to the above-captioned subject, for information and appropriate action.

2. Enclosed is the schedule of activities for your reference.

3. Expenses relative to the preparation of PISA 2025 activities, covering pre-planning, administration and post administration, onsite technical assistance, preparation of testing rooms and monitoring activities shall be charged against division and school local funds subject to the usual accounting and auditing rules and regulations.

4. Immediate dissemination of this Memorandum is desired.

Address: 6 Misamis St., Bago Bantay, Quezon City
Email address: ncr@deped.gov.ph
Website: depedncr.com.ph

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Effectivity	01.26.23	Page	1 of 1	

Date	Activity	In-charge
September 30- October 4, 2024	Checking of computer, tablets and other available materials to be used during the pretest Facilitation of learners LMS Account	Division Information Technology Officers (DITO)
	Orientation of Testing Personnel	Division Testing Coordinators (DTC)
October 7-11,2024	Administration of Pre-Test	Division Testing Coordinators (DTC) Division Information Technology Officers (DITO)
October 14-15	Submission of Pretest Results to Division Testing Coordinator (DTC)	School Testing Coordinators School ICT Coordinators
October 16-17	Submission of Pretest Results to Regional testing Coordinator (RTC)	Division Testing Coordinators (DTC) Division Information Technology Officers (DITO)

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MEMORANDUM
DM-CT-2024-380

TO	:	**REGIONAL DIRECTORS**
		SCHOOLS DIVISION SUPERINTENDENTS
		REGIONAL INFORMATION TECHNOLOGY OFFICERS
		ALL OTHERS CONCERNED

FROM : **GINA O. GONONG**
Undersecretary

: **JANIR T. DATUKAN**
Assistant Secretary for Curriculum and Teaching

SUBJECT : **ADMINISTRATION OF THE PISA-SCIENCE PROGRAM PRE-TEST**

DATE : September 27, 2024

As part of its preparation for the 2025 Programme for International Student Assessment (PISA), the Department of Education will administer a pre-test to 15-year-old learners from Grade 7 and higher from **September 30 to October 11, 2024.** The pre-test will be administered using either the Learning Management System (LMS) or pen-and-paper modality.

In this regard, this Office issues the Guidelines for Administering the PISA-Science Program Pre-Test. Please refer to Annex A for the guidelines for administering the pre-test using the pen-and-paper modality and Annex B using the LMS. The cluster of Schools Division Offices is attached as Annex C.

For any concerns or inquiries, you may contact the Office of the Assistant Secretary for Curriculum and Teaching–Education Assessment and Alternative Education (OASCT-EAAE) via email at oasct.eaae@deped.gov.ph or via landline through (+63 2) 8631-8495.

Copy-furnished:

ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

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ANNEX A

ADMINISTERING THE PRE-TEST USING PEN-AND-PAPER MODALITY

1. Access the Pre-Test questionnaire from Google Drive through this link:
    https://bit.ly/PISA2025Resources

2. Print the test questionnaire.

3. Administer the 30-minute Pre-Test to the identified 15-year-old learners in the school.

4. The teacher/proctor may request the learners to exchange papers and check their answers. The answers may be discussed in a separate session.

5. Gather the test questionnaire and input the scores using the template provided in the following link:
    https://tinyurl.com/PRETESTSCORESHEETS

6. Schools' Pre-Test results will be submitted to the Schools Division Offices (SDOs). SDOs will consolidate and submit school submissions to the Regional Offices.

7. The Regional Offices will submit the consolidated reports to the Office of the Undersecretary for Curriculum and Teaching–Education Assessment and Alternative Education (OASCT-EAAE) through oasct.eaae@deped.gov.ph.

NOTE: Schools administering the Pre-Test using the pen-and-paper modality are advised to wait for the release of the Program Support Funds (PSF) for printing of tests and learning materials.

**ADMINISTERING THE PRE-TEST USING THE
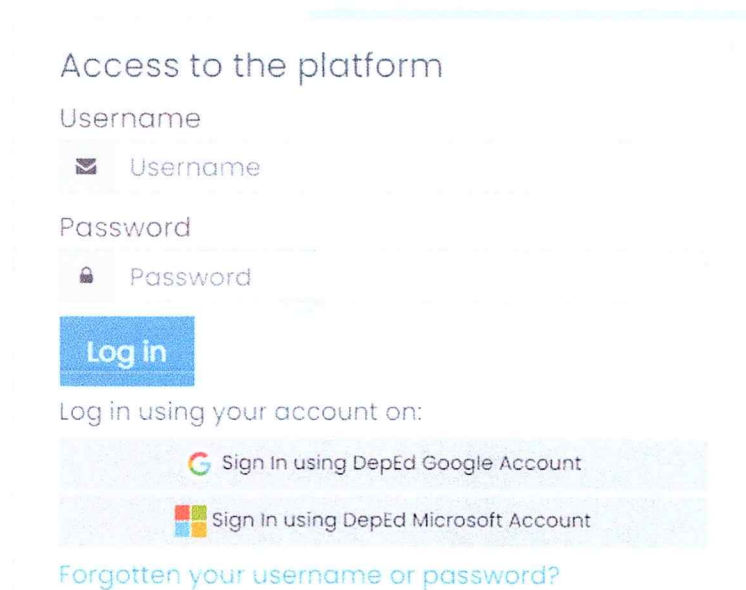LEARNING MANAGEMENT SYSTEM (LMS)**

For the Learners:

1. **Access the DepEd LMS**
   o Open your web browser and go to the DepEd Learning Management System
     (LMS) website (URL will be provided by your Division or School).

