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Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF PAMPANGA

August 24, 2026

DIVISION MEMORANDUM
No. 461, s. 2026

DIVISION DISSEMINATION AND TECHNICAL ASSISTANCE ON THE ADMINISTRATION OF THE SENIOR HIGH SCHOOL LITERACY AND NUMERACY ASSESSMENT AND DISTRIBUTION OF ASSESSMENT MATERIALS

To: Assistant Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public/Private Secondary School Heads
All Others Concerned

1. This Office, through the Curriculum Implementation Division (CID), announces the conduct of the Division Dissemination and Technical Assistance on the Administration of the Senior High School Literacy and Numeracy Assessment and Distribution of Assessment Materials on September 8, 2026, at Greene Manor, City of San Fernando, Pampanga, from 8:00 a.m. to 5:00 p.m.

2. The activity specifically aims to:
2.1 disseminate the guidelines, procedures, schedules, and requirements for the administration of the Senior High School Literacy and Numeracy Assessment to all concerned personnel;
2.2 orient school heads, testing coordinators, SHS teachers, and other concerned personnel on their respective roles and responsibilities in the proper administration of the assessment;
2.3 provide technical assistance on the standardized administration of the SHS Literacy and Numeracy Assessment to ensure consistency, accuracy, and adherence to prescribed assessment procedures;
2.4 address and clarify implementation concerns and potential issues related to the administration, documentation, monitoring, and reporting of the assessment;
2.5 facilitate the timely, complete, and systematic distribution of assessment materials to participating schools in preparation for the scheduled assessment administration;
2.6 ensure the proper handling, security, utilization, and accountability of assessment materials in accordance with prescribed policies and procedures;
2.7 strengthen coordination and collaboration between the Schools Division Office and participating schools to ensure the smooth and efficient administration of the assessment; and
2.8 ensure the generation of reliable and meaningful assessment results that can serve as a basis for identifying literacy and numeracy learning gaps and planning appropriate instructional interventions and support for SHS learners.

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3. The participants in this activity shall be the public and private senior high school testing coordinators. The list of participants and Technical Working Group (TWG) may be accessed through the following link: https://tinyurl.com/SHSSTC

4. Transportation and other incidental expenses of the participants shall be charged to their respective school's MOOE or other local school funds, subject to the usual accounting and auditing rules and procedures.

5. This Memorandum serves as the official travel order of the participants.

6. Immediate and wide dissemination of this Memorandum is earnestly desired.

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Schools Division Superintendent

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