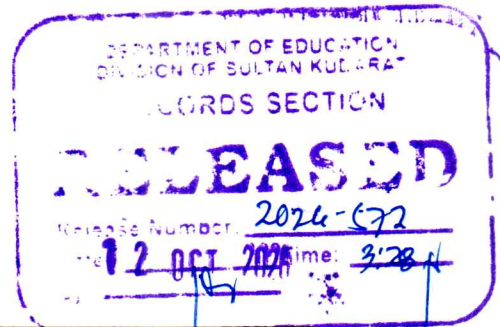




Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
DIVISION OF SULTAN KUDARAT



October 12, 2026

DIVISION MEMORANDUM
SGOD-SMME No. 211 s. 2026

**PARTICIPATION IN THE REGIONAL ORIENTATION-WORKSHOP ON THE
UTILIZATION OF OPTICAL MARK RECOGNITION (OMR) SCANNER AND
SOFTWARE FOR EFFICIENT PROCESSING AND INTERPRETATION
OF ASSESSMENT RESULTS**

To: Assistant Schools Division Superintendent
Chiefs of the Functional Divisions
Education Program Supervisors
Concerned Public Schools District Supervisors/Principal in Charge
Concerned Public Secondary School Heads
Concerned School ICT Coordinators
Concerned School Testing Coordinators
This Division

1. Pursuant to Regional Memorandum No. 098, s. 2026, titled *Regional Orientation on the Utilization of Optical Mark Recognition (OMR) Scanner and Software for Efficient Processing and Interpretation of Assessment Results*, the Department of Education – Regional Office XII will conduct the Regional Orientation-Workshop on October 17–18, 2026, in South Cotabato. The specific venue will be announced through the Official School Heads Group Chat.

2. The activity aims to ensure the appropriate utilization of the OMR scanner, desktop computers, and software for the efficient processing, validation, generation, and interpretation of term examination results, as well as to establish standardized mechanisms for documentation, monitoring, and sustainability. Specifically, the activity seeks to:

- a. Orient participants on the core features, components, and intended use of the OMR system, including the preparation of OMR-compatible answer sheets and the encoding of test, learner, and answer-key information into the software;
- b. Develop hands-on skills in operating the high-speed scanner, processing answer sheets, validating scanned results, and troubleshooting common scanning and encoding errors; and
- c. Enable participants to generate, read, and interpret OMR-generated assessment reports while strengthening compliance with standard data management, backup, security, and confidentiality protocols.

RGB/SGOD-SMME/ Participation in the Regional Orientation-Workshop on the Utilization of Optical Mark Recognition (OMR) Scanner and Software for Efficient Processing and Interpretation of Assessment Results/October 12, 2026



Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: <https://depedsultankudarat.org>
Email: depedsk.r12@deped.gov.ph



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3. The following are the participants to the Regional Orientation-Workshop are as follows:

PARTICIPANTS		
Office/School	Name	Designation
Esperanza NHS	Richard R. Panes	School ICT Coordinator
Esperanza NHS	Rubia S. Macasayon	School Assessment Coordinator
Isulan NHS	Garrie V. Dela Gracia	School ICT Coordinator
Isulan NHS	Rio A. Insular	School Assessment Coordinator
Lebak Legislated NHS	Androclus Y. Esparagoza	School ICT Coordinator
Lebak Legislated NHS	Gemma E. Quillo	School Assessment Coordinator
Lambayong NHS	Marnelie B. Fajardo	School ICT Coordinator
Lambayong NHS	Rolando M. Urlanda	School Assessment Coordinator
President Quirino NHS	Norma A. Velasco	School ICT Coordinator
President Quirino NHS	Jonalyn U. Agpalasin	School Assessment Coordinator
Kalamansig NHS	Joeffrey Solangoy	School ICT Coordinator
Kalamansig NHS	Maria Virginia B. Cuevas	School Assessment Coordinator
Lutayan NHS	Daisy Rose R. Dordas	School ICT Coordinator
Lutayan NHS	Myra C. Gumaga	School Assessment Coordinator
Datu Matilondo Galmak NHS	Reyma A. Domingo	School ICT Coordinator
Datu Matilondo Galmak NHS	Nelda L. Cordero	School Assessment Coordinator
TWG		
Sinakulay ES	Irish John D. Rombaoa	Principal I
Purok 4 ES	Richard Ferolin	Teacher In-charge
Laguilayan NHS	Limwell Telmo	Teacher VI
SGOD	Remos G. Baclaan	Division Testing Coordinator
OSDS	Richard A. Fernadez	Division ICT Coordinator
CID	Haron Kartil	CID Seessment Coordinator

4. Meals, snacks, supplies, materials, and travel expenses incurred for this activity shall be charged against the FY 2025 National Assessment Systems for Basic Education (NASBE) Continuing Fund (OSEC-12-25-05387), subject to the usual accounting and auditing rules and regulations.

5. Participants shall be granted compensatory time-off for days that fall on Saturday and Sunday, following DepEd Order No. 53, s. 2003, and CSC-DBM Joint Circular No. 2, s. 2015, subject to applicable policies.

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7. For queries or clarifications, all concerned may contact Bernabe Falcis, OIC-SEPS - SMME at 09656280483 or Remos G. Baclaan, OIC – EPS II – SMME at 09205922575.

9. For the information and guidance of all concerned.


ROBERTO J. MONTERO, CESO V
Schools Division Superintendent

Encls: As Stated

Reference: Regional Memorandum No. 098, s. 2026

To be indicated in the Perpetual Index under the following Subjects:

ASSESSMENT ORIENTATION TECHNOLOGY

RGB/SGOD-SMME/ Participation in the Regional Orientation-Workshop on the Utilization of Optical Mark Recognition (OMR) Scanner and Software for Efficient Processing and Interpretation of Assessment Results/October 12, 2026



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