



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

JUL 02 2026

DIVISION MEMORANDUM
No. 313 s. 2026

**EXPANDED UTILIZATION OF XEPTO LEARNING MANAGEMENT SYSTEM
AND ACHIEVE 3000 LITERACY PROGRAM**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Junior and Senior High School Principals
All Others Concerned

1. In line with the continuing efforts of the Department of Education to strengthen digital learning integration and literacy development, this Office hereby directs the expanded utilization of the Xepto Learning Management System (LMS) and the intensified implementation of the Achieve3000 Literacy Program for School Year 2026–2027.
2. Schools with Xepto and Achieve 3000 accounts are expected to implement the optimal utilization of the said learning platforms to aid in the delivery of quality education and provision of needed interventions to learners.
3. Attached is the request letter of Antonio Ernesto R. Tarroza Jr., Xepto General Manager, for further details and information.
4. Immediate and wide dissemination of this Memorandum is directed for strict compliance.


CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent 


C/jmn&dcc

June 23, 2026

DR. CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent
Department of Education – Division Office of Bataan
Abucay, Bataan

Subject: Request for the Issuance of a Division Memorandum on the Expanded Utilization of Xepto LMS, Achieve3000 Literacy Weekly Usage, and the 1st Term Key Implementation Activities for SY 2026–2027

Dear Dr. Violeta:

Warm greetings from Xepto Education!

Following our recent training rollouts and the successful conclusion of our Xepto EDU-Fiesta activities, we would like to express our deepest gratitude to your office for the continuous partnership and dedication to elevating digital education across the Schools Division of Bataan.

As we officially transition into School Year 2026–2027, we aim to sustain our momentum and further maximize the impact of our digital tools. While the previous school year successfully focused on utilizing the Xepto LMS for the Quarterly Unified Examinations, **this school year we are expanding and requiring the comprehensive use of the Xepto LMS for day-to-day academic operations, alongside an increased commitment to the Achieve3000 Literacy Program.** To move beyond periodic testing and embed digital learning into daily classroom routines, schools are directed to actively utilize the LMS platform for **Assignments, Attendance, Forums, and other ongoing assessments throughout the year, such as Quizzes and Summative Assessments.** Concurrently, to ensure steady student progress and substantial literacy gains, **schools are directed to intensify student engagement on Achieve3000 by meeting a targeted weekly usage of 4 hours this school year.**

We respectfully request the issuance of a Division Memorandum to formally direct all field offices and schools to implement this expanded use of the Xepto LMS across day-to-day academic activities.

Furthermore, the memorandum shall include a directive for the Achieve3000 Literacy Program, mandating a targeted weekly usage of 4 hours this school year to ensure steady student progress and literacy gains.

To ensure high platform utilization, systematic data entry, and strict compliance across all academic areas, we have consolidated the timeline for the Xepto LMS

and the Achieve3000 Literacy Program for the first half of the term.

I. Proposed Schedule of 1st Term Key Implementation Activities (SY 2026–2027)

The master timeline below outlines all administrative actions, orientation blocks, testing windows, and synchronous reinforcement sessions:

Date	Time	Activity	Description	Responsible Parties	Mode
June 16–30, 2026	Ongoing	LMS Student Enrollment	Designated registrars or staff members assigned by the School Head will encode and populate student enrollment data into the Xepto System.	Assigned registrar, teacher, or LMS champion	
June 26, 2026	2:00 PM - 2:30PM	LMS Implementation and Action Plan Roll-out for SY 2026–2027	LMS Champions' School Action Plans are endorsed to School Heads for strict, localized implementation.	PSDSs, EPSs, and School Heads	Online
June 26, 2026	1st Batch 11:00AM – 12:00 PM 2nd Batch 1:00 PM - 2:00 PM	Xepto 1st Sync Session	Sync session to prepare teachers to utilize the Assessment and Attendance modules ahead of the first testing	All Target Teachers (Grades 9–12)	Hyflex/ Online

