



November 20, 2017

DIVISION MEMORANDUM

DM No. 295 s., 2017

DIVISION ORIENTATION OF THE TESTING STAFF ON THE STANDARDIZED ADMINISTRATION OF THE TEST OF ENGLISH PROFICIENCY FOR TEACHERS (TEPT) AND THE PROCESS SKILLS TEST (PST) IN SCIENCE AND MATHEMATICS FOR GRADES 9 AND 10 PUBLIC SCHOOL TEACHERS

**To : Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
Secondary School Heads, TICS and OICs
All Concerned**

1. Pursuant to DepEd MEMORANDUM No 163 s., 2017, the Department of Education (DepEd) through the Bureau of Education Assessment (BEA) in coordination with the officials/ personnel from public secondary schools shall administer the Test of English Proficiency for Teachers (TEPT) and the Process Skills Test (PST) in Science and Mathematics all permanent public schools Grades 9 and 10 teachers teaching Science and Mathematics on Sunday, December 3, 2017 at Quezon National High School, Iyam, Lucena City.
2. Relative to this, Division Testing Coordinator (DTC) will conduct orientation on the standardized administration of the TEPT-PST for the Room Supervisors, Room Examiners and the Support Staff to wit:

Participants	Date/ Time	Venue
Staff, Co-Chief Examiner, Room Supervisors, Room Examiners	November 29, 2017 (9:00am) SBM Center	QNHS, Iyam, Lucena City

See Enclosure No. 1 of Division Memorandum No. 295, s. 2017

3. Education Program Supervisors (EPSs), Head Teacher, Master Teachers, Guidance Counselors, Designated Guidance Teachers, Medical Staff and Teachers who will be involved in the administration of the test will be given a one (1) day service credit as per DepEd ORDER No. 53 s., 2003.
4. On the examination day, testing staff should be in proper school uniform (new-pink color), closed black shoes and with school/ DepEd ID.
5. This Memorandum serves as their travel order.
6. Immediate dissemination and strict compliance of this Memorandum is directed.


MERTHEL M. EVARDOME, CESO VI
Schools Division Superintendent

LAA/cmgd

DEP ED QUEZON ICI
UPLOADED BY: Gina
DATE: 11-20-17 TIME: 5:00

Bawat bata kinakalinga! 



Enclosure No. 1 to Division Memorandum No. 295 s. , 2017

**TESTING STAFF ON THE STANDARDIZED ADMINISTRATION OF THE
TEST OF ENGLISH PROFICIENCY TEST FOR TEACHERS (TEPT)
AND THE PROCESS SKILLS TEST (PST) IN SCIENCE AND MATHEMATICS
FOR GRADES 9 AND 10 PUBLIC SCHOOL TEACHERS**

Date of Orientation: November 29, 2017

Date of Examination: December 3, 2017

Testing Center: Quezon National High School, Iyam, Lucena City

Medical Staff:

Dr. Maria Rosario C. Camilon

Ma. Frances L. De Ocampo

Support Staff:

HT- Natalia E. Villamater

Ramonito O. Elumbaring

Catherine May G. Dichoso, RGC

Name	Address	Assignment	Testing Room
EPS - Luz A. Abusmas	Division Office	Chief Examiner	
PSDS - Carla M. Caraan	Division Office	Room Supervisor	1-10
EPS - Celestina M. Alba, Ed.D.	Division Office	Room Supervisor	11- 20
Maribel A. Zubieta	QNHS	Room Examiner	1
Ariel Vinas	QNHS	Room Examiner	2
Priscila Villaruel	QNHS	Room Examiner	3
Maricel Asi	QNHS	Room Examiner	4
Iris V. Mente, RGC	QNHS	Room Examiner	5
Rizalina Mendoza	QNHS	Room Examiner	6
Ma. Teresa Ibrao	QNHS	Room Examiner	7
Mildred R. Cueto	QNHS	Room Examiner	8
Chona De Ramos	QNHS	Room Examiner	9
Shiela Marie Arce	QNHS	Room Examiner	10
Klybe Marr Aurellana, RGC	QNHS	Room Examiner	11
Delia Carbajosa	QNHS	Room Examiner	12
Joan Romero	QNHS	Room Examiner	13
Michelle L. Cabangon	QNHS	Room Examiner	14
Lodeth Catherine Puertellano	QNHS	Room Examiner	15
Ruby Rose Baldovino	QNHS	Room Examiner	16
Carina E. Rada	QNHS	Room Examiner	17
Ethel Bartolo	QNHS	Room Examiner	18
Aristeo A. Suario	QNHS	Room Examiner	19
Ferrie Angelo Cabangon	QNHS	Room Examiner	20