



DIVISION MEMORANDUM

No. 225, s. 2016

TO : Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Elementary and Secondary Public Schools District Supervisors
Private and Public Elementary and Secondary School Heads
All concerned

FROM : **MARILYN V. MARCO**
Asst. Schools Division Superintendent
Officer In-Charge

SUBJECT: **ADMINISTRATION OF THE PHILIPPINE EDUCATIONAL PLACEMENT TEST (PEPT) FOR SCHOOL YEAR 206-2017**

DATE: September 19, 2016

1. Pursuant to DepEd Memorandum No. 126, s. 2016 re: Administration of the Philippine Educational Placement Test for the School Year 2016-2017, the Bureau of Education Assessment (BEA) with the assistance of this Division shall administer **Philippine Educational Placement Test (PEPT) for the School Year (SY) 2016-2017 on November 20, 2016, 7:00 a.m. at Rodriguez National High School, Cadlan, Pili, Camarines Sur.**
2. Registration of Applicants shall be in the Division Office c/o Dr. Delfin A. Bondad, OIC – SEPS, Office of Monitoring and Evaluation, from September 19, 2016 to November 11, 2016.
3. Prospective applicants should submit the following requirements upon registration:
 - Birth Certificate : Issued by the National Statistics Office (NSO) or Local Civil Registrar duly Authenticated (original and one photocopy)
 - ID pictures : Two (2) pieces of identical and recently taken (1" x 1" size)
 - School Records : Original and one photocopy
Secondary – Form 137
Elementary – Form 137/138
*Form 137 (Transcript of Records with school seal and signature of the principal/registrar)
*Form 138 (Report Card with school seal and signature of the principal/registrar)
 - A non-refundable fee of fifty pesos (P50.00) shall be charged against each applicant.
4. School Heads are directed to facilitate the registration of the examinees in their respective schools. Registration Forms are available at the M & E Office.
5. Test takers are those whose application forms have been approved by the Division Testing Coordinator. They must report at the venue on or before 6:30 in the morning and bring the following:
 - Approved application form
 - Two pieces lead No. 2 pencils
 - Packed lunch
6. DepEd personnel and room examiners involved in the conduct of the test are entitled to an overtime claim on a Compensatory Overtime Credits (COC) basis consistent with the existing rules and regulations.
7. Enclosure No. 1 to this memorandum is the list of examinees. Enclosure No. 2 is the list of examiners per room assignment and the advisory committee.
8. For information, widest dissemination and guidance of all concerned.