



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

February 18, 2025

**DIVISION MEMORANDUM**  
**No.094, s. 2025**

**ALLOCATION OF PROGRAM SUPPORT FUND TO SELECTED SCHOOLS FOR  
THE ADMINISTRATION OF THE PROGRAMME FOR INTERNATIONAL  
STUDENT ASSESSMENT (PISA) 2025 MAIN SURVEY**

TO : Asst Schools Division Superintendent  
Chief-Curriculum Implementation (CID)  
Chief-School Governance and Operation (SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
Public Secondary School Heads  
All Others Concerned

1. The Department of Education (DepEd), through the Bureau of Education Assessment (BEA), will administer the *Programme for International Student Assessment (PISA) 2025 Main Survey*, pursuant to DepEd Order No. 29, s. 2017, titled *Policy Guidelines on System Assessment in the K to 12 Basic Education Program*.
2. The fund will be downloaded to the participating schools. Please refer to the enclosure for the specific fund allotment.
3. For further information, please contact the Curriculum Implementation Division Office (CID) c/o Miguel B. Ularde, PhD / EPSVR I – English and the Division Testing Coordinator (DTC) through email [sdobatangas@deped.gov.ph](mailto:sdobatangas@deped.gov.ph) or tel.no. (043)722-1840 local 213.
4. Immediate dissemination and strict compliance of this Memorandum are earnestly desired.

  
**MARITES A. IBÁÑEZ, CESO V**  
Schools Division Superintendent

MBU/ ALLOCATION OF PROGRAM SUPPORT FUND TO SELECTED SCHOOLS FOR THE ADMINISTRATION OF THE  
PROGRAMME FOR INTERNATIONAL STUDENT ASSESSMENT (PISA) 2025 MAIN SURVEY/ R2-140905/02/18/2025



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

Encolure:


	School Orientation Day	Ocular	Assessment Day	Pisa Advocacy Materials	ICT Related Materials	PISA Familiarization Supplies and Materials, Sevices, and Other Expenses	Other Miscellaneous Expenses	TOTAL
Lucban National High School (Balayan East Sub Office)	29,150.00	25,300.00	25,300.00	<b>10,500.00</b>	99,960.00	74,760.00	<b>6,140.00</b>	<b>271,110.00</b>
San Pascual National High School (San Pascual Sub Office)	29,150.00	25,300.00	25,300.00	<b>10,500.00</b>	99,960.00	74,760.00	<b>6,140.00</b>	<b>271,110.00</b>
Dr Juan Pastor Integrated National High School (Ibaan Sub Office)	29,150.00	25,300.00	25,300.00	<b>10,500.00</b>	99,960.00	74,760.00	<b>6,140.00</b>	<b>271,110.00</b>
Itlugan National High School (Rosario West Sub Office)	29,150.00	25,300.00	25,300.00	<b>10,500.00</b>	99,960.00	74,760.00	<b>6,140.00</b>	<b>271,110.00</b>

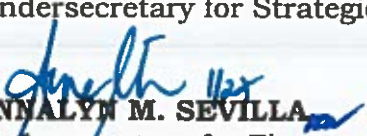


Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR STRATEGIC MANAGEMENT  
OFFICE OF THE UNDERSECRETARY FOR FINANCE

**MEMORANDUM**  
**OM-OUSM-2025-\_\_**

TO : **REGIONAL DIRECTORS**  
**SCHOOLS DIVISION SUPERINTENDENTS FROM SAMPLED**  
**PISA DIVISIONS**

FROM :   
**RONALD U. MENDOZA, PhD**  
Undersecretary for Strategic Management

  
**ANNALYN M. SEVILLA**  
Undersecretary for Finance

SUBJECT : **Guidelines on the Use of the National Assessment Systems for Basic Education (NASBE) Program Support Funds (PSF) for the Administration of the Programme for International Student Assessment (PISA) 2025 Main Survey**

