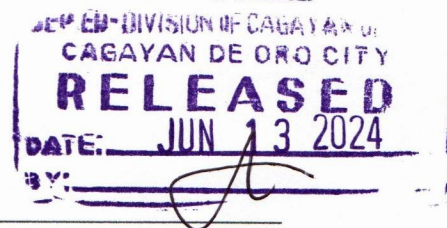




Republic of the Philippines
Department of Education
REGION X

DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



June 11, 2024

DIVISION MEMORANDUM

No. 426 s. 2024

**REGISTRATION, EVALUATION OF DOCUMENTARY REQUIREMENTS FOR THE
2024 SPECIAL PHILIPPINE EDUCATIONAL PLACEMENT TEST (PEPT)**

TO: Asst. Schools Division Superintendent
Chief Education Program Supervisors – CID and SGOD
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads

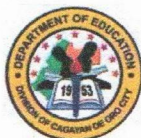
1. The test registration shall be done at the Division Office, Fr. William Masterson Ave., Upper Balulang, Cagayan de Oro City from June 11 until **July 5, 2024**.

2. Attached is the Special PEPT Form to be used for this examination. The accomplished registration form along with the documentary requirements shall be submitted to the Division Testing Coordinator (DTC) at the same division office.

3. The requirements for specific types of test registrants are the following:

a. For new test-takers

- i. Original and photocopy of the **birth certificate** duly authenticated and issued by the Philippine Statistics Authority (formerly National Statistics Office) or by the Local Civil Registrar
- ii. Certified true copy and one photocopy of the **permanent record** (e.g. SF10/Form 137) signed by the school principal/registrar/school administrator)
- iii. **Certificate of attendance in intervention programs**, or any proof of schooling (if applicable)
- iv. Two identical and recently taken **1x1 ID pictures with name tags**
- v. One copy of the accomplished **PEPT Registration Form**



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Mobile No: +63 975 6403 226 (Globe) | +63 951 1710 902 (Smart)
Email Address: cagayandeoro.city@deped.gov.ph



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b. For test retakers

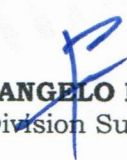
- i. Original and photocopy of the **PEPT Certificate of Rating** (for applicants who need to retake a PEPT subtest)
- ii. Two identical and recently taken **1x1 colored ID pictures** with name tags
- iii. One copy of the accomplished **PEPT Registration Form**

5. Acceptance of the Special PEPT applications shall be on a **first-come-first served basis** considering the number of test materials allocation for this Division. In case the applications are more than the test materials allocation, the said excess applications shall be submitted to the nearest divisions (Misamis Oriental or El Salvador City).

6. Learners with disabilities (LWDs) shall be accommodated as provided in Section 8 and 9, DepEd Order No. 55 s. 2016.

7. In adherence to Equal Opportunity Policy (EOP), inclusive and fair treatment are accorded to all concerned regardless of age, gender, sexual orientation, disability, religion and ethnicity.

8. Immediate and widest dissemination of this memorandum is enjoined.


ROY ANGELO E. GAZO
Schools Division Superintendent

Encl: None

Reference: None

To be indicated in the Perpetual Index
under the following subjects:

SPECIAL PEPT

ECHR/SPECIAL PEPT
June 11, 2024



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
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Republic of the Philippines
Department of Education
BUREAU OF EDUCATION ASSESSMENT

*** LEM's Copy ***

SPECIAL PHILIPPINE EDUCATIONAL PLACEMENT TEST

REGISTRATION FORM

Name of Registrant/ Examinee	Last Name		First Name		M.I.
Mailing Address	No., Street, Barrio, Town, Province/City		Age	Sex	Person with Disability (PWD)
				☐ Male ☐ Female	☐ Yes ☐ No
Date of Birth (Month/Date/Year)		Contact Number	Date of Examination (Month/Date/Year)		
Name and Address of School Last Attended		Last Grade Level Completed		Grade Level/s to Take	
		<i>To be filled out by the Division Testing Coordinator</i>		<i>To be filled out by the Division Testing Coordinator</i>	
Place and Date of Registration		Examination Center			
1" x 1" Picture	INSTRUCTIONS TO THE PEPT TESTING COORDINATOR				
	- Before signing this form, please ensure that all entries on Age, Last Grade Level Completed, and Grade Level/s to Take are legible and correct. - Detach Registrant's Copy and give it to the applicant. - To verify the identification of the registrant, keep the LEM's Copy and give it to the Chief Examiner on the examination day. - NO REGISTRATION FEE				
I hereby declare under oath that I have personally accomplished this Registration Form and that by affixing my name below, I am certifying that all documents attached to this application are a faithful reproduction of the original, and that all statements and information provided therein are complete, accurate, and correct to the best of my knowledge. I am assuming full responsibility and accountability for the correctness of the details provided and for the document's authenticity.					
2023 Signature over Printed Name of Registrant/Examinee					
<i>To be filled out by the Division Testing Coordinator</i> CHECK DOCUMENTS SUBMITTED For NEW PEPT REGISTRANTS ☐ Birth Certificate (NSO/PSA or Local Civil Registrar) ☐ School Records (SF10/F137 signed by the School Principal/Registrar/Administrator) ☐ Identical and recently taken 1x1 colored ID pictures with name tag (2pcs.) For retakers and PEPT passers only ☐ Certificate of Rating (COR) ☐ Identical and recently taken 1x1 colored ID pictures with name tag (2pcs.) Additional requirements for PEPT Validation purposes only ☐ Endorsement Letters ☐ School Division Office ☐ Regional Office					



Republic of the Philippines
Department of Education
BUREAU OF EDUCATION ASSESSMENT

*** Registrant's Copy ***

SPECIAL PHILIPPINE EDUCATIONAL PLACEMENT TEST

REGISTRATION FORM

Name of Registrant/ Examinee	Last Name		First Name		M.I.
Mailing Address	No., Street, Barrio, Town, Province/City		Age	Sex	Person with Disability (PWD)
				☐ Male ☐ Female	☐ Yes ☐ No
Date of Birth (Month/Date/Year)		Contact Number	Date of Examination (Month/Date/Year)		
Name and Address of School Last Attended		Last Grade Level Completed		Grade Level/s to Take	
		<i>To be filled out by the Division Testing Coordinator</i>		<i>To be filled out by the Division Testing Coordinator</i>	
Place and Date of Registration		Examination Center			
1" x 1" Picture	NOTES:				
	- Upon registration, the Registration Officer will inform you of the examination date and venue. - Complete all the information in the Registration Form. - On the examination day, the examinee must be in the venue at 7:30 A.M. Bring this form and at least two (2) pieces no. 2 pencils.				
Certified True and Correct:					
2023 DIVISION TESTING COORDINATOR Signature Over Printed Name					