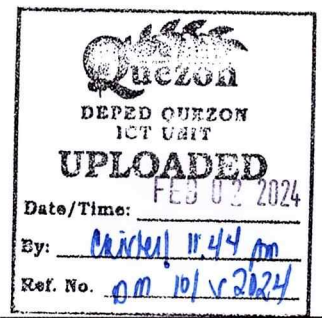




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



30 January 2024

DIVISION MEMORANDUM
DM No. 101, s. 2024

**ADMINISTRATION AND REGISTRATION FOR THE REGULAR PHILIPPINE
EDUCATIONAL PLACEMENT TEST (PEPT)**

To: **Assistant Schools Division Superintendents**
Division Chiefs
Public Schools District Supervisors
School Heads in-charge of Testing and Assessments
All Concerned

1. In consonance with **DepEd Order No. 55, S. 2016** titled **Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program**, the Bureau of Education Assessment, in coordination with the Schools Division Office (SDO) will administer the Regular Philippine Educational Placement Test (PEPT) on February 11, 2024 at Quezon National High School, Lucena City.
2. Relative thereto, all schools, through the assistance of the School Heads in-charge of Testing and Assessment, are advised to facilitate registration for the aforesaid assessment from **January 30, 2024 to February 7, 2024**. The masterlist of the qualified registrants shall be submitted to the SDO not later than **February 8, 2024**.
3. The documentary requirements for the PEPT are the following:
 - 3.1. New Registrants
 - a. Completely filled-out Regular PEPT Application Form;
 - b. Original and one photocopy of the birth certificate issued by the Philippine Statistics Authority (PSA) or by the Local Civil Registrar;
 - c. Original and one photocopy of the permanent school records (SF10 or Form 137) signed by the School Principal/Administrator/Registrar;
 - d. 2 pcs. of identical and recently taken 1x1 colored ID pictures with name tag.
 - 3.2. Retakers
 - a. Completely filled-out Regular PEPT Application Form
 - b. Original and one photocopy of the PEPT Certificate of Result (CoR), and
 - c. 2 pcs identical and recently taken 1 x 1 colored ID pictures with name tag.

DEPEDQUEZON-TM-SDS-04-009-003



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4. The target clientele for this assessment are:
 - a. Learners from school without government permit;
 - b. Learners from nonformal and informal education programs;
 - c. Learners who have incomplete and no record of formal schooling;
 - d. Learners with back subjects;
 - e. Learners who need grade level standards assessments; and
 - f. Learners who are overage in their grade levels.

5. For clarity of the registration process, the following steps are recommended:
 - a. The School Head in-charge announces to their respective districts the administration of the Regular PEPT;
 - b. The school performs the initial evaluation of the documents as to completeness and authenticity;
 - c. The school submits a masterlist of the qualified registrants to the District Testing Coordinator or School Heads in-charge of Testing and Assessment;
 - d. The District Testing Coordinator/School Heads in-charge performs 2nd level evaluation of the documentary requirements and prepares a consolidated masterlist of the qualified registrants;
 - e. The School Heads-in charge or the District Coordinator submits the Masterlist of the Qualified Applicants together with the documentary requirements to the SDO not later than February 8, 2024.

6. Application forms and other materials can be downloaded in this link <http://tinyurl.com/R-PEPTFORMS>.

7. For more queries and concerns you may reach out to EPS Raul R. Agaran or SEPS-SMME Michelle G. Duma.

8. Widest and immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

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