



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2024-0527

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

Subject : **FINAL SCHEDULE OF ADMINISTRATION OF THE 2024 SPECIAL PHILIPPINE EDUCATIONAL PLACEMENT TEST (SPEPT)**

Date : October 1, 2024

In relation to DM-CID-2024-0345 issued on June 24, 2024 entitled Registration, Submission, and Evaluation of Documentary Requirements for the 2024 Special Philippine Educational Placement Test (SPEPT) and in pursuance to the herein Advisory issued by Dr. Kevin Carl P. Santos, Director IV of the Bureau of Education Assessment (BEA), please be informed that the final schedule of the SPEPT will be on **October 13, 2024** at **Magugpo Pilot Central Elementary School, Mabini St., Tagum City**.

The takers from this Division are as follows:

1. Alliah Mae Lebria – Roxas ES
2. Jacrael Jadd Dayon – Panabo SDA Learning Center
3. Jaycob Marturillas – Salvacion ES
4. JR Obera – Rizal ES
5. Michael John Sentinales – Manay NHS
6. Nestleigh Mae Gaslang – Maranatha Christian Academy
7. Sidney Chantelle Arado – Rizal ES
8. Sophia Gay Penaredondo – Salvacion ES

Takers, accompanied by their parents and/or guardians, are expected to be at the testing center on or before 7 o'clock in the morning bringing their respective pencil (Lead #2), eraser, and snacks/lunch.

Immediate dissemination of this Memorandum is desired.


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

Attached: As stated.
 CID/jej/dea

 **RELEASED**



Republic of the Philippines
Department of Education
BUREAU OF EDUCATION ASSESSMENT

Office of the Director

September 20, 2024

ADVISORY

Changes in the Schedule of the Administration of the 2024 Special Philippine Educational Placement Test (PEPT)

In reference to DepEd Memorandum No. 034, s. 2024 titled "Administration of the 2024 Special Philippine Educational Placement Test", this advisory provides the new testing schedule and additional guidelines for the conduct of the Special PEPT.

Testing Schedule

1. The new schedule of the administration of the 2024 Special PEPT is stated below:

Cluster	Original Date	New Schedule
Luzon	August 4, 2024	October 6, 2024
Visayas-Mindanao	August 11, 2024	October 13, 2024

2. Should there be any unexpected/unforeseen circumstances (e.g., fire, flood, some difficulties due to inclement weather conditions, a transportation strike, or other related temporary reason), an official correspondence (e.g., memorandum/letter) from the Regional Office (RO) shall be sent to the Bureau of Education Assessment (BEA) requesting for the rescheduling of the test administration, attaching the necessary supporting documents subject for approval. The said correspondence shall be addressed to:

DR. KEVIN CARL P. SANTOS
Director IV
Bureau of Education Assessment

Participating Learners and Schools

3. The target registrants for PEPT are the following:
 - a. Learners from schools without government permit,
 - b. Learners from nonformal 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

Note: Learners with disabilities (LWDs) may also be assessed provided that the test accommodations stipulated in Section 9 of DepEd Order No. 55, s. 2016 are met.

4. Select schools shall serve as testing centers.



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✓ Registration and Evaluation of Documentary Requirements

5. The Division Testing Coordinator (DTC) shall be responsible for facilitating the registration process and collecting the necessary documentary requirements. They can still accept test registrants to utilize the test materials allocated for their respective Schools Division Offices (SDOs). The DTCs shall identify the cut-off date for accepting test registrants to manage the evaluation of the submitted documentary requirements before the test administration.
6. Walk-in registrants shall not be accommodated during the test administration.

Test Materials (TMs)

7. The quantity of Test Booklets (TBs) and Answer Sheets (ASs) to be provided was based on the actual number of test registrants per testing center with buffer. Refer to the attached allocation of test materials per testing center.
8. **Photocopying of the TBs and ASs is NOT allowed.**
9. Maintain the integrity of the test before, during, and after the test administration as stipulated in Section 13 of DepEd Order 55, s. 2016, titled "Breach of Security in National Examinations and Corresponding Sanctions".

Testing Room and Arrangement

10. The examinees shall be grouped according to their **Last Level Completed (LLC)** and **Age**.
11. After grouping the examinees by LLC and age, their seating arrangement shall be in alphabetical order based on the last name regardless of sex. Other appropriate seating arrangements may be implemented for some communities with cultural considerations in the groupings and physical arrangement of individuals concerning sex.

Contact Information of the Forwarder

12. For the delivery and retrieval of test materials, Division Testing Coordinators (DTCs) are advised to contact **Ximex Delivery Express**, the official forwarder of BEA, through its official contact numbers: 0917 812 7122; 0917 638 2329; and/or 0917 561 6503 **for the timely retrieval of test materials**.
13. Immediate dissemination of this Advisory is desired.

DR. Kevin Carl P. Santos
DR. KEVIN CARL P. SANTOS
Director IV
Bureau of Education Assessment



Republic of the Philippines

Department of Education

REGION XI

SCHOOLS DIVISION OF PANABO CITY

24-598

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2024-0345

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

Subject : **REGISTRATION, SUBMISSION, AND EVALUATION OF DOCUMENTARY REQUIREMENTS FOR THE 2024 SPECIAL PHILIPPINE EDUCATIONAL PLACEMENT TEST (SPEPT)**

Date : June 24, 2024

Please be informed of the planned conduct of the Special Philippine Educational Placement Test (SPEPT) in July at a testing center to be identified later.

