



Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF LANA DEL NORTE

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Division Memorandum

No. 423, s. 2026

**VIRTUAL ORIENTATION OF SCHOOL HEADS ON THE UTILIZATION
OF THE ONLINE SYSTEM FOR THE ADMINISTRATION OF
DIVISION-WIDE ASSESSMENTS AND THE AUTOMATION
OF ASSESSMENT RESULTS**

To: Education Program Supervisors
Public Schools District Supervisors/ District Incharge
Elementary and Secondary School Heads
School Testing Coordinators
All Other Personnel Concerned
This Division

1. In line with Schools Division Office's continuing efforts to strengthen data-driven instruction and ensure the efficient administration of division-wide assessments, a **Virtual Orientation of School Heads on the Utilization of the Online System for the Administration of Division-Wide Assessments and the Automation of Assessment Results** shall be done on **August 19, 2026 (Wednesday)**, at 3:00 o'clock in the afternoon via this designated online platform; <https://surl.li/okypcm>
2. The orientation aims to:
 - a. familiarize school heads with the online system for administering the Division Diagnostic Test (DDT) and Division Achievement Test (DAT);
 - b. demonstrate the procedures for accessing, managing, and monitoring the online assessment system;
 - c. orient participants on the automated computation and analysis of assessment results; and
 - d. ensure the accurate and timely generation and utilization of assessment data to support instructional planning and intervention.
3. All public elementary and secondary school heads and School Testing Coordinators are required to attend the said orientation. They are likewise encouraged to ensure a stable internet connection and prepare a laptop or desktop computer during the session to facilitate hands-on participation.

4. Public Schools District Supervisors (PSDSs) and Districts-in-Charge shall ensure the attendance of all school heads and testing coordinators within their respective districts, and provide the necessary technical support and coordination to facilitate their participation.
5. The meeting link shall be disseminated prior to the scheduled activity.
6. Enclosed are copies of the activity matrix.
7. Immediate dissemination of and strict compliance with this Memorandum are desired.

EDWIN R. MARIBOJOC EdD, CESO V
Schools Division Superintendent

