



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

July 26, 2022

DIVISION MEMORANDUM
No. 238 s. 2022

**ADDENDUM TO SDM 212, S. 2022 TITLED “ADMINISTRATION OF
COMPUTER-BASED ENGLISH PROFICIENCY TEST
(CB-EPT) FOR THE SCHOOL YEAR 2022-2023”**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors/ OIC of the Districts
School Heads of Public Elementary, Secondary and
Integrated Schools
All Concerned

1. In reference to SDM 212, s. 2022 titled **“Administration of Computer-Based English Proficiency Test (CB-EPT) for the School Year 2022-2023”**, teachers who will serve as testing personnel are entitled to service credits in accordance with DepEd Order No. 53, s. 2003 titled: *Updated Guidelines on the Grant of Vacation Service Credits to Teachers*. On the Other Hand, Non-Teaching personnel including the management staff shall be provided with Compensatory Time Off (CTO) as per the Civil Service Commission (CSC) and the Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on *Non-Monetary Remuneration for Overtime Service Rendered*.
2. Other provisions of the aforementioned Memorandum remain in effect.
3. Immediate dissemination of and compliance with this Memorandum are desired.


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Schools Division Superintendent 



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