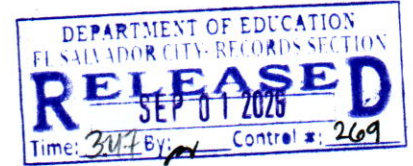




Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



August 24, 2026

DIVISION MEMORANDUM
NO. 269, s. 2026

ADMINISTRATION OF THE REGIONAL UNIFIED TERM EXAMINATION (RUTE)
FOR SY 2026 - 2027

To: Assistant Schools Division Superintendent
Chief Education Supervisors of CID and SGOD
Education Program Supervisors
Public Secondary School Heads
Public Elementary School Heads
Others Concerned

- Regarding the **Regional Memorandum No. 601, s. 2026** titled **Regional Unified Term Examination for SY 2026 - 2027** and **Regional Memorandum No. 650, s. 2026** titled **Monitoring System of the Regional Unified Term Examination as the Basis for Test Analyses**, this Office, through the Curriculum Implementation Division, hereby disseminates the **Administration of the Regional Unified Term Examination (RUTE) for SY 2026 - 2027** to ensure the accurate, standardized, and secure the conduct of examination to all schools.
- Test Questionnaires will be shared to the School Heads by the Division Testing Coordinator (DTC) through email.
- Only authorized and standardized answer sheets provided by the Regional Office must be utilized. Unauthorized reproduction or modification of answer sheets is strictly prohibited.
- Print the official answer sheets. Strictly one (1) answer sheet per student, per subject. Answer sheets preferably be printed but if it's to be photocopied ensure that the original size, margins, or barcode / QR code proportions will not be altered. The Division Testing Coordinator (DCT) and Division ICT Coordinator (DICT Coordinator) will share the file thru email, or you can access thru this link:

<https://tinyurl.com/RUTEAnswerSheet>
- Preferably use of **Black Ballpen** only, but if Grade 3 learners preferred pencil, just ensure the lead is very dark like Mongol Pencil No. 2. The use of light lead pencils, blue ballpens, red ballpens, or sign pens is strictly prohibited, as the automated checking engine will not accurately read these colors/textures.
- The School ICT Coordinator or assigned personnel must scan all accomplished answer sheets using a mobile device camera (via document scanning apps) or a 3-in-1 flatbed/ADF printer scanner.

7. All scanners must be set too Black and White (or Grayscale/Threshold) mode. Do not scan in color.

8. Answer sheets must be compiled and saved in PDF format. One (1) PDF file must contain 30 to 50 pages only. The PDF files must be strictly separated and organized per Subject, per Grade Level, and per Section. Upload the correctly formatted PDF files to the MS RUTE web portal before the regional deadline.

9. This Office adheres to Equal Opportunity Principle (EOP) in the steps undertaken for this purpose. Hence, all decisions and actions shall be based on guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

10. This Office directs the immediate and wide dissemination of this Memorandum.

RANDOLPH B. TORTOLA
Schools Division Superintendent

Reference: RM No. 650, s. 2026
To be indicated in the Perpetual Index
under the following subjects:

EXAMINATION ASSESSMENT

Re: Administration of the Regional Unified Term Examination (RUTE) for SY 2026 - 2027

CID/vjl