



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

DIVISION LETTER
No. 088, s. 2026

AUG 25 2026

**CONDUCT OF FIRST TERM UNIFIED EXAMINATION FOR
THE SCHOOL YEAR 2026-2027**

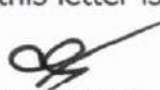
To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Junior and Senior High School Heads
All Others Concerned

This Office informs all concerned of the conduct of the First Term Unified Examination of Grade 9-12 learners for the school year 2026-2027, scheduled from August 28, 2026, to September 1, 2026.

All secondary school heads are hereby instructed to oversee the administration and monitoring of the term examination across both online and offline modalities (utilizing bubble sheets), if necessary.

Attached is the letter from Mr. Ernesto R. Tarroza Jr., General Manager of Xepto Education, for other important details.

Immediate dissemination and compliance with this letter is desired.


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


Ci4

August 14, 2026

August 13, 2026

Dr. Carolina S. Violeta, EdD, CESO V
School Division Superintendent
Department of Education Division Office of Bataan
Abucay, Bataan

Subject: Partnership and Support for the Administration of the Term 1 Division Unified Examination for SY 2026–2027

Dear SDS Violeta,

We extend our sincere gratitude to the Schools Division Office of Bataan for its continued leadership and commitment to advancing digital learning integration. We particularly appreciate the issuance of Division Memorandum No. 313, s. 2026 regarding the Expanded Utilization of Xepto Learning Management System and Achieve3000 Literacy Program, which has set a strong foundation for embedding digital tools into daily academic operations division-wide.

In alignment with Division Memorandum No. 313, s. 2026, we are pleased to reaffirm our full support for the upcoming **Term 1 Division Unified Examinations** for SY 2026–2027, scheduled to be administered from **August 28 to September 1, 2026**.

As established in our ongoing partnership, the Xepto LMS platform remains fully equipped to support both **Online and Offline (Print-Based Bubble Sheet)** examination modalities to cater to the diverse needs of schools across the division.

The unified examinations will cover the following subjects for each grade level:

Grades 9 and 10:

- Filipino
- English
- Mathematics
- Science
- Araling Panlipunan
- Values Education
- Technology & Livelihood Education
 - Electrical and Electronics Servicing
 - Computer Systems Servicing (CSS)
 - Garments
 - Shielded Metal Arc Welding (SMAW)
 - Food Preparation

Grade 11:

- General Mathematics
- Mabisang Komunikasyon
- Effective Communication
- Pag-aaral ng Kasaysayan at Lipunang Pilipino
- General Science

Grade 12:

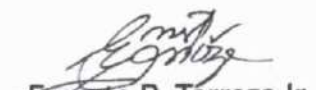
- General Chemistry 2

For detailed instructions, all personnel are directed to refer to the attached updated annex, "Guidelines on the Administration of the Term 1 Division Unified Examination".

Our team is committed to providing the same level of continuous support. Should you or any personnel encounter technical difficulties, please contact your designated school LMS Champion for immediate assistance.

We look forward to a successful implementation of the unified examinations and a fruitful partnership dedicated to fostering academic excellence in the Division of Bataan.

Respectfully yours,



Ernesto R. Tarroza Jr.
General Manager
Xepto Education

GUIDELINES ON THE ADMINISTRATION OF THE TERM 1 DIVISION UNIFIED EXAMINATION

I. For Online Examination Modality

Teachers assigned to administer the unified examination online shall follow these steps to ensure proper setup and access for students:

1. Access the Examination: Log in to XEPTO Learning Management System (LMS) and navigate to the unified examination portal.
2. Set Availability: Configure the examination settings. Set the correct date and time window during which the exam will be accessible to students.
3. Confirm Grade Category:
 - For Junior High School, ensure the category is set to JHS Term 1.
 - For Senior High School, ensure the category is set to SHS Term 1.
4. Confirm Xepto Tags: Verify that the tag is set to Term 1 Examination. This is crucial for proper data collation.
5. Save and Publish: Once all settings are confirmed, save the configuration to make the examination live at the scheduled time.

II. For Offline Examination Modality (Print-Based)

For schools administering the examination offline using answer sheets, the following procedure must be observed:

1. Download Materials:
 - In the Xepto platform, navigate to: [More](#) → [Xepto Grades Tool](#) → [Answer Sheet Grader](#).
 - Download the official Questionnaire (PDF) and the corresponding Bubble Sheet (PDF) for your assigned subject and grade level.
2. Print Materials: Print a sufficient number of questionnaires and bubble sheets for all examinees.

III. Important Reminders for Students (Offline Modality)

Teachers must orient students on the following guidelines before they begin the examination to prevent scanning errors:

- Use LRN Only: Students must shade the bubbles corresponding to their correct and complete Learner Reference Number (LRN). No other information should be written in the LRN field.

- **Keep Corners Clear:** Do NOT write anything inside the four black square boxes located at the corners of the answer sheet. These are scanner alignment marks.
- **No Extra Markings:** Avoid any unnecessary marks, doodles, or additional bubbles on the sheet.
- **Shade Properly:** Shade the entire bubble completely and darkly.

IV. Scanning of Completed Answer Sheets

1. After the examination, collect all completed answer sheets.
2. Use a smartphone with the Xepto Grader application (available on the Google Play Store) to scan each sheet.
3. Ensure you are in a well-lit area to avoid scanning errors. Follow the on-screen prompts in the application.

V. Support and Assistance

Should you have any questions or encounter technical difficulties, please click the Help button on the platform or contact your designated school LMS Champion for immediate assistance.