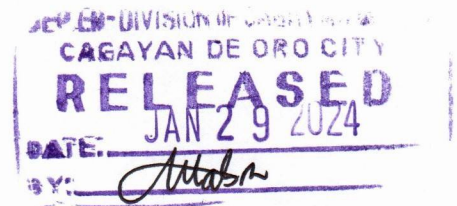




Republic of the Philippines
Department of Education

REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

January 29, 2024

DIVISION MEMORANDUM
No. 58 s. 2024

**ADMINISTRATION OF THE REGULAR PHILIPPINE EDUCATIONAL
PLACEMENT TEST (PEPT)**

TO: Asst. Schools Division Superintendent
Chief Education Program Supervisors – CID and SGOD
Public Schools District Supervisors
Division Testing personnel
Public and Private Elementary and Junior High Schools

1. With reference to the Advisory issued by the Office of the Director of the Bureau of Education Assessment (BEA), all concerned are hereby informed of the administration of the **Regular Philippine Educational Placement Test (PEPT)** scheduled on **February 18, 2024** at **Fr. William Masterson Elementary School**.

2. For your guidance, please refer to the following information:

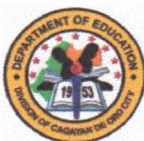
OVERVIEW. The Philippine Educational Placement Test (PEPT) is a nationally administered assessment for learners in special circumstances. The result of this assessment will allow these learners to: a) assess or resume schooling and/or b) obtain certification of completion by grade level in the DepEd formal system.

PURPOSE. The PEPT aims to fulfill the following purposes:

- To establish that students have met learning standards for specific grade levels
- To determine the appropriate grade level of learners in special circumstances in the formal school system
- To assess competencies in academic areas gained through informal and non-formal means of entry or re-entry into formal school
- To assess competencies in academic areas for entry or re-entry to formal school

TARGET CLIENTELE. The Bureau of Education Assessment (BEA) accepts applications for the Philippine Education Placement Test (PEPT) from the following learners:

- Learners from schools without government permit
- Learners from non-formal and informal education programs
- Learners who have incomplete or no record of formal schooling
- Learners with back subjects



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
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- e. Learners who need grade level standards assessment
- f. Learners who are overage for their grade level

Learners with special needs may also be assessed provided that test accommodations are met. The target learners are consistent with DepEd Order No. 55, s.2016, Policy Guidelines on the National Assessment of Student Learning for the Kto12 Basic Education Program.

PEPT REGISTRATION PROCESS

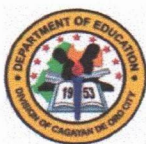
- a. The Division Testing Coordinator (DTC) accepts **walk-in clients for test registration from 8:00 AM to 5:00 PM, Mondays through Fridays (excluding holidays) at the Division Office, KM 5, Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City.**
- b. The client/learner or his/her parent/legal guardian completes the PEPT Registration Form attached to his memorandum, or download from <https://tinyurl.com/SpecialPEPTReg>
- c. The DTC receives the accomplished registration form along with the original and photocopied documentary requirements. Then, s/he verifies if the submitted documents are authentic.
- d. After confirming the authenticity, the DTC signs the registration form and marks the *Check Documents Submitted*. S/he issues the *Applicant's Copy* to the registrant after evaluating the registrant's grade level to be taken.
- e. The DTC creates the masterlist of successful registrants, safekeeps all registration forms and documents. They shall be issued to the Chief Examiner on the examination day.
- f. **NO TESTING FEE SHALL BE COLLECTED FROM THE REGISTRANTS.**

REQUIREMENTS (NEW REGISTRANTS). The DTC shall facilitate the registration process and collect the following documentary requirements:

- a. Completed Registration Form
- b. Original and one photocopy of the birth certificate duly authenticated and issued by the Philippine Statistics Authority (formerly National Statistics Office) or by the Local Civil Registrar
- c. Original and one photocopy of the permanent school record (SF10/Form 137) **signed by the School Principal/Administrator/Registrar**
- d. Identical and recently taken 1X1 colored ID pictures with name tag (2 pcs)

REQUIREMENTS (RETAKERS & PEPT PASSERS ONLY)

- a. Completed Registration Form
- b. Original and Photocopy of the PEPT Certificate of Result (COR); and
- c. Identical and recently taken 1X1 colored ID pictures with name tag (2 pcs)



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3. **Test registration is until February 15, 2023 or until the 190 slots are filled up.**

4. **CONDUCT OF TEST TAKING PREPARATIONS AND SIMULATION.** To prepare the examinees to the standardized type of test, all concerned school heads with PEPT takers are requested to conduct sessions on Answer Sheet shading, following of instructions, and other test-taking strategies.

5. **EXAMINATION DATE PREPARATION.** All takers and their parents or chaperon should be at the Testing Center (Fr. William Masterson Elementary School) **before 6:30 AM on February 18, 2023.** Examinees who arrived after the SDQ part of the test was accomplished will not be allowed to take the test.

They shall bring:

Pencil #2 Eraser
Sharpener Snacks, lunch

6. **DIVISION TESTING PERSONNEL.** The following personnel are hereby assigned as part of the Division Testing Committee:

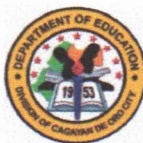
Over-all Chairperson : Roy Angelo E. Gazo
Schools Division Superintendent

Division Testing Coordinator : Eleanor Consejo H. Rollan

Room Examiners : Jessica Joy D. Hinacay
Tito P. Yongao
Maribeth T. Auman
Ma. Del T. Magallano
Jennifer D. Espina
Annabelle J. Lariba
Candolyn L. Quilit
Nilbert J. Pacheco
Duque A. Caguindangan
Jerry P. Taruc
Ronaldo D. Auman
Leonora S. Alinsub

School Head of the Testing Center: Marcelo Q. Mabalos

Support Staff : Maritcha M. Ubay Ubay
Amor Radaza
Lilibeth Logronio



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Gemma Pajayon
Ryan Sambaan
Ferdinand Ramoso

7. Queries and related concerns may be referred to the Division Testing Coordinator at leanorconsejo.rollan@deped.gov.ph
8. Immediate and widest dissemination of this memorandum is enjoined.

ROY ANGELO E. GAZO
Schools Division Superintendent

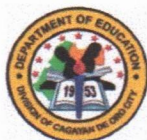
Encl: None

Reference: None

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

REGULAR PEPT

ECHR/Regular PEPT
January 29, 2024



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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					



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*** Registrant's Copy ***

SPECIAL PHILIPPINE EDUCATIONAL PLACEMENT TEST

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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					