The Philippine Educational Placement Test (PEPT) is a nationally administered assessment for learners in special circumstances. The result of this assessment will allow these learners to: a) access or resume schooling and/or b) obtain certification of completion by grade level in the DepEd formal system.

The target registrants are the following:

- Learners who are overaged for their grade levels
- Learners from schools without a government permit
- Learners from nonformal and informal education programs
- Learners who have incomplete or no record of formal schooling
- Learners with back subjects
- Learners who need grade-level standards assessment

The requirements are as follows:

1. New Registrants

- Original and one photocopy of the birth certificate duly authenticated and issued by the Philippine Statistics Authority (PSA) (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. Two pieces identical and recently taken 1x1 colored ID pictures with name tags.
- d. One Accomplished PEPT Registration Form (accessible via <https://bit.ly/SpecialPEPTREG>)

2. PEPT Retakers

- a. Original and one photocopy of the PEPT Certificate of Rating (for applicants who need to retake a PEPT subtest)
- b. Two pieces identical and recently taken 1x1 colored ID pictures with name tags.
- c. One copy Accomplished PEPT Registration Form (accessible via <https://bit.ly/SpecialPEPTREG>)

The placement of the PEPT qualifiers for this special test administration shall take effect in the current school year when the test is administered pursuant to Section 5 (Grade Level Placement Assessment) 2.b. 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.

Registration and submission of required documents shall be accepted from the date of this Memorandum until 5:00 p.m. of July 5, 2024 via the Education Program Supervisor in-charge of Testing, Mrs. Djhoane C. Aguilar.

Immediate dissemination of this Memorandum is desired.


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

Enclosed: As stated.
 CID/jey/dca

RELEASED

JUN 25 2024

RECORDS SECTION-SDO PANABO CITY
 BY 



Republic of the Philippines
Department of Education
BUREAU OF EDUCATION ASSESSMENT

Office of the Director

05 June 2024

ADVISORY

Guidelines on the Registration, Evaluation of Documentary Requirements, and Testing Centers for the 2024 Special Philippine Educational Placement Test (PEPT)

This Advisory contains the guidelines on the registration, evaluation of documentary requirements, and testing centers in preparation for the administration of the 2024 Special Philippine Educational Placement Test (PEPT).

Registration

1. The test registration shall be done in select schools division offices (SDOs) with designated testing centers starting from the date this Advisory is published until **July 5, 2024**.
2. The Special PEPT Registration Form can be downloaded from <https://bit.ly/SpecialPEPTReg>. The registration forms along with the documentary requirements shall be submitted to the Division Testing Coordinator (DTC) at the nearest SDO where the registrants are located.
3. The DTCs shall coordinate with the SDOs with allocated test materials for the Special PEPT to process the documents from their Division.
4. The requirements for specific types of test registrants are the following:
 - a. For new test-takers
 - i. 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
 - ii. Certified True Copy and one photocopy of the permanent school record (e.g., SF10/Form 137) signed by the school principal/registrar/school administrator)
 - iii. Certificate of attendance in intervention programs, or any proof of schooling (if applicable)



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- iv. Two identical and recently taken 1x1 colored ID pictures with name tags.
- v. One copy of the accomplished PEPT Registration Form

b. For test retakers

- i. Original and one photocopy of the PEPT Certificate of Rating (for applicants who need to retake a PEPT subtest)
- ii. Two identical and recently taken 1x1 colored ID pictures with name tags.
- iii. One copy of the accomplished PEPT Registration Form

5. The Excel template to be used in the submission of the actual number of test registrants per testing center and updated names of testing centers (if applicable) can be downloaded from <https://bit.ly/TestingCenterAndRegistrants>.
6. The Excel template shall be uploaded on July 8, 2024 to this link: <https://bit.ly/SpecialPEPT2024> using the filename: [Region]_[Division]_2024 Special PEPT Updated Testing Centers & Actual Number of Registrants.

Evaluation of Documentary Requirements

1. The DTCs with allocated testing materials must consolidate all the submitted documentary requirements of the registrants. He/She must ensure the completeness of the requirements and accuracy of the evaluation for each registrant.
2. The DTCs without allocated testing materials shall facilitate the registration process and collect the documentary requirements for submission to the nearest SDO with test material allocation.
3. A complete submission of all the requirements from the examinees are critical for the processing of data and releasing of the Certificate of Ratings (CORs); hence, examinees with lacking documents shall not be processed.

Testing Center

1. The testing center must be located near the SDO and accessible to the examinees.



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2. The testing center requirements and test accommodations for learners with disabilities (LWDs) are provided in Sections 8 and 9, DepEd Order No. 55, s. 2016.
3. This Bureau shall provide the list of SDOs with allocated test materials with the corresponding testing centers to the Regional Testing Coordinators (RTCs).
4. Should there be changes regarding the testing center, please coordinate through an official communication letter addressed to the details below for information and approval.

JANIR T. DATUKAN
Assistant Secretary
Officer-in-Charge
Bureau of Education Assessment

5. The RTCs shall be in charge in consolidating all the new testing centers and send to bea.ead@deped.gov.ph with the file name: [Region]_[Division]_2024 Special PEPT Updated Testing Centers & Actual Number of Registrants on or before **June 26, 2024**.
6. For more information, contact BEA-EAD at telefax number (02) 8631-2589 or email bea.ead@deped.gov.ph.
7. Immediate dissemination of this Advisory is desired.

JANIR T. DATUKAN
Assistant Secretary
Officer-in-Charge
Bureau of Education Assessment