DATE : **January 22, 2025**

1. The Department of Education (DepEd), through the Bureau of Education Assessment (BEA), will administer the **Programme for International Student Assessment (PISA) 2025 Main Survey**, pursuant to DepEd Order No. 29, s. 2017, titled *Policy Guidelines on System Assessment in the K to 12 Basic Education Program*.
2. To support the implementation of the PISA 2025 Main Survey, the **NASBE Program Support Funds (PSF)** shall be downloaded to the Regional and Schools Division Offices to support activities related to the conduct of the PISA national training of testing personnel and main survey data collection.
3. The *Guidelines on the Use of the National Assessment Systems for Basic Education (NASBE) Program Support Funds (PSF) for the Administration of the Programme for International Student Assessment (PISA) 2025 Main Survey* is attached in this memorandum.
4. For more information, please contact the **Bureau of Education Assessment-Education Research Division**, the PISA 2025 National Center, 2nd Floor, Bonifacio Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City, through email at [pisa.phl@deped.gov.ph](mailto:pisa.phl@deped.gov.ph) or telephone number (02) 8631-2591.
5. Immediate dissemination of this memorandum is desired.





(Enclosure to OM-OUSM-2025-\_\_\_\_\_).

**Guidelines on the Use of the National Assessment Systems for  
Basic Education (NASBE) Program Support Funds (PSF) for the  
Administration of the Programme for International Student  
Assessment (PISA) 2025 Main Survey**

**1. Purpose**

The Philippines will participate for the third time in the Programme for International Student Assessment (PISA) 2025 as part of the quality basic education reform plan and the Department's ongoing efforts to benchmark the basic education system, as stipulated in DepEd Order No. 29, s. 2017, titled *Policy Guidelines on System National Assessment in the K to 12 Basic Education Program*. PISA is an international comparative study that assesses the mathematical, reading, and scientific literacy of 15-year-olds across participating countries and economies.

To support the implementation of the PISA 2025 Main Survey (MS), a total of Php 54,541,780.00 from the FY 2025 (RA No. 12116) National Assessment Systems for Basic Education (NASBE) will be downloaded to the DepEd Regional and Schools Division Offices as a Program Support Fund (PSF). This PSF will cover expenses for the training and orientation of testing personnel for the PISA 2025 MS (hereinafter referred to as "National Training" and the expenses for administration of data collection for the survey (hereinafter referred to as "Main Survey Administration").

The total amount of PSF to be downloaded are as follows:

- a. Php 7,244,100.00 for the National Training
- b. Php 47,297,680.00 for the Main Survey Administration

**2. Target Test-Takers**

A maximum of 42 sampled learners from each of the 208 PISA-sampled schools is expected to participate in the PISA 2025 Main Survey (MS). These learners were born in 2009 and are enrolled in Grade 7 or higher for School Year 2024–2025. The list of the 208 PISA-sampled schools from which the learners are drawn for each Regional Office and Schools Division Office is attached in *Appendix B*.

**3. PISA Testing Personnel**

The following are the key PISA Testing Personnel that will be involved in the Main Survey data collection to ensure that the data collection in PISA for the Philippines comply with the PISA standards and the data collected can be reliably compared within and across participating countries and economies:

<b>PISA Testing Personnel</b>	<b>Number of Personnel</b>
Regional Testing Coordinator (RTC)	1 per Regional Office
Division Testing Coordinator (DTC)	1 per sampled Schools Division Office
Information Technology Officer	1 per sampled Schools Division Office
Health Personnel	1 per sampled Schools Division Office

Test Administrator	1 per sampled PISA School
School Head of the Testing Center	1 per sampled PISA School
National Center Quality Monitors (NCQMs) – assigned monitors from DepEd Central Office	2 per sampled PISA School
PISA Quality Monitors (PQMs) – PISA assigned monitors external to DepEd	1 per select Schools Division Office

#### **4. Program Support Fund for the National Training**

The PSF for the National Training shall be downloaded to the Regional Offices (ROs). This fund will cover the transportation and incidental expenses of PISA testing personnel attending the National Training. Travelling expenses will be computed based on the participants' locations and required modes of transportation. Furthermore, the mode of releasing this PSF to the PISA Testing Personnel attending the National Training shall be left to the discretion of the Regional Offices, subject to the usual accounting and auditing rules and regulations.

