



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF PANABO CITY

**Office of the Schools Division Superintendent**

January 31, 2024

**DIVISION MEMORANDUM**

No. 0080, s. 2024

**ADMINISTRATION OF THE REGULAR PHILIPPINE EDUCATIONAL  
PLACEMENT (PEPT) 2023**

To : Assistant Schools Division Superintendent  
Chief of Curriculum Implementation Division (CID)  
Education Program Supervisors  
Public Schools District Supervisors  
Public and Private Elementary and Secondary School Heads

1. Pursuant to DepEd Order No. 22, s. 2023 entitled Guidelines on the School Calendar and Activities for the School Year 2023-2024, the Bureau of Educational Assessment (BEA), through the Schools Division of Panabo City, announces the conduct of the **2023 Regular Philippine Educational Placement Test (PEPT)** on **February 18, 2024** at **Panabo City National High School**.
2. The PEPT is a nationally administered assessment for learners in special circumstances. The result of this assessment will allow those learners to access or resume schooling and/or obtain certification of completion by grade level in the DepEd formal system.
3. The target registrants of this year's regular PEPT are as follows :
  - a. Learners from schools without a government permit;
  - b. Learners from non-formal and informal education programs;
  - c. Learners who have incomplete or no record of formal schooling;
  - d. Learners with back subjects;
  - e. Learners who need grade level standards assessment; and
  - f. Learners who are overage for their grade levels.
4. All interested registrants shall submit a **complete set of documentary requirements**, organized in a long white folder, to the **Division Testing Coordinator (DTC)** on or before **February 9, 2024**.
  - a. FOR NEW TEST TAKERS
    - i. Original and one photocopy of the birth certificate duly authenticated and issued by the Philippine Statistics Authority (PSA) or by the Local Civil Registrar



Schools Division Office of Panabo City  
City Hall Compound, Km 31, Panabo City  
Telephone No: (084) 823-1469  
Email: panabocity.division@deped.gov.ph

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**Empowering Champions in Education**  
through **Journeying, Binding and Fostering** commitment in  
providing quality education, **MATATAG** for all.



- ii. Original and one photocopy of the permanent school record (e.g. SFIO/Form 137) signed by the school principal/registrar/school administrator)
  - iii. Certificate of attendance in intervention programs, or any proof of schooling (if applicable)
  - iv. Two identical recently taken 1 x 1 colored ID pictures with name tags
  - v. One copy of the accomplished PEPT Registration Form (attached)
  - vi. Endorsement letters from the SDO and RO (only for registrants coming from schools without permit to operate)
- b. FOR TEST RETAKERS
- i. Original and one copy of the PEPT Certificate of Rating (for applicants who need to retake a PEPT subtest)
  - ii. Two identical and recently taken 1 x 1 colored ID pictures with name tags
  - iii. One copy of the accomplished PEPT Registration Form (attached)
5. The Bureau of Education Assessment - Education Assessment Division (BEA-EAD) allocation of Test Materials for Panabo City is limited hence, application is on *First Come, First Served* basis. Registrants not catered in this Division may be endorsed to other SDO testing centers, if slots therein are still available.
6. For inquiries, issues, and concerns, please contact the Division Testing Coordinator via mobile number 09988815532.
7. Immediate and wide dissemination of this Memorandum is desired.

  
**JINKY B. FIRMAN PhD, CESO VI**  
 OIC, Schools Division Superintendent

Attached: As stated.  
 CID/jey/dca

**RELEASED**

**FEB 05 2024**

RECORDS SECTION, SDO PANABO CITY

BY 





Republic of the Philippines  
Department of Education  
BUREAU OF EDUCATION ASSESSMENT

\*\*\* LEM's Copy \*\*\*

## REGULAR PHILIPPINE EDUCATIONAL PLACEMENT TEST

### REGISTRATION FORM

Name of Registrant/ Examinee	Last Name		First Name		M.I.
	No., Street, Barrio, Town, Province/City		Age	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Person with Disability (PWD) <input type="checkbox"/> Yes <input type="checkbox"/> No
Mailing Address	Contact Number		Date of Examination (Month/Date/Year)		
Date of Birth (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		
1" x 1" Picture	<b>INSTRUCTIONS TO THE PEPT TESTING COORDINATOR</b>			<small>To be filled out by the Division Testing Coordinator</small>	
	<ol style="list-style-type: none"> <li>Before signing this form, please ensure that all entries on <b>Age</b>, <b>Last Grade Level Completed</b>, and <b>Grade Level/s to Take</b> are legible and correct.</li> <li>Detach <b>Registrant's Copy</b> and give it to the applicant.</li> <li>To verify the identification of the registrant, keep the <b>LEM's Copy</b> and give it to the <b>Chief Examiner</b> on the examination day.</li> <li><b>NO REGISTRATION FEE</b></li> </ol>			<b>CHECK DOCUMENTS SUBMITTED</b> <b>For NEW PEPT REGISTRANTS</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Birth Certificate (NSO/PSA or Local Civil Registrar)</li> <li><input type="checkbox"/> School Records (SF10/F137 signed by the School Principal/Registrar/Administrator)</li> <li><input type="checkbox"/> Identical and recently taken 1x1 colored ID pictures with name tag (2pcs.)</li> </ul>	
<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>			<b>For retakers and PEPT passers only</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Certificate of Rating (COR)</li> <li><input type="checkbox"/> Identical and recently taken 1x1 colored ID pictures with name tag (2pcs.)</li> </ul>		
<p>2023</p> <p>Signature over Printed Name of Registrant/Examinee</p>			<b>Additional requirements for PEPT Validation purposes only</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Endorsement Letters <ul style="list-style-type: none"> <li><input type="checkbox"/> School Division Office</li> <li><input type="checkbox"/> Regional Office</li> </ul> </li> </ul>		



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\*\*\* Registrant's Copy \*\*\*

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	No., Street, Barrio, Town, Province/City		Age	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Person with Disability (PWD) <input type="checkbox"/> Yes <input type="checkbox"/> No
Mailing Address	Contact Number		Date of Examination (Month/Date/Year)		
Date of Birth (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		
1" x 1" Picture	<b>NOTES:</b>				
	<ol style="list-style-type: none"> <li>Upon registration, the <b>Registration Officer</b> will inform you of the examination date and venue.</li> <li>Complete all the information in the Registration Form.</li> <li>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.</li> </ol>				
<p>2023</p> <p>Certified True and Correct:</p> <p>_____ DIVISION TESTING COORDINATOR Signature Over Printed Name</p>					