

Republic of the Philippines  
**Department of Education**  
 REGION X - NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**

November 5, 2024

DIVISION MEMORANDUM

No. 439, s. 2024

**CREATION OF PROGRAMME FOR INTERNATIONAL STUDENT ASSESSMENT (PISA) TECHNICAL WORKING GROUP (TWG) IN THE DIVISION AND FIELD OFFICES**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisor  
 Section Heads  
 Education Program Supervisors  
 Elementary and Secondary School Heads  
 Teachers  
 All Others Concerned

1. In line with our commitment of preparing students for the Programme for International Student Assessment (PISA) and enhancing the quality of education in the Division of El Salvador City, this Office organizes the Technical Working Group (TWG) in the division and field offices. The TWG shall ensure efficient planning, coordination, and execution of all necessary tasks related to the assessment, aligning with both national and regional directives.

2. The composition of the TWG, along with the respective roles and responsibilities at both the Division and School levels, is outlined below:

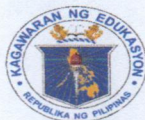
<b>Schools Division Office (SDO) Level TWG</b>	
<b>Position</b>	<b>Duties and Responsibilities</b>
Schools Division Superintendent ( .SDS)	<ul style="list-style-type: none"> <li>- Chairperson</li> <li>- Provides overall leadership and strategic guidance in the administration of PISA.</li> <li>- Coordinates with higher offices and ensures adherence to PISA guidelines and standards.</li> </ul>
Assistant Schools Division Superintendent (ASDS)	<ul style="list-style-type: none"> <li>- Co-Chairperson</li> <li>- Assists the Chairperson in managing the operations of the TWG.</li> </ul>
Curriculum Implementation Division (CID) Chief	<ul style="list-style-type: none"> <li>- Member</li> <li>- Leads in the implementation of the assessment curriculum and ensures alignment with the PISA framework</li> </ul>



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Education Program Supervisors (EPS) in Mathematics, English and Science	<ul style="list-style-type: none"> <li>- Members</li> <li>- Support teachers and students in preparing for assessment in their respective areas.</li> <li>- Ensure alignment of subject preparation with PISA standards.</li> </ul>
Education Program Supervisors	<ul style="list-style-type: none"> <li>- Member</li> <li>- Monitor the readiness of schools in the SDO for the PISA administration in coordination with the schools.</li> </ul>
School Management Monitoring and Evaluation, Senior Education Program Specialists	<ul style="list-style-type: none"> <li>- Member</li> <li>- Oversee the collection, analysis, and interpretation of data relevant to PISA</li> </ul>
Division ITO	<ul style="list-style-type: none"> <li>- Member</li> <li>- Provide technical support to ensure smooth integration of technology in assessment preparation and administration.</li> </ul>
Division Guidance Counselors	<ul style="list-style-type: none"> <li>- Member</li> <li>- Offer guidance on interpreting PISA results and their impact on students' educational paths.</li> <li>- Facilitate sessions on the significance of PISA for international assessment and global competitiveness.</li> </ul>
<b>School Level TWG</b>	
School Heads	<ul style="list-style-type: none"> <li>- Chairperson</li> <li>- Oversee and directly support the implementation of PISA-related activities at the school level.</li> <li>- Ensure learners and teachers are familiar with the assessment framework and requirements.</li> <li>- Coordinate preparation of necessary resources, venues, and equipment for smooth assessment administration.</li> </ul>
Master teachers/ Teachers in English, Science and Mathematics	<ul style="list-style-type: none"> <li>- Members</li> <li>- Ensure students are thoroughly prepared for the assessment.</li> <li>- Assist in the administration of PISA and help guide students through the assessment process.</li> </ul>





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School Guidance Counselors/ Designates	<ul style="list-style-type: none"><li>- Conduct orientations and counseling to help students understand the relevance and goals of PISA.</li><li>- Support students' emotional and mental readiness for the assessment.</li></ul>
<b>Overall Responsibilities of the TWG</b>	
<ol style="list-style-type: none"><li>1. TWG members are to collaborate closely with respective school and SDO representatives to ensure all preparations meet PISA standards.</li><li>2. Regular assessments, mock tests, and feedback sessions should be conducted to ensure that both teachers and students are adequately prepared.</li><li>3. Each TWG level shall submit progress reports or accomplishment reports detailing preparation milestones and any support needed.</li><li>4. Coordinate with all relevant stakeholders, including school heads and teachers for orientation and training sessions related to PISA.</li><li>5. Oversee the collection and submission of necessary documents and reports required for PISA administration.</li><li>6. Conduct regular meetings to assess progress and address any challenges encountered.</li></ol>	

3. This Office shall adhere to Equal Opportunity Principle (EOP) in the steps undertaken for this purpose. Hence, all decisions and actions shall be based on guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

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

**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

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Attach: As Stated  
To be indicated in the Perpetual Index  
under the following subjects:

ASSESSMENT

CID/ mjac



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