



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

December 5, 2023

DIVISION MEMORANDUM  
 NO. **637**, s. 2023

**ADMINISTRATION OF THE 2023 SPECIAL PHILIPPINE EDUCATIONAL  
 PLACEMENT TEST (PEPT)**

To: OIC, Office of the Asst. Schools Division Superintendent  
 Chief Education Supervisor, CID  
 OIC, Office of the Chief Education Supervisor, SGOD  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Heads of Public Elementary, Secondary and  
 Integrated Schools  
 All Others Concerned

- Relative to the issued DepEd Memorandum No. 049, s. 2023 titled “Administration of the 2023 Special Philippine Educational Placement Test (PEPT)”, the Department of Education through the Bureau of Education Assessment (BEA) shall administer the **2023 Special Philippine Educational Placement Test (PEPT)** on **December 17, 2023, Sunday** from **7:30 A.M. to 5:00 PM** at **Capiz National High School, Fuentes Drive, Roxas City**.
- The testing team consists of the following:

Name	Position/ Role
Dr. Miguel Mac. D. Aposin, CESO V	Schools Division Superintendent
Ma. Lunie B. Sampani, CPA, MPA	OIC, Office of the ASDS
Dr. Segundina F. Dollete	CES, CID
Dr. Edna B. Azcarraga	EPS, OIC, Office of the CES, SGOD
Ronald D. Dile	SEPS-SMME /Division Testing Coor.
Charlie Begas	Principal IV/ Chief Examiner
Mary Grace Atinon Jamie Rose Magsila Elmar Cam Rey Bernaldez	Support Staff
Sephora Roldan Dr. Immaculada J. Amores	Supervising Examiners
1. Ricky B. Azarcon 2. Jose Denny O. Leones 3. Cherry Ann B. Villanueva 4. Lazabelle A. Bagallon 5. Marissa B. San Juan 6. Marilyn P. Dagandan 7. Joel B. Borce	Room Examiners



**Address:** Banica, Roxas City  
**Contact Number:** (036) 620 2371  
**Email Address:** capiz@deped.gov.ph



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3. An orientation will be conducted on December 16, 2023 (Saturday) @ 9:00 AM at Capiz National High School to be attended by the Chief Examiner (CE), Supervising Examiners (SEs), Room Examiners (REs), and support staff.
4. There will be a minimal amount of subsidy to be given to the key testing personnel during the orientation and day of the examination subject to the availability of existing Program Support Fund to be downloaded to this Office.
5. Travelling expenses to be incurred relative to the administration of the 2023 Special PEPT shall be charged against the school MOOE subject to the usual accounting and auditing rules and regulations.
6. Teachers who will serve during the administration of the PEPT shall be entitled to service credits in accordance with DepEd Order No. 53, s. 2023 titled "*Updated Guidelines on Grant of Vacation Service Credits to Teachers*". On the other hand, the non-teaching staff shall be provided with Compensatory Time-Off (CTO) per Civil Service Commission (CSC) and DBM Joint Circular No. 2, s. 2004 titled "*Non-Monetary Remuneration of Overtime Service Rendered*".
7. Immediate dissemination of and compliance with this Memorandum are desired.

**MIGUEL MAC D. APOSIN EdD., CESO V**  
Schools Division Superintendent

Enclosure: As Stated

References: Advisory from the Office of the Director IV of BEA  
DepEd Memorandum No. 49, S. 2023

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

ACCREDITATION

EXAMINATION

TEST

LEARNERS



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