



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

August 29, 2024

DIVISION MEMORANDUM

No. 437, s. 2024

**ADMINISTRATION OF THE 2024 SPECIAL PHILIPPINE EDUCATIONAL
PLACEMENT TEST (PEPT)**

TO : Assistant Schools Division Superintendent
Chief Education Supervisor (CID & SGOD)
Education Program Supervisors
Public Schools District Supervisors
Public & Private Elementary and Secondary School Heads
All Others Concerned

1. As per confirmation received on August 27, 2024 from the Education Assessment Division of the Bureau of Education Assessment (BEA) on the inclusion of the Schools Division of Calbayog City, on the administration of the 2024 Special Philippine Educational Placement Test (PEPT), this Office announces its conduct on September 2024 at Calbayog City National High School. Exact date will be announced through a separate Division Memorandum.

2. The said national assessment is in consonance to DepED Memorandum No. 034, s. 2024, titled *Administration of the 2024 Special Philippine Educational Placement Test (PEPT)*. This is for learners in special circumstance. The result will allow them to access or resume schooling and/or obtain certification of completion by grade level in the DepED formal system.

3. The target registrants of the said assessment are the following:

- 3.1 Learners from schools without a government permit;
- 3.2 Learners from nonformal and informal education programs;
- 3.3 Learners who have incomplete or no record of formal schooling;
- 3.4 Learners with back subjects;
- 3.5 Learners who need grade-level standards assessment; and
- 3.6 Learners who are overage for their grade levels.



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4. **No test registration fees** shall be collected from the test registrants.
5. 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 K to 12 Basic Education Program, the placement of the Special PEPT qualifiers shall take effect in the current school year when the test is administered.
6. The **Special PEPT Registration Form** can be downloaded from <http://bit.ly/SpecialPEPTReg>. Please see attachment for the sample Special PEPT registration form. Registrants shall submit the documentary requirements to **Mr. Oscar D. Billate Jr., Division Testing Coordinator (DTC)** or **Ms. Asther E. Bachar, Division Co-Testing Coordinator**.
7. Below are the requirements for the specific types of test registrants:
 - 7.1 **For New Test-Takers**
 - 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. Certified True Copy and one photocopy of the **permanent school record** (e.g., SF10/Form 137) signed by the school principal/ registrar/school administrator);
 - c. **Certificate of attendance in intervention programs**, or any proof of schooling (if applicable);
 - d. Two identical and recently taken **1x1 colored ID pictures with name tags**; and
 - e. One copy of the accomplished **Special PEPT Registration Form**.
 - 7.2 **For Test Retakers**
 - a. Original and one photocopy of the **PEPT Certificate of Rating** (for applicants who need to retake a PEPT subtest);
 - b. Two identical and recently taken **1x1 colored ID pictures with name tags**; and
 - c. One copy of the accomplished **Special PEPT Registration Form**.
8. The **test registration** shall be starting from the date this Memorandum is published until **September 6, 2024** (not later than 5 o'clock in the afternoon). All given requirements in Item No. 7 (7.1 and 7.2), shall be submitted through the personnel mentioned in Item No. 6. It is advised that submission of requirements shall be coursed through and stamped received by the Division Records Section.



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9. BEA have allotted 80 slots to our division as per request from our office based on the confirmation from the schools during the online survey conducted. Below are the list of schools that confirmed their inclusion in the said Special PEPT and their allotted registrants:

No.	School	Total No. of Registrants
1	La Paz Elem. School	3
2	San Policarpo Nat'l High School	15
3	Calbayog City Nat'l High School	20
4	Carmen Elem. School	6
5	Calbayog City Night High School	3
6	Peña I National High School	10
7	Mag-ubay National High School	3
8	Trinidad National High School	5
9	Christ the King College of Calbayog City, Inc.	2
10	Calbayog Christian Faith Academy, Inc.	1
11	Adventist Elementary School Samar-Calbayog, Inc.	2
12	La Milagros Academy, Inc.	1
TOTAL		71
Total Number of Available Slots (80 - 71)		9

10. The remaining available nine (9) slots will be a **"first come, first serve"** basis for those who are interested to take the exam but not identified by the above-mentioned schools or from other schools in our division.

11. Below is the list of testing personnel who shall serve during the aforesaid examination. **An orientation for all testing personnel shall be conducted on September 13, 2024 at exactly 2 o'clock in the afternoon at the SGOD Office, 2nd Floor, New Division Building.**

Chief Examiner: **Milaner R. Oyo-a**

Room Examiners: 1. **Asther E. Bachar**
2. **Rosalia M. Rivera**
3. **Rodolfo Saldaña**
4. **Niann L. Atis**

Support Staff: 1. **Rina M. Aboganda**
2. **Marian C. Advincula**
3. **Joanna Lou V. Portura**

12. For more information, please contact **Mr. Oscar D. Billate Jr.**, SEPS-SMM&E/Division Testing Coordinator through oscar.billate@deped.gov.ph or at contact number 09173154612.



