



January 09, 2018

**DIVISION MEMORANDUM**

No. 11, s. 2018

**ADMINISTRATION OF THE ENGLISH PROFICIENCY TEST (EPT) FOR TEACHER APPLICANTS  
IN SENIOR HIGH SCHOOL (SHS), JUNIOR HIGH SCHOOL, AND ELEMENTARY**

To : Acting Assistant Schools Division Superintendent  
Education Program Supervisors  
Public Schools District Supervisors/ Officers In-Charge of the District  
Heads, Public Elementary and Secondary Schools  
All Others Concerned

1. The criteria in the evaluation and computation of points for ranking of teacher applicants in Senior High School (SHS), Junior High School, and Elementary include English communication skills which will be measured through the English Proficiency Test (EPT).
2. Relative to this, the Department of Education (DepEd) through the Bureau of Education Assessment (BEA) will administer the said test to all teacher applicants in this division on **January 14, 2018**, instead of February 4, 2018 which was previously announced as the tentative schedule, from 8:00 A.M. to 4:00 p.m. at **Capiz National High School**, Roxas City.
3. Interested applicants are advised to register at <http://depedcapiz.ph> or contact the Division's Testing Coordinator at 09998882619.
4. The testing staff shall be composed of the Division Testing Coordinator as chief examiner, Division Personnel, and identified Public Secondary and Elementary School Heads who will serve as room supervisors and room examiners.
5. The composition of the Division Testing Staff is found in Enclosure No. 1 of this Memorandum.
6. Testing staff and examinees are advised to be at the testing center before 7:00 a.m. for the pre-examination activities. Examinees are further advised to bring with them pencil no. 1 or 2, ballpen and valid identification (ID) card with picture.
7. All personnel involved during 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**.
8. 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. 3, s. 2016  
To be indicated in the Perpetual Index  
under the following subjects:

**COMPOSITION OF THE DIVISION TESTING STAFF FOR THE ADMINISTRATION OF THE  
ENGLISH PROFICIENCY TEST (EPT) FOR TEACHER APPLICANTS IN SENIOR HIGH SCHOOL (SHS),  
JUNIOR HIGH SCHOOL, KINDER AND ELEMENTARY**

Chief Examiner : Teresita A. Barrio  
Examination Center Head : Mrs. Ma. Rita F. Villareal  
Deputy Examination Center Head : Mr. Allen O. Aguirre

**Room Supervisor**

Mrs. Mary Grace Atinon

Room Number	Room Examiners
1	Mrs. Luz Taytayon
2	Dr. Eva Fabraquel
3	Dr. Martin Fabraquel
4	Mrs. Julie Finlac
5	Miss Bambi Billanes
6	Dr. Leonerico Barredo
7	Dr. Lalain Delos Santos
8	Mrs. Florence Legaspina
9	Mrs. Judy Dunton
10	Mrs. Catherine Diaz

**Other Testing Personnel**

- |                        |                     |                          |
|------------------------|---------------------|--------------------------|
| 1. Mr. Emmanuel Lati   | 3. Mrs. Emily Cambe | 5. Mr. Michael Dela Tore |
| 2. Miss Jamine Olivare | 4. Mr. Jorien Teves |                          |