			cycle.		
July 3, 2026	9:00 AM – 12:00 PM	Teacher Orientation: Student Orientation + LevelSet Pre-Test	Teachers will be given an orientation on how to orient their students on Achieve3000 Literacy and start the Pre-test.	Grade 7 and 8 Teachers (Achieve3000)	Online
July 6, 2026	Class Hours	First Teacher-Made Summative Test	Deployment of the initial round of school-level Summative Assessments using the Xepto LMS.	All Target Teachers (Grades 9–12)	
July 10, 2026	1st Batch 11:00AM – 12:00 PM 2nd Batch 1:00 PM - 2:00 PM	Xepto 2nd Sync Session	Topic QAFE; systematically incorporated into local school Learning Action Cell (LAC) sessions.	All Target Teachers (Grades 9–12)	Hyflex/ Online
July 15–30, 2026	Class Hours	Student Orientation + LevelSet Pre-test	Teachers orient students on Achieve3000 Literacy and deploy the diagnostic LevelSet Pre-test.	Teachers & Students (Achieve3000)	

July 24, 2026	1st Batch 11:00AM – 12:00 PM 2nd Batch 1:00 PM - 2:00 PM	Xepto 3rd Sync Session	Topic AI in Action: Enhancing Student Engagement; systematically incorporated into local school LAC sessions.	All Target Teachers (Grades 9–12)	Hyflex/ Online
July 28, 2026	Class Hours	Second Teacher-Made Summative Test	Execution of the second round of Localized Summative Assessments utilizing the Xepto LMS.	All Target Teachers (Xepto LMS)	
Aug 7, 2026	1st Batch 11:00AM – 12:00 PM 2nd Batch 1:00 PM - 2:00 PM	Xepto 4th Sync Session	Topic Unlocking Innovative Education 5.0: Courseware Development; systematically incorporated into local school LAC sessions.	All Target Teachers (Grades 9–12)	Hyflex/ Online
Aug 24, 2026	1st Batch 11:00AM – 12:00 PM 2nd Batch 1:00 PM - 2:00 PM	Xepto 5th Sync Session	Topic Unlocking Innovative Education 5.0: Grader Tools; systematically incorporated into local school LAC sessions.	All Target Teachers (Grades 9–12)	Online

Aug 25, 2026	3:00 PM - 4:00 PM	LevelSet Pre-test Results + Usage Presentation & Initial Check-in	Mid-term update providing the division analytics of the LevelSet Pre-test and a comprehensive discussion of initial concerns per district.	SDO, School Administrators , Champions (Achieve3000)	Online
Aug 28 – Sept 1, 2026	Scheduled	Term 1 Examination	Conduct of the official, division-wide Term 1 Unified Examinations via the Xepto LMS platform.	All Target Teachers (Xepto LMS)	
Sept 3, 2026	9:00 AM - 10:00 AM	Microlearning Session 1: WordStudio & Data Center Review	Professional learning session focused on WordStudio, navigating the Data Center, and evaluating Month of September Updates and current school performance.	Champions & Teachers (Achieve3000)	Online

Note: Please note that the succeeding implementation activities and schedules for Terms 2 and 3 will follow accordingly in a subsequent advisory.

II. Core Objectives for the Expanded Implementation

To guarantee that the expanded utilization of these digital learning tools yields the

best learning outcomes, our collaborative focus for this term centers on:

1. **Data Completeness:** Prompt completion of the LMS Student Enrollment by June 30 to enable full platform functionality for all learners.
2. **High Platform Utilization (Xepto LMS):** Embedding the consistent use of Xepto LMS across daily routines, with a strong focus on deploying and tracking localized assessments, everyday formative reviews, assignments, forums, and the student attendance framework.
3. **Consistent Literacy Engagement (Achieve3000):** Ensuring compliance with the required weekly usage of 4 hours on Achieve3000 to steadily build student reading competencies throughout the school year.
4. **Curriculum and Calendar Integration (Achieve3000):** Institutionalizing literacy development by embedding Achieve3000 Literacy lessons into teachers' weekly lesson plans and plots, alongside integrating key Achieve3000 activities directly into the annual school calendar.
5. **Targeted Reading Literacy & Benchmarking:** Ensuring 100% completion of the Achieve3000 LevelSet Pre-test within the July 15–30 window to capture accurate baseline reading lexiles for Grade 7 and 8 students.
6. **Data-Driven Interventions:** Actively utilizing the analytics presentation on August 24 and the Microlearning session on September 3 to tweak reading strategies and address division-wide operational concerns early on.

