



June 11, 2017

DIVISION MEMORANDUM

No. 86, s. 2017

**ADMINISTRATION OF THE TEST OF ENGLISH PROFICIENCY FOR TEACHERS (TEPT)
AND PROCESS SKILLS TEST (PST) IN SCIENCE AND MATHEMATICS
TO ALL GRADES 7 AND 8 PUBLIC SCHOOL TEACHERS**

To : Acting Assistant Schools Division Superintendent
Education Program Supervisors
Public Schools District Supervisors/Officer-In-Charge of the District
Heads, Public Secondary and Integrated Schools

1. The Department of Education (DepEd) through the Bureau of Education Assessment (BEA) with the assistance of this office and public secondary schools personnel will administer the **Test of English Proficiency for Teachers (TEPT) and Process Skills Test (PST) in Science and Mathematics** to all Grades 7 and 8 public school teachers on **June 18, 2017** from 8:00 A.M. to 11:30 P.M. at **Capiz National High School, Roxas City**.
2. List of examinees and the room assignments can be accessed through the Division's Facebook Page ***K to 12 Capiz Division or Capiz Division Mancom (Sec.)***.
3. Grades 7 and 8 public school teachers teaching Science and Math whose names are not found in the list must also take the test.
4. The testing staff shall be composed of the Division Testing Coordinator as chief examiner and Education Program Supervisors and Secondary School Principals as room supervisor and examiners.
5. The composition of the Division Testing staff is found in Enclosure No. I of this Memorandum.
6. The division personnel and teachers shall be given one (1) day service credit as per DepEd Order No. 53, s. 2003 titled Updated Guidelines on Grant of Vacation Service Credits to Teachers.
7. An orientation on the administration of the **TEPT-PST** for all room examiners and room supervisor will be on **June 15, 2017, 8:30 a.m.** at the **Division Multi-Purpose Hall, Banica, Roxas City**.
8. The examinees are advised to be at the testing center before 7:30 a.m. for the pre-examination activities. They are further advised to bring with them pencils nos. 1 or 2, ballpen and valid identification (ID) card with picture.
9. Expenses incurred during the conduct of this test shall be charged to BEA funds subject to the usual accounting and auditing rules and regulations.
10. Immediate dissemination of this memorandum is desired.


MIGUEL MAC D. APOSIN, Ed.D., CESO V
Schools Division Superintendent

Enclosures : As stated

References : DepED Order No. 53, s, 2003

DepED Memorandum No. 27 s. 2016

To be indicated in the Report of the

COMPOSITION OF THE DIVISION TESTING STAFF FOR THE ADMINISTRATION OF THE TEST OF ENGLISH PROFICIENCY FOR TEACHERS (TEPT) AND PROCESS SKILLS TEST (PST) IN SCIENCE AND MATHEMATICS TO ALL GRADES 7 AND 8 PUBLIC SCHOOL TEACHERS

Room Examiners

Room Number	Examiner
1	Mrs. Sephora Roldan
2	Mrs. Elenia Baranda
3	Dr. Marggie Obligacion
4	Mrs. Julie Finlac
5	Mr. Charlie Begas
6	Mrs. Mrs. Annabelle Baltazar
7	Dr. Aida Villanueva
8	Mrs. Florence Legaspina
9	Miss Myrthyl Coching
10	Mrs. Expectacion Lacbanes
11	Mr. Jolly Batuigas
12	Mrs. Melanie Corpuz

Other Testing Personnel:

1. Teresita Barrio – Division Testing Coordinator
2. Miss Concepcion Dala Cruz – Room Supervisor
3. Ma. Sharon Barrientos – Support Staff
4. Mrs. Mary Grace Atinon – Support Staff
5. Mr. Joren Teves - Utility
6. Mr. Alteody Damsani - Security
7. Mr. Rey Bernaldez - Driver