



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAY 16 2025

MEMORANDUM

**DIVISION ORIENTATION ON THE USE OF OMR SCANNERS
IN EDUCATIONAL ASSESSMENT**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads
All Others Concerned

1. In line with the Division's continuous efforts to strengthen the reliability, efficiency, and accuracy of educational assessments, this Division initiates the **Division Training on the Use of Optical Mark Recognition (OMR) Scanners in Educational Assessment** on **May 19, 2025, 9:00 AM-5:00 PM** at **SDO Activity Area**.

2. This training aims to capacitate selected personnel on the proper use and maintenance of OMR scanners, familiarize them with scanning protocols, and ensure accurate processing of test results in large-scale assessments.

3. Participants to this training are the following:

NAME	SCHOOL
AIRO F. TIAMA	CSHS
SHYREIN M. MESINA	LIS JHS
ALLAN RAYMOND B. NACIDA	MNHS-JHS
JEANNO FOBUENA	SSHS
AQUISINUR H. VALENCIA	TNHS SHS
ROMEO T. NAVARRO JR.	MBHS SA
GREGORIO S. QUINERI	PEDHS
RUSSEL VAN ERICK RAMOS	MSHS

4. All participants are advised to bring a laptop, extension cord, and sample test materials (if applicable). Meals and training materials will be provided.

5. This will cover the following topics:


- Technical Features and Functionalities of the OMR scanner
- Step-by-step Process of Scanning, Reading, and Interpreting Answer Sheets

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- Hands-on Experience in Operating the OMR Machine and using Accompanying Software
- Common Issues and Troubleshooting Procedures

6. Immediate and wide dissemination of this Memorandum are desired.


VIOLETA M. GONZALES
 Assistant Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent

Encl: As stated
 Reference: As stated
 To be indicated in the Perpetual Index
 Under the following subjects

ORIENTATION

TEACHERS

ASSESSMENT

IMR/Memo OMR Scanner Orientation
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