



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

DEPARTMENT OF EDUCATION
DIVISION OF SARANGANI
RELEASED

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DIVISION MEMORANDUM

SGOD-2026-284

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

To: Assistant Schools Division Superintendent
Chief Education Supervisor
Public Schools District Supervisors & District Principal In-Charge
Public Elementary and Secondary School Heads
Division Testing Coordinator
Division Information Technology Officer
CID-Assessment Coordinator
Identified School Assessment Coordinator
Identified School ICT Coordinator
All Others Concerned

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, this Office hereby directs the attendance of identified participants and concerned school personnel to the Regional Orientation on the utilization of Optical Mark Recognition (OMR) scanner and software on October 17-18, 2026, 8:00am –5:00pm held at Habi Hotel, Koronadal City.

2. The general objective of this capability-building activity is to appropriately utilize the OMR scanner, desktop computer, and software for efficient processing, validation, generation, and interpretation of term examination results, and to establish standardized mechanisms for documentation, monitoring, and sustainability of its utilization. Specifically, the activity aims to achieve the following objectives:

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





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- d. Establish clear roles and responsibilities across regional, division, and school levels, standardize equipment utilization and reporting workflows, and formulate school-level action plans to guarantee long-term, sustained use.
3. The participants in this activity are provided in the attached enclosure.
4. The participants shall be granted Compensatory Overtime Credit (COC) for days that fall on Saturday and Sunday, following DepEd Order No. 53, s.2003, Updated Guidelines on Grant of Vacation Service Credit to Teachers and CSC-DBM Joint Circular No. 02, s. 2015, Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees.
5. Expenses incurred for travel by the participants in connection with this activity shall be charged against the School MOOE or any available local funds, subject to existing accounting, auditing, and budgeting rules and regulations.
6. For inquiries and clarifications, please contact Ms. Araceli J. Dinopol, Senior Education Program Specialist (SEPS), through mobile number 0918-468-8641, or Mr. Jestoni C. Sales, Education Program Specialist II (EPS II), through mobile number 0950-370-7778 or email address jestoni.sales@deped.gov.ph.
7. For the information. Guidance and strict compliance of all concerned.


Digitally signed by
Frinal Nelyn Botes
Adobe Acrobat version:
2023.008.20470
ATTY. NELYN B. FRINAL, CESO VI
Schools Division Superintendent

Encl.: As stated

Reference: As stated

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

COMMUNICATIONS
SCHOOLS
CORRESPONDENCE

JCS/SGOD-SMME/DM- Regional Orientation on the utilization of Optical Mark Recognition (OMR) scanner and software
0793/October 8, 2026, 2026



Address: Capitol Compound, Maribulan, Alabel, Sarangani Province
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SCHOOLS DIVISION OF SARANGANI

Enclosure 1: **Regional Memorandum**



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

08 Sept 2026

REGIONAL MEMORANDUM

No. 098, s. 2026

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

To: Schools Division Superintendents

1. In line with the Department of Education's commitment to strengthening classroom assessment systems through the adoption of appropriate technologies, Regional Office XII will conduct the **Regional Orientation-Workshop on the Utilization of Optical Mark Recognition (OMR) Scanner and Software for Efficient Processing and Interpretation of Assessment Results** on **October 17-18, 2026**, within **South Cotabato**. The specific venue shall be announced through a separate issuance.

2. The general objective of this capability-building activity is to appropriately utilize the OMR scanner, desktop computer, and software for efficient processing, validation, generation, and interpretation of term examination results, and to establish standardized mechanisms for documentation, monitoring, and sustainability of its utilization. Specifically, the activity aims to achieve the following objectives:

- Orient participants on the core features, components, and intended use of the OMR system, and capacitate them in preparing OMR-compatible answer sheets and encoding test, learner, and answer-key information into the software.
- Develop hands-on skills in operating the high-speed scanner, processing answer sheets, and validating scanned results to troubleshoot and address common scanning and encoding errors.
- Enable participants to generate, read, and interpret OMR-generated assessment reports while strengthening compliance with standard data management, backup, security, and confidentiality protocols.
- Establish clear roles and responsibilities across regional, division, and school levels, standardize equipment utilization and reporting workflows, and formulate school-level action plans to guarantee long-term, sustained use.

