



**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**

CID-2025-0692

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 REGULAR PHILIPPINE EDUCATIONAL PLACEMENT TEST (PEPT) 2025**

Date : October 28, 2025

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Please be informed of the planned conduct of the Regular Philippine Educational Placement Test (PEPT) in December at Panabo City NHS.

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:

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

The requirements are as follows:

**A. New Test Takers**

- i. 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;
- ii. Certified true copy 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);
- iii. Two pieces identical and recently taken 1×1 colored ID pictures with name tags.
- iv. One Accomplished PEPT Registration Form



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**B. Test Retakers or PEPT Passers**

- i. Original and one photocopy of the PEPT Certificate of Rating
- ii. Two pieces identical and recently taken 1x1 colored ID pictures with name tags.
- iii. One copy Accomplished PEPT Registration Form

The placement of the PEPT qualifiers for this regular test administration shall take effect in the next or subsequent school year when the test is administered pursuant to Section 6 (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.

No test registration fee shall be collected.

Please take note that the Bureau of Educational Assessment has only allotted 44 slots for Panabo City Division. In excess thereof, qualified registrants may take the test in the testing centers of other division offices.

Registration and submission of required documents shall be accepted from the date of this Memorandum until 5:00 p.m. of November 21, 2025 via the Curriculum Implementation Division, c/o Education Program Supervisor in-charge of Testing, Mrs. Djhoane C. Aguilar.

Immediate dissemination of this Memorandum is desired.



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

CID/jey/dca

**RELEASED**

**OCT 29 2025**

RECORDS SECTION-SDO PANABO CITY



BY



Republic of the Philippines  
Department of Education  
BUREAU OF EDUCATION ASSESSMENT

**2024 REGULAR PHILIPPINE EDUCATIONAL PLACEMENT TEST (PEPT)  
REGISTRATION FORM**

REGISTRATION FORM				
Name of Registrant/Examinee	Last Name	First Name	M.I.	
	No., Street, Barrio, Town, Province/City		Age	Sex
Mailing Address			<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Yes <input type="checkbox"/> No
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 (check all that applies) <small>To be filled out by the Division Testing Coordinator</small>
<b>Purpose</b> <small>To be filled out by the Division Testing Coordinator</small>		<input type="checkbox"/> No Schooling <input type="checkbox"/> Kindergarten <input type="checkbox"/> Grade 1 <input type="checkbox"/> Grade 2 <input type="checkbox"/> Grade 3 <input type="checkbox"/> Grade 4		<input type="checkbox"/> Grade 5 <input type="checkbox"/> Grade 6 <input type="checkbox"/> Grade 7 <input type="checkbox"/> Grade 8 <input type="checkbox"/> Grade 9 <input type="checkbox"/> Grade 10 <input type="checkbox"/> for retake, indicate the grade level/s and subject/s to take <hr/> <hr/>
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>	
	1. 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. 2. Detach <b>Admission Slip</b> and give it to the applicant. 3. Keep the <b>LEM's Copy</b> and give it to the <b>Chief Examiner</b> on examination day for the applicant verification purposes. 4. <b>NO REGISTRATION FEE</b>		<b>For NEW PEPT REGISTRANTS</b> <input type="checkbox"/> Original and Photocopy of Birth Certificate (NSO/PSA or Local Civil Registrar) <input type="checkbox"/> Certified True Copy of Schools Records with dry seal (SF10/F137 signed by the School Principal/ Registrar/Administrator) <input type="checkbox"/> Identical and recently taken 1x1 colored ID pictures with name tag (2 pcs)	
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.		<b>For retakes and PEPT passers only</b> <input type="checkbox"/> Certificate of Rating (COR) <input type="checkbox"/> Identical and recently taken 1x1 colored ID pictures with name tag (2 pcs)		<b>Additional Requirements for PEPT Validation Purposes only</b> <input type="checkbox"/> Endorsement Letters <input type="checkbox"/> Regional Office <input type="checkbox"/> Schools Division Office
<hr/> Signature over Printed Name of Registrant/Examinee				



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ADMISSION SLIP			
Name of Registrant/ Examinee		Last Name	First Name
Date of Birth (Month/Date/Year)		Age	Date of Examination (Month/Date/Year)
Examination Center		Last Grade Level Completed <i>To be filled out by the Division Testing Coordinator</i>	Grade Level/s to Take <i>To be filled out by the Division Testing Coordinator</i>
NOTES:	1. Upon registration, the <b>Registration Officer</b> will inform you of the examination date and venue. 2. Complete all the information in the Registration Form. 3. On the examination day, the examinee must be in the venue at 7:30 A.M. Bring this slip and at least two (2) pieces of No. 2 pencils.		
1" x 1" Picture	Certified True and Correct:		
<i>Signature over Printed Name of Division Testing Coordinator</i>			