##### *a. Transportation Expenses*

Each official PISA Testing Personnel, excluding PQMs, NCQMs, and health personnel, attending the National Training shall receive travelling expenses not exceeding the allotted amount for their respective Regional Office, as summarized and attached in *Appendix A*.

##### *b. Incidental and Other Allowable Daily Travel Expenses (DTE)*

Each official PISA Testing Personnel, excluding PQMs, NCQMs, and health personnel, attending the National Training shall receive incidental expenses and other allowable DTE equivalent to the prescribed DTE for travel to the Cordillera Administrative Region (CAR), as outlined in DepEd Order No. 43, s. 2022, *Omnibus Travel Guidelines for All Personnel of the Department of Education*.

#### **5. Program Support Fund for the Main Survey Administration (During Field Ocular Visits, Orientation, and Assessment Days)**

The PSF for the Main Survey Administration, which include ocular inspection, school orientation, and assessment day, shall be downloaded to the sampled Schools Division Offices (SDOs). The PSF will cover meals and transportation expenses during ocular visit, school orientation, and assessment day, as well as the recommended PISA advocacy materials for PISA test-takers and PISA Testing Personnel. The total estimated fund to be allocated to each PISA-sampled school is summarized in *Appendix B*. Furthermore, the method of releasing this PSF to the intended recipients shall be left to the discretion of the Schools Division Offices, subject to the usual accounting and auditing rules and regulations.

##### *a. Meal Expenses*

- i. During the PISA 2025 Main Survey school orientation day, each PISA test-takers and PISA Testing Personnel, excluding PQM and NCQM, shall be allocated a meal expense of Php300.00/day.
- ii. During the PISA 2025 ocular inspection day, each PISA Testing Personnel, excluding health personnel and RTC, shall be allocated a meal expense of Php300.00/day.

- iii. During the PISA 2025 Main Survey assessment day, each PISA test-takers and PISA Testing Personnel and PISA test-takers shall be allocated a meal expense of PhP 300.00/day.

**b. Transportation Expenses**

- i. During the PISA 2025 Main Survey school orientation day, each PISA test-takers and PISA Testing Personnel, excluding PQM, NCQM, and school heads, and health personnel, shall receive a transportation expense of PhP250.00/day.
- ii. During the PISA 2025 field ocular inspection day, each PISA-test taker and PISA Testing Personnel, excluding the health personnel, RTC, and school head, shall receive a transportation expense of PhP250.00/day.
- iii. During the PISA 2025 Main Survey assessment day, each PISA test-taker and PISA Testing Personnel, excluding the school head, shall receive a transportation expense of PhP250.00/day.

**c. PISA Advocacy Materials**

Each PISA test-taker and PISA Testing Personnel shall receive PISA advocacy materials amounting to PhP250.00 per participant. These materials may include t-shirts, ballpens, notebooks, lanyards, tote bags, or other similar printable items. The selection of advocacy materials shall be left to the discretion of the Schools Division Office, provided that the materials encourage student participation and the purchase complies with applicable accounting and auditing rules and regulations.

**6. ICT-related Materials**

The PSF for the purchase of ICT-related materials, preferably to support the PISA online mode of computer-based assessment (CBA) in each DepEd-managed public PISA-sampled school, shall be downloaded to the Schools Division Offices (SDOs). The total estimated funds to be downloaded for each DepEd-managed public PISA-sampled school are summarized in *Appendix B*. Furthermore, the mode of releasing this PSF shall be left to the discretion of the SDOs, subject to the usual accounting and auditing rules and regulations.

