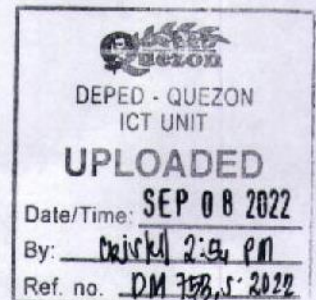




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



6 September 2022

DIVISION MEMORANDUM

DM No. 763, s. 2022

**REGISTRATION FOR THE ONSITE ADMINISTRATION OF THE PHILIPPINE
EDUCATIONAL PLACEMENT TEST (PEPT) FOR VALIDATION PURPOSES**

To: Assistant Schools Division Superintendents
Division Chiefs (CID & SGOD)
School Heads in-Charge of Testing
All Others Concerned

1. With reference to **DM/OM-CI-2022-00272**, titled **Onsite Administration of the Philippine Educational Placement Test (PEPT) and Other Regular Assessment Services**, school heads are advised to facilitate registration for the onsite administration of PEPT for validation purposes until **September 30, 2022**.
2. Target clients for the aforesaid assessment are the following:
 - a. learners 6 years old and above who have completed the grade levels without failed subjects from private schools without government permit;
 - b. learners with complete grades without failed subjects;
 - c. learners 6 years old and above.
3. For proper guidance, please refer to Annex A of DM/OM-CI-2022-00272 hereto attached.
4. The following are the documentary requirements:
 - a. Original and photocopy of **birth certificate** duly issued and authenticated by the Philippine Statistics Authority or by the Local Civil Registrar;
 - b. Two (2) Certified True Copies of the **permanent school record** (SF10/Form 137) duly signed by the School Principal/Registrar/School Administrator.
 - c. Two (2) pieces Identical and recently taken 1 x 1 colored **ID pictures** with name tag and with white background.

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



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

- Each examinee shall be charged a registration fee of **₱200.00**.
- The **School Heads in-charge of Testing** shall submit to the SDO through the Division Testing Coordinator (DTC) a summary list of the PEPT applicants for validation purposes, together with the documentary requirements and the registration fee, not later than **October 7, 2022**. Please follow the format below for the summary list.

Last Name, First Name, M.I. (alphabetically arranged)	Date of Birth (mm/dd/yyyy)	Age	Learner's Reference Number	Grade level completed in SY with permit	Grade Level completed in SY without permit
1.					
2.					

- Details and other information as to date and venue of the test will be released through a separate Memorandum.
- For further queries, please contact the focal person, **Mr. Raul R. Agaran** at 042 7840366 local 115.
- Immediate and widest dissemination of this Memorandum is desired.

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

sgodra09/06/2022

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@depd.gov.ph
Website: www.depedquezon.com.ph



Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND INSTRUCTION

MEMORANDUM

DM/OM-CI-2022-00292

**For: Regional Directors
Minister, MBHTE-BARMM
Schools Division Superintendents
Regional Testing Coordinators
Division Testing Coordinators
All Others Concerned**

From: NELIA V. BENITO, PhD, CESO IV
Director IV, Bureau of Education Assessment
Officer-in-Charge, Office of the Undersecretary for
Curriculum and Instruction

**Subject: Onsite Administration of the Philippine Educational Placement
Test (PEPT) and Other Regular Assessment Services**

Date: July 22, 2022

The Bureau of Education Assessment (BEA) announces the resumption of the **onsite administration** of the Philippine Educational Placement Test (PEPT) to learners needing validation of grade level/s that were completed from schools without a permit. The resumption is consistent with **DepEd Order No. 17, s. 2022, Guidelines on the Progressive Expansion of Face to Face Classes**, and **DepEd-DOH Joint Memorandum Circular (JMC) No. 01, s. 2021, Operational Guidelines on the Implementation of Face to Face Learning Modality**.

Attached herewith are the guidelines on the onsite conduct of the PEPT for validation purposes. Also included in this memorandum is the information on the regular assessment services that BEA provides to its clients.

BEA shall start accommodating validation requests as soon as this memorandum is issued and disseminated. For inquiries about the PEPT and other assessment services offered by BEA, send an email to the bureau's Education Assessment Division through this address: bea.ead@deped.gov.ph.

For information and guidance.

Annexes:

- A. *Guidelines on the Onsite Administration of the PEPT for Validation Purposes*
- B. *Guidelines on the Administration of the PEPT to Walk-In Clients at the BEA Office*
- C. *Guidelines on the Issuance of Test Certificate/Certificate of Rating*
- D. *Guidelines on Requesting the Administration of the CB-EPT in Schools Division Offices*



Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND INSTRUCTION

Annex A

Guidelines on the Onsite Administration of the PEPT for Validation Purposes

The grade levels of learners that were completed in schools without a government permit are subject to validation. The Philippine Educational Placement Test (**PEPT**) is the assessment tool used to validate if these learners met the learning standards for specific grade levels as per **DepEd Order 55, s. 2016** (Section 6), *Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program*.