3. The participants for the Regional Orientation-Workshop are the Chief Education Supervisors and selected Education Program Supervisors from CLMD and QAD, Regional Information Technology Officer, ICTU Personnel, Division Testing Coordinators, Division Information Technology Officers, CID Assessment Coordinators, and the ICT and Assessment Coordinators of the selected Very Large and Large Schools in the division. The Division Testing Coordinators are requested to encode the names of the division participants through <https://tinyurl.com/LISTOFFPARTOMR26>.



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4. The **Pework Activity** shall be on **October 5-7, 2026**, within **South Cotabato**. The specific venue shall be announced through a separate issuance. The participants for the Pework activity are the Chief Education Supervisors and selected Education Program Supervisors from CLMD and QAD, Regional Information Technology Officer, ICTU Personnel, Division Testing Coordinators, Division Information Technology Officers, and CID Assessment Coordinators.
5. The meals, snacks, supplies and materials, and Travel Expenses for the 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.
6. The participants shall be granted Compensatory Time-off for days that fall on Saturday and Sunday, following DepEd Order No.53, s.2003, Updated Guidelines on Grant of Vacation Service Credit to Teachers and CSC-DBM Joint Circular no.2, s.2015, Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees.
7. For any concerns or clarifications, contact **Jay-ar S. Lipura**, Education Program Supervisor, through jayar.lipura@deped.gov.ph.
8. For the information and guidance of all concerned.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

Encl: None
Reference: Unnumbered DM from the Office of Undersecretary and Chief of Staff dated August 1, 2025
Allotment: OSEC-12-25-05387
To be included in the Perpetual Index
under the following subject:

ASSESSMENT

JRSL/CLMD/RM- REGIONAL ORIENTATION-WORKSHOP ON THE UTILIZATION OF OPTICAL MARK RECOGNITION (OMR) SCANNER AND SOFTWARE FOR EFFICIENT PROCESSING AND INTERPRETATION OF ASSESSMENT RESULTS
273/September 2, 2026

ROC7



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Enclosure 2: **List of Identified Participants**

Name	Position/Designation	Office/School
1. Rey C. Tagala	CID Assessment Coordinator	CID
2. Roy J. Detoyato	Division Information Technology Officer (DITO)	ICTU
3. Jestoni C. Sales	Division Testing Coordinator (DTC)	SMME
4. Ariel C. Lalisan	School ICT Coordinator	Kinam National High School
5. Alfredo C. Bernal	School Assessment Coordinator	Kinam National High School
6. Khanny John O. Lucero	School ICT Coordinator	Alabel National High School
7. John Michael T. Sayson	School Assessment Coordinator	Alabel National High School
8. Rafael Gregor Peradillo	School ICT Coordinator	Mangelen Integrated School
9. Fely L. Peralta	School Assessment Coordinator	Mangelen Integrated School
10. Dennis B. De Guzman	School ICT Coordinator	Malalag National High School
11. Alfredo T. Ondap Jr.	School Assessment Coordinator	Malalag National High School
12. Hazel O. Ladua	School ICT Coordinator	Malungon National High School
13. Chona O. Ycay	School Assessment Coordinator	Malungon National High School
14. Ivy B. Barnachea	School ICT Coordinator	Leonard Young National High School
15. Sheenalyn L. Carbon	School Assessment Coordinator	Leonard Young National High School
16. Rhea D. Gumapac	School ICT Coordinator	James L. Chiongbian National High School
17. Joji J. Huliganga	School Assessment Coordinator	James L. Chiongbian National High School
18. Roserphine Derecho	School ICT Coordinator	Malapatan National High School
19. Michael S. Pajarillo	School Assessment Coordinator	Malapatan National High School