Each DepEd-managed public PISA-sampled school may utilize funds not exceeding the allocated cost of PhP 2,380.00 per sampled PISA test-taker, multiplied by the number of sampled PISA test-takers per school. These funds may be used to purchase ICT-related materials and associated services or goods related to facilitating a computer-based assessment, adhering to the following requirements:

- a. Purchased materials may include ICT-related materials and accessories, both hardware and software, that will support the administration of an online mode of computer-based assessment. Examples of ICT-related materials include satellite internet kits, internet routers, network cables, computer mice, and other similar items.
- b. Purchased ICT-related materials must adhere the technical requirements of the PISA Student Assessment Platform as outlined in *Appendix C*.
- c. Aside from purchasing ICT-related materials, funds may also be utilized to avail services (e.g., repair of available ICT tools or devices) or purchase of other goods (e.g., digital clock, stopwatch/timer) that will ensure the smooth facilitation of the

PISA test, provided that sufficient and properly functioning ICT materials have already been secured.

- d. Utilization of the allotted fund for ICT-related materials must not coincide with the use of other goods and services already outlined in this guideline.

## **7. PISA Familiarization Supplies and Materials, Services, and Other Expenses**

This PSF, which will be used to support the recommended PISA familiarization activities among DepEd-managed public PISA-sampled schools, shall be downloaded to the Schools Division Offices (SDOs). Each DepEd-managed public PISA-sampled school may utilize this fund, not exceeding the allocated cost per PISA test-taker of Php 1,780.00 multiplied by the number of PISA test-takers per school. The total estimated fund for downloading to each PISA-sampled school is summarized in *Appendix B*. Furthermore, the mode of releasing this PSF to DepEd-managed public PISA-sampled schools shall be left to the discretion of the SDOs, subject to the usual auditing and accounting rules and regulations.

The use of the PSF for the PISA familiarization activities must adhere to the following:

- a. Purchased goods may include supplies and materials that support the conduct of the PISA familiarization activities.
- b. Payment or availment of services which may include the following:
  - (1) Services for the production and reproduction of PISA familiarization materials (e.g., printing and photocopying).
  - (2) Other services associated with the conduct of the PISA familiarization activities.
- c. Other expenses that may be incurred during the familiarization activities may include the following:
  - (1) Transportation and meal expenses for PISA learners, familiarization activities facilitators, and other personnel involved in familiarization activities.
  - (2) Communication-related expenses, such as cellular or mobile data, for efficient communication between PISA-test takers and school personnel.
  - (3) Delivery or other logistics expenses for the transfer of goods.
  - (4) Other expenses associated with the conduct of the PISA familiarization activities.

## **8. Other Miscellaneous Expenses**

A five percent (5%) allocation for miscellaneous expenses is included in the PSF to be downloaded to the Schools Division Offices (SDOs). This allocation is computed based on the total PSF for school ocular visit, school orientation, and assessment day and does not include other expenses outlined in this guideline. The miscellaneous expenses may be used to cover costs directly related to the conduct of PISA 2025 Main Survey but not specified in this guideline, such as services for logistics and technical support on the actual assessment day.

## **9. Fund Validity**

The funds shall be utilized by **December 31, 2026**, based on the general provisions of the **F.Y. 2025 GAA, Section 70. Cash Budgeting System**. The validity of fund is also indicated in the Sub-Allotment Release Order (Sub-ARO).

All expenses shall be made in accordance with existing budgeting, accounting, auditing, and procurement laws, rules and regulations.

## **10.Utilization of Balances**

Any balances from the downloaded funds may be used for other PISA-related activities, in accordance with the existing budgeting, accounting, audition, and procurement rules and regulations.

## **11.Monitoring and Evaluation**

The Bureau of Education Assessment – Education Research Division shall facilitate the conduct of the PISA National Training and the downloading of the PSF for the National Training to the Regional Offices. Meanwhile, the Regional Offices shall facilitate the release and monitor the utilization of the PSF for the National Training.

The administration of the PISA 2025 Main Survey shall be monitored by the Bureau of Education Assessment – Education Research Division and shall facilitate the downloading of the PSF to the Schools Division Offices. Meanwhile, the sampled Schools Division Offices shall facilitate the release and monitor the utilization of the PSF for the PISA Main Survey Administration for the PISA-sampled schools within their jurisdiction.