III. Requested Administrative Directives

To realize these operational benchmarks, we respectfully request the following support from your office:

- **Issuance of a Division Memorandum:** A formal directive mandating:
 1. The expanded utilization of the Xepto LMS for daily classroom activities (Assignments, Attendance, Forums, Quizzes, and Summative Assessments).
 2. The required weekly usage of 4 hours for the Achieve3000 Literacy Program.
 3. The integration of Achieve3000 Literacy lessons into weekly lesson plans and the explicit inclusion of Achieve3000 activities in the formal school calendar.
 4. Strict compliance and full observance of the consolidated 1st Term schedule and all tracking/monitoring activities across the division.
- **LAC Session Integration:** Direct guidance to school heads to institutionalize the Xepto Sync Sessions as an integral part of their local school Learning Action Cell (LAC) sessions, embedding these checkpoints directly into their regular teacher development schedules.

We remain deeply committed to working alongside SDO Bataan to foster a

digitally progressive and highly literate academic community. Thank you very much for your exceptional leadership and continued trust.

Respectfully yours,



Antonio Ernesto R. Tarroza Jr.
General Manager

July 2, 2026

DR. CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent
Department of Education – Division Office of Bataan
Abucay, Bataan

Subject: Request for Approval of the Proposed Achieve3000 Teacher Training and Orientation Schedule for Grades 7 and 8

Dear Dr. Violeta:

Warm greetings from Xepto Education!

First and foremost, we would like to extend our deepest appreciation to your office for the recent issuance of the Division Memorandum mandating the expanded utilization of the Xepto LMS and the Achieve3000 Literacy platform across the division. This definitive directive provides a vital foundation for anchoring digital learning and reading proficiency directly into the daily academic routines of our schools.

To fully support your teachers in implementing this mandate seamlessly, we would like to request your formal approval to conduct the **Achieve3000 Teacher Training and Orientation** for Grade 7 and Grade 8 English teachers, A3K champions, and ICT Coordinators.

We propose conducting this virtual training on July 8, 2026 (Wednesday). To ensure zero disruption to ongoing classes and smoothly accommodate both morning and afternoon teaching shifts, we have structured the rollout into two distinct batches:

- AM Session (Batch 1): 10:00 AM – 12:00 NN (For afternoon shift teachers/staff)
- PM Session (Batch 2): *We respectfully present two options for your preference:*
 - Option A: 1:00 PM – 3:00 PM
 - Option B: 3:00 PM – 5:00 PM (For morning shift teachers/staff)

Training Matrix Overview

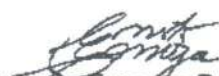
The session details are finalized as follows:

Program / Focus	Description	Target Participants	Mode	Proposed Schedule
Achieve3000				
<i>Program and Technical Training</i>	Program orientation and technical navigation walkthrough of the Achieve3000 Literacy platform for classroom application.	Grade 7 & 8 English Teachers, A3K Champions, and ICT Coordinators	Virtual	July 8, 2026 (Wednesday)
Student Orientation + LevelSet Pre-Test	Teachers will be given an orientation on how to orient their students on Achieve3000 Literacy and start the Pre-test.			Batch 1: 10:00 AM – 12:00 NN Batch 2: 1:00–3:00 PM OR 3:00–5:00 PM

This complete training and orientation framework will explicitly equip your educators to navigate the platform, integrate reading lessons smoothly into their weekly plots, and confidently lead their students through the upcoming LevelSet diagnostic window.

We look forward to your favorable response and confirmation of your preferred time slot for the afternoon session on July 8. Thank you once again for your unwavering leadership and progressive collaboration.

Respectfully yours,


Antonio Ernesto R. Tarroza Jr.
 General Manager