

January 5, 2018

DIVISION MEMORANDUM

No. 06, s. 2018

**ADMINISTRATION OF THE ENGLISH PROFICIENCY FOR TEACHERS (TEPT)
AND PROCESS SKILLS TEST (PST) IN SCIENCE AND MATHEMATICS
TO ALL GRADES 9 AND 10 PUBLIC SCHOOL TEACHERS**

To : Acting Assistant Schools Division Superintendent
Education Program Supervisors /Coordinators
Public Schools District Supervisors/ Officers-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 9 and 10 public school teachers on **January 14, 2018** from 8:00 A.M. to 4:00 P.M. at **Capiz National High School**, Roxas City.
2. Relative to this, secondary and integrated school heads are requested to send their Grades 9 and 10 Science and Math teachers to take the said test.
3. The testing staff shall be composed of the Division Testing Coordinator as chief examiner and selected Division Personnel as room supervisor/s and room examiners.
4. The composition of the Division Testing staff is found in Enclosure No. I of this Memorandum.
5. Teacher examinees shall be granted one (1) day service credit per DepEd Order No. 53, s. 2003 titled Updated Guidelines on Grant of Vacation Service Credits to Teachers. Likewise, non-teaching personnel involved in the conduct of the test shall be granted one (1) day Compensatory Time-off (CTO) per Civil Service Commission (CSC) and Department of Budget Management (DBM) Joint Circular No. 2, s. 20014 on **Non-Monetary Remuneration for Overtime Service Rendered**.
6. An orientation on the administration of the **TEPT-PST** for all room examiners will be on **January 8, 2018, 8:30 a.m.** at the **Division Multi-Purpose Hall**, Banica, Roxas City.
7. 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 pencil no. 1 or 2, ballpen and valid identification (ID) card with picture.
8. Expenses incurred during the conduct of this test shall be charged to the downloaded BEA funds subject to the usual accounting and auditing rules and regulations.
9. 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. 55 s. 2016

To be indicated in the Perpetual Index
under the following subjects:

EXAMINATION

TEACHERS

TEST

SCIENCE EDUCATION

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 9 AND 10 PUBLIC SCHOOL TEACHERS

Chief Examiner : Teresita Barrio
Examination Center Head : Mrs. Ma. Rita F. Villareal
Deputy Examination Center Head : Mrs. Cecilia Balderama

Room Examiners

Room Number	Examiner
1	Shirley De Juan
2	Dr. Rey Azcarraga
3	Dr. Marggie Obligacion
4	Dr. Immaculada Amores
5	Anna Mae Blancaflor
6	Allen Aguirre
7	Ma. Paz Almalbis
8	Rizalina Barruela
9	Zander Frofunga

Other Testing Personnel:

1. Dr. Edna B. Ezcarraga – Room Supervisor
2. Mrs. Mary Grace Atinon
3. Ma. Sharon Barrientos
4. Mr. Joren Teves
5. Mr. Michael dela Torre