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

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Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

DM CID-2025- 0129

To : Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Private Elementary and Secondary School Heads  
All concerned

Subject: **INFORMATION ON THE RESUMPTION OF THE ADMINISTRATION OF THE PILIPPINE EDUCATIONAL PLACEMENT TEST (PEPT) TO WALK-IN CLIENTS AT THE BUREAU OF EDUCATION ASSESSMENT (BEA) OFFICE**

Date : February 24, 2025

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Pursuant to the Bureau of Education Assessment Advisory No. 008, s. 2025, the Bureau of Education Assessment (BEA) announces the resumption of the Administration of the Philippine Educational Placement Test (PEPT) to walk-in clients at the BEA Office, G/F Mabini Bldg., DepEd Complex, Meralco Avenue, Pasig City. Guidelines on the Administration of the PEPT to Walk-in Clients are in the attached enclosures.

For your information and guidance.

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

  
**RELEASED**

  
**FEB 25 2025**

RECORDS SECTION-SDO PANABO CITY

BY 

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Republic of the Philippines  
**Department of Education**  
BUREAU OF EDUCATION ASSESSMENT

**Office of the Director**

Advisory No. 008, s. 2025

12 February 2025

## **ADVISORY**

### **Resumption of the Administration of the Philippine Educational Placement Test (PEPT) to Walk-In Clients at the Bureau of Education Assessment (BEA) Office**

The Bureau of Education Assessment (BEA) announces the **resumption of the Administration of the Philippine Educational Placement Test (PEPT) to walk-in clients at the BEA Office, G/F Mabini Bldg., DepEd Complex, Meralco Avenue, Pasig City**. The following are the guidelines on the Administration of the PEPT to Walk-In Clients:

#### **Target Clientele**

1. 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.

#### **Requirements**

2. The following are the PEPT documentary requirements for submission during the test registration:
  - a. For New Test Registrants
    - i. original and one (1) photocopy of the birth certificate duly authenticated and issued by the Philippine Statistics Authority (PSA) (formerly National Statistics Office (NSO)) or Local Civil Registrar;
    - ii. certified True Copy and one (1) photocopy of the permanent school record (e.g., SF10/Form 137) with school seal and signed by the School Principal/Registrar/School Administrator;
    - iii. two (2) pieces identical and recently taken 1x1 colored ID pictures with name tag;
    - iv. endorsement from the Schools Division Office (SDO) and Regional Office (RO) (if for validation);



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- v. one (1) copy of accomplished PEPT Registration Form; and
- vi. registration fee of PHP 200.00 per examinee (for walk-in and onsite request only).

**Note:** Registrants with incomplete documentary requirements shall not be accommodated.

b. For PEPT Retakers

- i. original and one (1) photocopy of the PEPT Certificate of Rating (COR) (for applicants who need to retake a PEPT subtest);  
*Note: Examinees whose test score in one subject is lower than 75% may be allowed to retake the failed subtest within six months from the date of examination. Examinees whose test score in two (2) or more subjects are lower than 75% are required to retake all the subtests.*
- ii. two (2) pieces identical and recently taken 1x1 colored ID pictures with name tag;
- iii. one (1) copy of accomplished PEPT Registration Form; and
- iv. registration fee of PHP 200.00 per examinee (for walk-in and onsite request only).

**Mode of Registration**

3. The registration for the PEPT for walk-in clients shall start on **February 24, 2025, Monday** and shall be done in two (2) modalities: walk-in and online.

- a. **Walk-in Registration.** BEA, through the Education Assessment Division (EAD), will accept walk-in clients for test registration at the Mabini Bldg., Room 113, from 8:00 AM to 5:00 PM, Mondays through Fridays (excluding holidays).
- b. **Online Registration.** The client/learner or his/her parent/legal guardian shall fill out the PEPT Registration Form which is downloadable from <http://bit.ly/PEPTForm>. The original copies of the documents shall be presented on the examination day.

The accomplished registration form and clear scanned PEPT documentary requirements must be uploaded to <http://bit.ly/PEPTOnlineReg>. The BEA-EAD staff will provide the next steps and payment procedures upon successful evaluation of registration forms and documentary requirements. After confirming the payment, BEA-EAD will provide the Notice of Examination to the PEPT applicants' registered email address.

4. The test registration for walk-in clients will be **closed** two months before the start of the registration for the national administration of the PEPT.