2. **Log In to Your Account**
   o Log in using your DepEd Microsoft Account.

Access to the platform

Username

Username

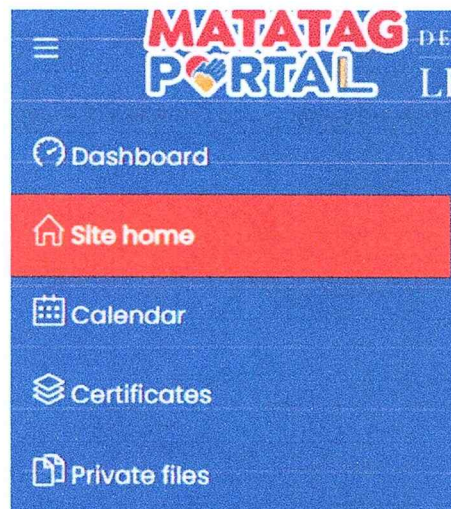Password

Password

Log in

Log in using your account on:

G Sign In using DepEd Google Account

Sign In using DepEd Microsoft Account

Forgotten your username or password?

3. **Find the Right Course**
   o Navigate to the **Site Home**.

MATATAG
PORTAL

Dashboard

Site home

Calendar

Certificates

Private files

   o Locate the **Practice Test** category (this is the first category).

4. **Select Your Cluster**
   o Refer to **Annex C** to find out which cluster your School Division Office (SDO) belongs to.
   o Click on the course linked to your SDO cluster.

5. **Enroll in the Course**
   o When prompted for the **enrollment key**, enter the following:
     ▪ **PT_Learners** (this is the key for learners to access the course).

Enrolment options

Science Practice Test
Cluster 66

Learners
Enrol ment key

Enrol me

Teachers
Enrolment key

Enrol me
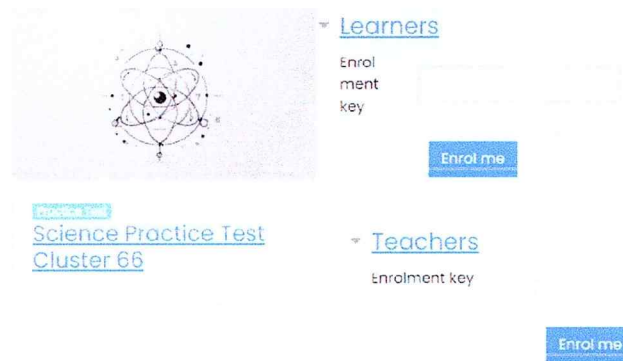
   o Click **Enroll Me**.

6. **Start the Assessment**
   o Once enrolled, locate the assessment or test under the course content.
   o Click on the assessment link to start the test.

Science Practice Test

CLICK HERE TO TAKE THE PRACTICE TEST

   o Follow the instructions provided in the test and submit your answers once completed.

7. **Check for Completion**
   o After submitting the assessment, log out from the system.

For Teachers (to check the learner's scores):

1. **Access the DepEd LMS**
   o Open your web browser and go to the DepEd Learning Management System (LMS) website.

2. **Log In to Your Account**
   o Login using DepEd Microsoft Account or DepEd Google Account.

3. **Find the Right Course**
   o Navigate to the **Practice Test** category.

4. **Select the Cluster**
   o Based on the learner's Division, select the appropriate cluster from the list of courses provided.

5. **Enroll in the Course**
   o When prompted for the **enrollment key**, enter the following:
      ▪ **PT_Teachers** (this is the key for teachers to access and review learner progress).
   o Click **Enroll Me**.

6. **Access Learner Grades**
   o After enrolling, go to the gradebook or progress tracking section of the course.
   o Here, you can check the grades or scores of learners who have completed the assessment.

ANNEX C

SCHOOLS DIVISION OFFICE CLUSTERS IN THE LMS

LMS TENANT	LMS Course	SDO
R1	Cluster 1	Alaminos City
		Pangasinan I, Lingayen
	Cluster 2	Batac City
		Candon City
		Dagupan City
		Ilocos Norte
		Ilocos Sur
	Cluster 3	La Union
		Laoag City
		San Fernando City
		Vigan City
	Cluster 4	Pangasinan II, Binalonan
		San Carlos City
		Urdaneta City
R2	Cluster 5	Cagayan
	Cluster 6	Isabela
	Cluster 7	Batanes
		Cauayan City
		City of Ilagan
		Nueva Vizcaya
		Quirino
		Santiago City
		Tuguegarao City
R3-1	Cluster 8	Bulacan
	Cluster 9	Nueva Ecija
	Cluster 10	Cabanatuan City
		City of San Jose Del Monte
		Gapan City
	Cluster 11	San Jose City
		Science City of Muñoz
		Aurora
	Cluster 12	Malolos City
		Meycauayan City
R3-2	Cluster 13	Pampanga
	Cluster 14	Angeles City
		Balanga City
		Bataan
	Cluster 15	Mabalacat
		Olongapo
		San Fernando City
		Zambales
	Cluster 16	Tarlac Province
		Tarlac City
R4A1	Cluster 17	Cavite Province
	Cluster 18	Bacoor City
		Cavite City

