



Republic of the Philippines
Department of Education
REHIYON III
SCHOOLS DIVISION OFFICE OF BULACAN

November 11, 2024

DIVISION MEMORANDUM

No. 525 s. 2024

**CREATION OF TECHNICAL WORKING GROUP (TWG) FOR THE
PROGRAM FOR INTERNATIONAL STUDENT ASSESSMENT (PISA) IN THE
SCHOOLS DIVISION AND DISTRICT OFFICES**

To: Assistant Schools Division Superintendents
Chiefs
Public School District Supervisors (Elementary and Secondary)
Private Secondary School Administrators
All Other Concerned

1. In line with Regional Memorandum 667 s. 2024, this office, through the Curriculum Implementation Division, creates a TWG for PISA implementation to ensure efficiency, raise the country's performance, and improve its ranking in the next PISA, which will be conducted in March 2025.
2. The TWG will oversee the implementation of PISA administration, ensuring that all necessary preparations are in place and that the assessment objectives are met in alignment with national and regional guidelines.
3. Enclosure Number 1 shows the List of TWG in the Division Level and their Duties and Responsibilities.
4. Enclosure Number 2 shows the List of TWG in the District Level and their Duties and Responsibilities.
5. Enclosure Number 3 shows the List of TWG for Private Schools.
6. The formation of TWG shall be completed on November 15, 2024, and submitted to the office of the CID for monitoring and support services.
7. Immediate and wide dissemination of this Memorandum is desired.

Encl. As stated
Reference Memorandum 667 s. 2024


NORMA P. ESTEBAN, Ed. D. CESO V
Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. 525, s 2024

As per Regional Memorandum No. 667, s.2024

Schools Division Office (SDO) Level TWG	
Position	Duties and Roles
Norma P. Esteban, EdD, CESO V Schools Division Superintendent (SDS)	<ul style="list-style-type: none"> • Chairperson • Provides overall leadership and strategic directions in the administration of PISA • Oversees coordination with higher offices and ensures compliance with PISA guidelines and standards.
Atty. Bryan M. Santos, CESE Asst. Schools Division Superintendent	<ul style="list-style-type: none"> • Vice Chairperson • Assists the Chairperson in managing the operations of TWG and facilitates communication between key stakeholders.
Rainelda M. Blanco, PhD Curriculum Implementation Division (CID) Chief	<ul style="list-style-type: none"> • Member • Leads the implementation of the assessment curriculum and ensures alignment with the PISA framework
Cecilia S. Custodio, PhD School Governance and Operations Division (SGOD) Chief	<ul style="list-style-type: none"> • Member • Ensures appropriate learning resources and professional development initiatives are provided for effective assessment and administration
Francisco B. Macale EPS – Mathematics Jay Arr V. Sangoyo, PhD EPS- English Marinella T. Pengson, PhD EPS- Science	<ul style="list-style-type: none"> • Members • Ensures that teachers and students are adequately prepared for the assessment in their respective areas • Monitor the readiness of schools in the SDO for the PISA administration in coordination with the schools and district supervisors
Richard C. Biglete Division ITO	<ul style="list-style-type: none"> • Oversee the collection , analysis and interpretation of data relevant to PISA • Support the SDO in technology integration and utilizing data to



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	inform instructional practices and improve student outcomes
Eleseo E. Godoy, PhD Division Guidance Focal Person	<ul style="list-style-type: none">• Identify at-risk students and implement support measures to enhance their performance.• Offer guidance services to help students understand the implications of PISA results on their future educational and career paths• Facilitate discussions on the importance of international assessment and global competitiveness



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Enclosure No. 2 to Division Memorandum No. 525, s 2024

District/ Municipal Level TWG	
Position	Duties and Roles
Public School District Supervisor (PSDS) or Cluster School Head	<ul style="list-style-type: none">• Chairperson• Provides direct oversight and instructional support in the implementation of the PISA at the District Level, ensuring proper coordination between schools and SDO
School Heads	<ul style="list-style-type: none">• Member• Oversee the preparation of learners and teachers for PISA, ensuring that they are familiar with the assessment framework and expectations• Ensure the availability and readiness of facilities and materials needed for the PISA administration, such as testing venues, resources and equipment• Managing logistical aspects such as scheduling, room assignment and ensuring proper supervision relative to the PISA activities.
Master Teachers in Mathematics, English and Science /Department Head	<ul style="list-style-type: none">• Members• Act as the focal persons for their respective subjects, ensuring that students are prepared and teachers are guided in the administration of PISA.• Assist in monitoring and supporting the capacity-building
School Guidance Counselor /Designates	<ul style="list-style-type: none">• Identify at-risk students and implement support measures to enhance their performance.• Offer guidance services to help students understand the implications of PISA results on their future educational and career paths• Facilitate discussions on the importance of international assessment and global competitiveness.



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Enclosure No. 3 to Division Memorandum No. 525, s 2024

District/Municipal Level TWG.
BulPrisa (Private Schools)

Head: **BulPrisa President:** Rodel Manicad

EDDIS 1:

Chairman: **Regina Sto. Domingo**
Teacher/Coordinator

1. Colegio de Calumpit, Calumpit
English- Jerahmel Anne C. Vicent
2. Academia de Pulilan, Pulilan
Math- Joselyn Manaloto
3. St. Martin de Porres Catholic School, Guiguinto
Science- Jessa C. Brecia

EDDIS 2:

Chairman: **Amor Victorio**
Teacher/Coordinator

1. Jesus Lord Colleges Foundation, Bocaue
Science- Ma. Jona DG. De Guzman
2. Dr. Yanga Colleges Inc., Bocaue
Science- Liyette T. Sanchez
3. Sto. Niño Academy, Bocaue
Math- Monette Velayo

EDDIS 3

Chairman: **Alice Gonzales Rodriquez**
Teacher/Coordinator

1. Montessori de San Ildefonso, San Ildefonso
Science- Karen P. Dela Cruz
2. Park Ridge School of Montessori, San Miguel
English- Mansour A. Loma
3. St. Paul University at San Miguel
Math- Ron Mark S. Taracina

EDDIS 4

Chairman: **Leah Bernadette S. Halili**
Teacher/Coordinator

1. Smarties Academy of Sta. Maria, Bulacan
Math- Hazel I. Dela Cruz
2. Aquinas de Escolar Academy, Sta. Maria
Science- Ronn Andrea J. Cortez
- 3 Grace Christian Academy of Sta. Maria Bulacan Inc.
English- Angelica Mae S. De Jesus



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Over-all Responsibilities of the TWG

- Ensure that all logistical, instructional and administrative preparations are in place for the smooth conduct of PISA.
- Monitor the progress of preparations in schools and report issues to the appropriate authorities for immediate resolution.
- Coordinate with all relevant stakeholders, including school heads and teachers, for orientation and training sessions related to PISA.
- Oversee the collection and submission of necessary documents and reports required for PISA administration.
- Conduct regular meetings to assess progress and address any challenges encountered.