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**Mode of Test Administration**

5. The PEPT for walk-in clients shall be administered through paper-based or computer-based modalities.
  - a. **Paper-based.** The PEPT shall be administered as a paper-based assessment to all walk-in and online test registrants every **Tuesday and Thursday only except on holidays.** The Learners with Disabilities (LWDs) shall be scheduled separately for special accommodation.
  - b. **Computer-based\*.** As an alternative mode of administration, BEA offers the Computer-based (CB) PEPT to the following:
    - i. clients ages 6 to 9 years old who reside outside Metro Manila, Bulacan, Cavite, Laguna, and Rizal;
    - ii. clients with a current medical condition (supported by a medical certificate); and
    - iii. clients with exceptional cases.

*\*The CB-PEPT is an online/internet-dependent platform. It shall be administered by an official proctor from BEA via live remote proctoring. The test is taken by the PEPT applicant in his/her location provided that all requirements are met.*

6. The administration of the PEPT to qualified walk-in clients shall start on **March 4, Tuesday.**
7. A maximum of **fifteen (15) examinees** can be accommodated **per day.**

**Request for Onsite Administration**

8. In reference to DM/OM-CI-2022-00272 titled “*Onsite Administration of the Philippine Educational Placement Test (PEPT) and Other Regular Assessment Services*”, the Division Testing Coordinators (DTCs) shall facilitate the registration process and collect the documentary requirements for submission to BEA for the onsite administration of the PEPT for the validation of grade level/s enrolled in schools without government permit. The SDOs, through the ROs, shall request a schedule for the said onsite administration of the PEPT to the Office of the Director of BEA.
9. There shall be at least **20 test registrants** in the request.
10. Applicants must have completed, without failed grades, the learning area/s per grade level to be validated.



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11. The request letter for BEA shall contain the following information:

- a. total number of test takers;
- b. suggested date of examination;
- c. testing center/s; and
- d. list of test takers with initial evaluation using the provided template:

LIST OF LEARNERS				
Name of registrants (LN, FN, MI) in alphabetical order	Date of Birth (MM/DD/YYYY)	Age	Grade Level/s completed in SY with School Permit	Grade Level/s completed in SY without School Permit

12. The request, together with the documentary requirements, shall be sent to BEA by a courier.

Addressee: Kevin Carl P. Santos, PhD  
Director IV  
Address: Bureau of Education Assessment,  
G/F Mabini Bldg., DepEd Complex,  
Meralco Avenue, 1600 Pasig City  
(02) 8631-6921

**Note:** The DTC may opt to email an advanced copy of the request letter to BEA-EAD through email ([bea.ead@deped.gov.ph](mailto:bea.ead@deped.gov.ph)) using the subject line: **[SDO]\_PEPT Onsite Request**.

13. BEA will confirm the proposed date of test administration with the DTC. The number of BEA personnel shall be determined based on the total number of examinees and grade levels to be administered.

14. The travel expenses and allowance of the BEA staff who will administer the test onsite shall be charged to the schools or learning centers of the learners who will take the PEPT as cited in **DepEd Order No. 23, s. 2019** titled "Additional Provisions to Section 6: Grade Level Placement Assessment of DepEd Order No. 55, s. 2016". The rate of travel expenses and allowances shall be based on **DepEd Order No. 022, s. 2019**, "Guidelines on Official Local Travels in the Department of Education".

15. The onsite conduct of the PEPT in private schools as testing centers may be allowed provided that it is coordinated with the ROs and SDOs.



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**Test Results**

16. The PEPT Certificate of Ratings (COR) of examinees for walk-in and onsite administration shall be released **ten (10) working days** after the date of examination.
17. The PEPT results of those who took the test during the walk-in and onsite administrations shall take effect in the next or subsequent school year.
18. Proper attire (i.e. no shorts/mini skirt, sando/sleeveless, slippers) and decorum are advised to those who will visit DepEd as walk-in clients for the PEPT.
19. For more information, contact BEA-EAD through the following contact details: (02) 8631-2589, [bea.ead@deped.gov.ph](mailto:bea.ead@deped.gov.ph), and [pept.bea@deped.gov.ph](mailto:pept.bea@deped.gov.ph).
20. Immediate dissemination of this Advisory is desired.

  
**KEVIN CARL P. SANTOS, PhD**  
Director IV