		Dasmarinas City
	Cluster 19	General Trias City
		Imus City
R4A2	Cluster 20	Quezon
	Cluster 21	Laguna
	Cluster 22	Binan City
		Cabuyao City
		Calamba City
	Cluster 23	Lucena City
		San Pablo City
		San Pedro City
		Sta. Rosa City
		Tayabas City
R4A3	Cluster 24	Antipolo City
	Cluster 25	Batangas
	Cluster 26	Rizal
	Cluster 27	Batangas City
		Tanauan City
		Lipa City
R4B	Cluster 28	Calapan
		Marinduque
		Romblon
	Cluster 29	Occidental Mindoro
		Oriental Mindoro
	Cluster 30	Palawan
		Puerto Princesa City
R5-1	Cluster 31	Albay
		Legaspi City
		Ligao City
		Tabaco City
	Cluster 32	Camarines Norte
		Masbate City
	Cluster 33	Masbate
R5-2	Cluster 34	Camarines Sur
	Cluster 35	Catanduanes
		Iriga City
		Naga City
	Cluster 36	Sorsogon
		Sorsogon City
R6-1	Cluster 37	Negros Occidental
	Cluster 38	Bacolod City
		Bago City
		Capiz
	Cluster 39	Cadiz City
		Escalante City
		Himamaylan City
		Kabankalan City
		La Carlota City
		Sagay City
		San Carlos City
		Silay City
		Sipalay City

		Victorias City
R6-2	Cluster 40	Aklan
		Antique
	Cluster 41	Guimaras
		Iloilo City
		Passi City
		Roxas City
	Cluster 42	Iloilo
R7-1	Cluster 43	Dumaguete City
		Guihulngan City
		Negros Oriental
		Siquijor
		Tagbilaran City
		Canlaon City
		Tanjay City
	Cluster 44	Bais City
		Bayawan City
		Bohol
r7-2	Cluster 45	Bogo City
		Carcar City
		Cebu City
		City of Naga, Cebu
		Danao City
	Cluster 46	Cebu
	Cluster 47	Lapu-Lapu City
		Mandaue City
		Talisay City
		Toledo City
R8	Cluster 48	Leyte
	Cluster 49	Northern Samar
		Samar (Western Samar)
	Cluster 50	Baybay City
		Biliran
		Borongan City
		Calbayog City
		Catbalogan City
		Eastern Samar
		Maasin City
	Cluster 51	Ormoc City
		Southern Leyte
		Tacloban City
R9	Cluster 52	Dapitan City
		Dipolog City
		Zamboanga del Norte
	Cluster 53	Isabela City
		Pagadian City
		Zamboanga City
	Cluster 54	Zamboanga del Sur
		Zamboanga Sibugay
R10	Cluster 55	Bukidnon
	Cluster 56	Cagayan de Oro City

		Camiguin
		El Salvador
		Gingoog City
		Iligan City
	Cluster 57	Lanao del Norte
		Malaybalay City
		Misamis Occidental
	Cluster 58	Misamis Oriental
		Oroquieta City
		Ozamis City
		Tangub City
		Valencia City
R11	Cluster 59	Davao City
	Cluster 60	Davao De Oro
		Davao del Norte
	Cluster 61	Davao del Sur
		Davao Occidental
		Davao Oriental
	Cluster 62	Digos City
		Island Garden City of Samal
		Mati City
		Panabo City
		Tagum City
R12	Cluster 63	General Santos City
		Kidapawan City
	Cluster 64	Koronadal City
		North Cotabato
	Cluster 65	Sarangani
		South Cotabato
	Cluster 66	Sultan Kudarat
		Tacurong City
CAR	Cluster 67	Abra
		Apayao
		Baguio City
		Benguet
	Cluster 68	Ifugao
		Kalinga
		Mt. Province
		Tabuk City
CARAGA	Cluster 69	Agusan del Norte
		Agusan del Sur
		Bayugan City
	Cluster 70	Bislig City
		Butuan City
		Cabadbaran City
		Dinagat Island
		Siargao
	Cluster 71	Surigao City
		Surigao del Norte
		Surigao del Sur
		Tandag City
NCR1	Cluster 72	Caloocan City

	Cluster 73	Manila
	Cluster 74	Paranaque City
		Taguig City and Pateros
	Cluster 75	City of San Juan
		Las Piñas City
		Malabon City
		Navotas
NCR2	Cluster 76	Quezon City
	Cluster 77	Makati City
		Mandaluyong City
		Muntinlupa City
	Cluster 78	Marikina City
		Valenzuela City
	Cluster 79	Pasay City
		Pasig City