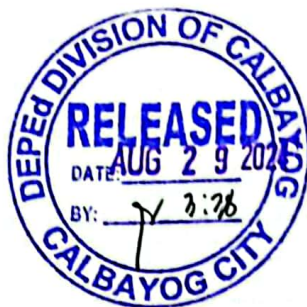
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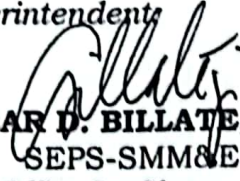


13. Immediate dissemination of and strict compliance with this Memorandum are earnestly desired.

MARGARITO A. CADAYONA JR. PhD, CESO VI
OIC-Schools Division Superintendent

For the Schools Division Superintendent




OSCAR D. BILLATE, JR.
SEPS-SMM&E
Office In-Charge
(SO No. 108, s. 2024)

Enclosure: *Sample Special PEPT Registration Form*
To be indicated in the **Perpetual Index Under** the following subjects:
SGOD **PEPT**



Republic of the Philippines
Department of Education
BUREAU OF EDUCATION ASSESSMENT

*** LEM's Copy ***

SPECIAL PHILIPPINE EDUCATIONAL PLACEMENT TEST

REGISTRATION FORM

Name of Registrant/ Examinee	Last Name	First Name		M.I.
Mailing Address	No., Street, Barrio, Town, Province/City		Age	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
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 <small>To be filled out by the Division Testing Coordinator</small>		Grade Level/s to Take <small>To be filled out by the Division Testing Coordinator</small>	
Place and Date of Registration		Examination Center		
<div style="border: 1px solid black; width: 80px; height: 80px; display: flex; align-items: center; justify-content: center;"> <p>1" x 1" Picture</p> </div>	INSTRUCTIONS TO THE PEPT TESTING COORDINATOR			
	<ol style="list-style-type: none"> 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 Registrant's Copy and give it to the applicant. To verify the identification of the registrant, keep the LEM's Copy and give it to the Chief Examiner on the examination day. NO REGISTRATION FEE 			
<p>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.</p> <p style="text-align: center;">_____ Signature over Printed Name of Registrant/Examinee</p>				
<p><small>To be filled out by the Division Testing Coordinator</small></p> <p>CHECK DOCUMENTS SUBMITTED</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">For NEW PEPT REGISTRANTS</p> <p><input type="checkbox"/> Birth Certificate (NSO/PSA or Local Civil Registrar)</p> <p><input type="checkbox"/> School Records (SF10/F137 signed by the School Principal/Registrar/Administrator)</p> <p><input type="checkbox"/> Identical and recently taken 1x1 colored ID pictures with name tag (2pcs.)</p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p style="text-align: center;">For retakers and PEPT passers only</p> <p><input type="checkbox"/> Certificate of Rating (COR)</p> <p><input type="checkbox"/> Identical and recently taken 1x1 colored ID pictures with name tag (2pcs.)</p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p style="text-align: center;">Additional requirements for PEPT Validation purposes only</p> <p><input type="checkbox"/> Endorsement Letters</p> <p style="padding-left: 20px;"><input type="checkbox"/> School Division Office</p> <p style="padding-left: 20px;"><input type="checkbox"/> Regional Office</p> </div>				
2023				



Republic of the Philippines
Department of Education
BUREAU OF EDUCATION ASSESSMENT

*** Registrant's Copy ***

SPECIAL PHILIPPINE EDUCATIONAL PLACEMENT TEST

REGISTRATION FORM

Name of Registrant/ Examinee	Last Name	First Name		M.I.
Mailing Address	No., Street, Barrio, Town, Province/City		Age	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
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 <small>To be filled out by the Division Testing Coordinator</small>		Grade Level/s to Take <small>To be filled out by the Division Testing Coordinator</small>	
Place and Date of Registration		Examination Center		
<div style="border: 1px solid black; width: 80px; height: 80px; display: flex; align-items: center; justify-content: center;"> <p>1" x 1" Picture</p> </div>	NOTES:			
	<ol style="list-style-type: none"> 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 form and at least two (2) pieces no. 2 pencils. 			
<p>Certified True and Correct:</p> <p style="text-align: center;">_____ DIVISION TESTING COORDINATOR Signature Over Printed Name</p>				
2023				