



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

16 December 2020

DIVISION MEMORANDUM

DM No. 397, s. 2020

**SUBMISSION OF THE 2020 PHILIPPINE EDUCATION
PLACEMENT TEST (PEPT) DOCUMENTS**

To: OIC-Assistant Schools Division Superintendents, CID and SGOD Chiefs, Education Program Supervisors, Public Schools District Supervisors, Education Program Specialists, School Heads, District and School Testing Coordinators, District and School ICT Coordinators, and All Concerned

1. In reference with **Division Memorandum No. 370, S. 2020 re: Registration and Administration of the 2020 Philippine Educational Placement Test (PEPT)**, this Office issues **brief guidelines/procedures** on the submission of documents of the qualified registrants to the Schools Division Office following the no contact policy.
2. The **District Registration Committee** through the **School Heads in-charge of Testing** and/or the **District Testing Coordinators** shall perform the following procedures in the submission of the documents of the qualified registrants, to wit:
 - a. **Ensure the completeness** of the required documents;
 - i. Fully accomplished 2020 PEPT Form with picture;
 - ii. School Records (SF-10 for JHS applicants; SF-9 for Elementary applicants);
 - iii. Birth Certificate
 - iv. Accomplished Medical Form
 - a) **Scan and merge the documents** into one file (use your school's name, i.e. MATIWASAY NHS). Please ensure that documents are arranged alphabetically before scanning. **Scanned documents shall be in PDF File.**

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- b) Send the merged PDF file at <https://tinyurl.com/2020PEPTDocs> not later than **December 18, 2020**. The Division Testing Committee, after receipt of your files, will further merge the files into one file and submit the same to the **Bureau of Education Assessment (BEA)** on **December 21, 2020**.
 - c) Hard copy of the 2020 PEPT documents shall be temporarily held by the District in-charge of Testing, kept with utmost care, and will be submitted to the SDO on or before **January 13, 2021**.
3. For more information, please contact the **Testing Section** of the **School Governance and Operations Division (SGOD)** through numbers **(042) 784 0366 local 115 or 116** or through mobile numbers **0943 1282201**.
 4. Engagement of the above-mentioned coordinators to this endeavor is highly solicited.
 5. Widest and strict compliance to this Memorandum is desired.

ELIAS A. ALICAYA, JR., EdD
Assistant Schools Division Superintendent
Officer-in-charge
Office of the Schools Division Superintendent

