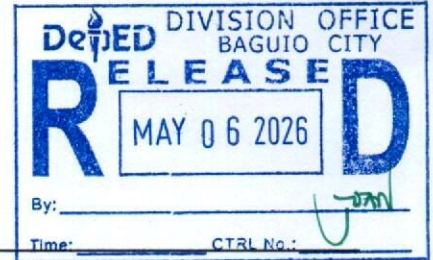




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



May 6, 2025

Division Memorandum
 No.: **304-2026**

CONDUCT OF TRAINING ON THE OPERATION OF THE OMR MACHINES

To: Curriculum Implementation Division Chief
 School Governance and Operations Division Chief
 Public School District Supervisors
 Education Program Supervisors
 Elementary and Secondary School Heads
 Division Data Analysis Technical Working Group
 All others concerned

1. The Syrex Corporation will conduct training on the operation of the procured OMR machines on **May 14, 2026**, at **Alfonso Tabora Elementary School**.
2. This aims to:
 - a. Conduct training on the operation of the procured OMR machine for recording assessment results.

3. Participants:

Participants	Designation
Francisco Copsiyan	EPS/Participant
Olivia Gomez	Planning Officer/Participant
Asuncion Saguid	M&E/Participant
Maresa L. Cayso	ALS/Participant
Vincent Luis	ICT/Participant
Edgar dela Cruz	Resource Person
Ariel Fajardo	Resource Person

4. For queries and clarifications, please contact Juliet C. Sannad, Chief – Curriculum Implementation Division, phone number 619-3491
5. Immediate and dissemination of this memorandum to all concerned is expected.

SORAYA T. FACULO, PhD, CESO V
 Schools Division Superintendent



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MATRIX OF ACTIVITIES

Activity: Conduct of training on the operation of OMR

Date and Time: May 14, 2026

Venue: Alfonso Tabora Elementary School

Day/Time	Activity	Person in Charge
8:00-8:30	Registration	Leah Marie Calabias
8:30-9:00	Preliminaries	
	Nationalistic Song	AVP, c/o ICT
	Prayer	AVP, c/o ICT
9:00-10:00	Orientation on the operation of the OMR machine	Edgar dela Cruz Ariel Fajardo
10:00-10:15	Health Break	
10:15-12:00	Continuation of Orientation on the operation of the OMR machine	Edgar dela Cruz Ariel Fajardo
12:00-1:00	Lunch Break	
1:00-3:00	Continuation of Orientation on the operation of the OMR machine	Edgar dela Cruz Ariel Fajardo
3:00-3:15	Health Break	
3:15-5:00	Continuation of Orientation on the operation of the OMR machine	Edgar dela Cruz Ariel Fajardo