Target Clientele

1. Learners who may register for the PEPT for validation purposes should have completed, without failed subjects, the grade level/s to be validated.
2. **Learners 6 years old and above may register for and take the test.**

*Note: Refer to **Items 16 and 17 (Annex A)** for the guidelines on the health and safety of the learners.*

Requirements

3. The Division Testing Coordinators (**DTCs**) shall facilitate the registration process and collect the following documentary requirements for submission to BEA:
 - a. 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;
 - b. Original and one photocopy of the **permanent school record** (e.g., SF10/Form 137) signed by the School Principal/Registrar/School Administrator;
 - c. **Endorsement letters** from the SDO and RO; and
 - d. Identical and recently taken 1x1 colored **ID pictures** with name tag (two pieces);
4. Each examinee shall be charged a registration fee of two hundred pesos (PhP200). Payment instructions and registration forms shall be provided by BEA upon approval of the request.



Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND INSTRUCTION

Request and Registration Process

5. The Schools Division Offices (SDOs), through the Regional Offices (ROs), shall request a schedule for an onsite administration of the PEPT for validation purposes to the Office of the Director, Bureau of Education Assessment (**BEA**).

This follows **DepEd Order No. 23, s. 2019**, *Additional Provisions to Section 6: Grade Level Placement Assessment of DepEd Order No. 55, s. 2016 (Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program)*.

6. The request letter for BEA should contain the following information:
- total number of learners,
 - suggested date of examination,
 - testing center, and the
 - list of learners with initial evaluation using the template below:

List of Learners				
Last Name, First Name, MI (alphabetical)	Date of Birth (M/D/Y)	Age	Grade Level/s Completed in SY with Permit	Grade Level/s Completed in SY without Permit (for validation)

7. The request, together with the documentary requirements in **Item 3 (Annex A)**, must be sent to BEA through courier.

Addressee: Nelia V. Benito, PhD, CESO IV
Director IV
Address: Bureau of Education Assessment, 2F Bonifacio Bldg.,
DepEd Complex, Meralco Avenue, 1600 Pasig City
02-86316921

*Note: The DTC may opt to email an advance copy of the request letter to the Education Assessment Division, BEA, through email (bea.ead@deped.gov.ph) using the subject line: **[SDO]_PEPT Onsite Request**.*

Test Administration

- BEA will confirm the proposed date of test administration with the DTC.
- BEA will administer the **paper-based PEPT (PB-PEPT)** in the testing center identified by DTC.
- BEA may also administer the **computer-based PEPT (CB-PEPT)** through remote proctoring to learners in special circumstances provided that requirements for such options are met. To regulate the volume of test-takers, BEA will prioritize learners who need the **CB-PEPT** for **placement purposes**,



Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND INSTRUCTION

not validation. Those eligible to take the CB-PEPT are identified in **Item 13 (Annex B).**

11. The number of BEA personnel shall be determined based on the total number of examinees and grade levels to be administered.
12. The travel expenses and allowance of the BEA personnel who will administer the test onsite shall be charged to the schools/learning centers of the learners who will take the PEPT following **DepEd Order No. 22, s. 2019, Guidelines on Official Local Travels in the Department of Education.**
13. The test results are usually released within 5 to 7 working days. BEA will provide post-assessment instructions to the DTC/requesting party.

Health and Safety Protocols

14. The DTC must coordinate with BEA about the proposed testing center that will be used in the conduct of the PEPT. If a school will be used as a testing center, it should have qualified for and passed the School Safety Assessment Tool (SSAT).
15. An estimate of 15 to 20 examinees shall be assigned per testing room depending on the room's size, ventilation, and capacity.
16. The parent/legal guardian of the examinees/learners who will be qualified to take the test must provide a signed written consent to the DTC agreeing to the onsite test administration. The consent form will be provided by the SDO to the parent/legal guardian.
17. Qualified learners shall be allowed to take the test regardless of their vaccination status. Moreover, all applicable provisions in **DO No. 17, s. 2022, Guidelines on the Progressive Expansion of Face to Face Classes**, and **DepEd-DOH JMC No. 01, s. 2021, Operational Guidelines on the Implementation of Face to Face Learning Modality**, must be observed in the conduct of the face-to-face testing activity. This includes securing a clearance on the conduct of the assessment activity from the local health unit.

For inquiries about the PEPT grade-level validation request, send an email to the Education Assessment Division (EAD), BEA (bea.ead@deped.gov.ph) using the subject line: **[SDO] PEPT Onsite Request.**



Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND INSTRUCTION

Annex B

**Guidelines on the Administration of the PEPT to Walk-In Clients
at the BEA Office**

Target Clientele

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

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

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 K to 12 Basic Education Program*.

On the other hand, **learners who studied in schools without a government permit may refer to Annex A** for the guidelines on test registration. They will take the PEPT at their respective Schools Division Offices (SDOs)/testing centers. Hence, these learners will not be accommodated at the BEA office as per **DepEd Order No. 23, s. 2019, Additional Provisions to Section 6: Grade Level Placement Assessment of DepEd Order No. 55, s. 2016 (Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program)**.

Requirements

1. The following are the PEPT documentary requirements for submission during test registration:
 - a. 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;
 - b. Original and one photocopy of the **permanent school record** (e.g., SF10/Form 137) signed by the School Principal/Registrar/School Administrator; certificate of attendance in intervention programs, or any proof of schooling (if applicable);
 - c. Original and one photocopy of the **PEPT Certificate of Rating** (for applicants who need to retake a PEPT subtest); and
 - d. Copy of **school permit** (for applicants who completed their last grade level from a private school).