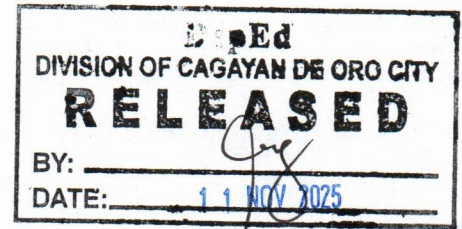




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

10 November 2025

DIVISION MEMORANDUM
No. 1025 s. 2025

**ADMINISTRATION OF THE 2025 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. The Department of Education, through the Bureau of Education Assessment (BEA), announces the **Administration of the 2025 Regular Philippine Educational Placement Test (PEPT) in December 2025** at **Fr. William Masterson Elementary School**. The specific examination date shall be announced in a separate memorandum.

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



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@deped.gov.ph
Website: <https://depedcdo.net/>

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- b. Learners from non-formal and informal education programs
- c. Learners who have incomplete or no record of formal schooling
- d. Learners with back subjects
- e. Learners who need grade level standards assessment
- f. Learners who are overage for their grade level

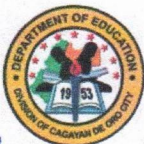
Learners with special needs may also be assessed provided that test accommodations are met. The target learners are consistent with DepEd Order No. 55, s.2016, Policy Guidelines on the National Assessment of Student Learning for the Kto12 Basic Education Program.

APPLICABILITY OF THE TEST RESULT

Pursuant to Section 6 (Grade Level Placement Assessment) of DepEd Order No. 55 s.2016 titled Policy Guidelines on the National Assessment of Student Learning for the Kto12 Basic Education Program, the placement of the Regular PEPT qualifiers **shall take effect in the next or subsequent school year, not during the current school year when the test was administered.**

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.** The test registration shall be done until a **week before the test administration or until the 140 slots are filled up.**
- b. No walk-in policy shall be strictly implemented on the day of the test administration to ensure test security, accurate evaluation and completeness of documentary requirements, and orderly flow of services.
- c. The client/learner or his/her parent/legal guardian completes the PEPT Registration Form attached to this memorandum or download from <https://bit.ly/BEARegularPEPT>
- d. 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.
- e. After confirming the authenticity, the DTC signs the registration form and marks the *Check Documents Submitted*. S/he issues the *Registrant's Copy* to the registrant after evaluating the registrant's grade level to be taken.
- f. The DTC creates the master list of successful registrants, safekeeps all registration forms and documents. They shall be issued to the Chief Examiner on the examination day.
- g. **NO TESTING FEE SHALL BE COLLECTED FROM THE REGISTRANTS.**



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

- One copy of the accomplished Regular PEPT Registration Form
- 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
- Certified True Copy of the permanent school record (e.g., SF10/Form 137) **signed by the School Principal/Administrator/Registrar with dry seal.**
- Certificate of attendance in intervention programs, or any proof of schooling (if applicable)
- Two identical and recently taken 1X1 colored ID pictures with name tags

REQUIREMENTS (RETAKERS & PEPT PASSERS ONLY)

- One copy of the accomplished 2025 Regular PEPT Registration Form
- Original and Photocopy of the PEPT Certificate of Result (COR); and
- Two identical and recently taken 1X1 colored ID pictures with name tags

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 a date to be announced in a separate memorandum.** Examinees who arrived after the SDQ part of the test was accomplished will not be allowed to take the test.

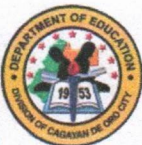
They shall bring:

- 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



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Room Examiners : Tito P. Yongao
Maribeth T. Auman
Ma. Del T. Magallano
Marcelo Mabalos
Annabelle J. Lariba
Candolyn L. Quilit
Duque A. Caguindangan
Ronaldo D. Auman
Leonora S. Alinsub
Andy Ligsanan

School Head of the Testing Center: Jinnefer D. Espina

Support Staff : Maritcha M. Ubay Ubay
Amor Radaza
Lilibeth Logronio
Gemma Pajayon
Ryan Sambaan
Ferdinand Ramoso
2 School Utility personnel
1 School security personnel

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

DM-055-SGOD-SMME-ECHR



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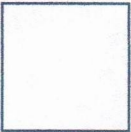
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LEM's Copy

2024 REGULAR PHILIPPINE EDUCATIONAL PLACEMENT TEST (PEPT)

REGISTRATION FORM			
Name of Registrant/Examinee	Last Name	First Name	M.I.
Mailing Address	No., Street, Barrio, Town, Province/City		Age
			Sex ☐ Male ☐ Female
			Person with Disability (PWD) ☐ 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 (check all that applies)
	To be filled out by the Division Testing Coordinator		To be filled out by the Division Testing Coordinator
Purpose	☐ No Schooling ☐ Kindergarten ☐ Grade 1 ☐ Grade 2 ☐ Grade 3 ☐ Grade 4		☐ Kindergarten ☐ Grade 1 ☐ Grade 2 ☐ Grade 3 ☐ Grade 4 ☐ Grade 5 ☐ Grade 6 ☐ Grade 7 ☐ Grade 8 ☐ Grade 9 ☐ Grade 10 ☐ for retake, indicate the grade level/s and subject/s to take
To be filled out by the Division Testing Coordinator			
☐ Placement ☐ Validation ☐ Subject Completion			
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 Admission Slip and give it to the applicant. - Keep the LEM's Copy and give it to the Chief Examiner on examination day for the applicant verification purposes. 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. _____ Signature over Printed Name of Registrant/Examinee			
To be filled out by the Division Testing Coordinator For NEW PEPT REGISTRANTS ☐ Original and Photocopy of Birth Certificate (NSO/PSA or Local Civil Registrar) ☐ Certified True Copy of Schools Records with dry seal (SF10/F137 signed by the School Principal/Registrar/Administrator) ☐ Identical and recently taken 1x1 colored ID pictures with name tag (2 pcs) For retakes and PEPT passers only ☐ Certificate of Rating (COR) ☐ Identical and recently taken 1x1 colored ID pictures with name tag (2 pcs) Additional Requirements for PEPT Validation Purposes only ☐ Endorsement Letters ☐ Regional Office ☐ Schools Division Office			



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Registrant's Copy

2024 REGULAR PHILIPPINE EDUCATIONAL PLACEMENT TEST (PEPT)

ADMISSION SLIP			
Name of Registrant/Examinee	Last Name	First Name	M.I.
Date of Birth (Month/Date/Year)	Age	Date of Examination (Month/Date/Year)	
Examination Center	Last Grade Level Completed	Grade Level/s to Take	
	To be filled out by the Division Testing Coordinator	To be filled out by the Division Testing Coordinator	
 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 slip and at least two (2) pieces of No. 2 pencils. Certified True and Correct: _____ Signature over Printed Name of Division Testing Coordinator		