



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

December 7, 2023

**DIVISION MEMORANDUM**  
NO. 644, s. 2023

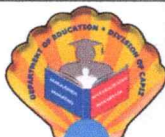
**ADDITIONAL INFORMATION TO DIVISION MEMORANDUM  
NO. 637, S. 2023 TITLED “ADMINISTRATION OF THE 2023 PHILIPPINE  
EDUCATIONAL PLACEMENT TEST (PEPT)”**

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

1. In reference to Division Memorandum No. 637, s. 2023 titled “**Administration of the 2023 Philippine Educational Placement Test (PEPT)**”, please be informed that the **2023 Special PEPT registration is extended** until **December 14, 2023**, to utilize the allotted test materials for this Office.
2. Registrants shall submit the following documentary requirements listed below to the School Management, Monitoring and Evaluation (SMME) Unit of the School Governance and Operations Division (SGOD).

**a. For new test takers:**

- a. original and one (1) photocopy of **birth certificate** duly authenticated and issued by the Philippine Statistics Authority (formerly National Statistics Office) or by the Local Civil Registrar;
- b. original and one (1) photocopy of **permanent school record** (e.g., SF10/Form 137) signed by the school principal/ registrar/ school administrator);
- c. **certificate of attendance in intervention programs**, or any proof of schooling (if applicable);
- d. two (2) identical and recently taken **1x1 ID pictures** with name tags; and
- e. one (1) copy of the accomplished PEPT Registration Form.



Address: Banica, Roxas City  
Contact Number: (036) 620 2371  
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SCHOOLS DIVISION OF CAPIZ

**b. For test retakers:**

- a. original and one (1) photocopy of the **PEPT Certificate of Rating** (for applicants who need to retake the PEPT subtest);
  - b. two (2) identical and recently taken **1x1 ID pictures** with name tags; and
  - c. one (1) copy of the accomplished **PEPT Registration Form**.
3. Further, walk-in registrants shall not be accommodated during the test administration.
  4. Other provisions of the aforementioned Memorandum remain in effect.
  4. Immediate dissemination of this Memorandum is desired.

*Miguel*

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

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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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



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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

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LEARNERS



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Republic of the Philippines  
**Department of Education**  
BUREAU OF EDUCATION ASSESSMENT

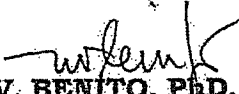

Office of the Director

December 01, 2023

**ADVISORY**

**ADDITIONAL GUIDELINES ON THE ALLOCATION OF TEST MATERIALS FOR  
THE SPECIAL PHILIPPINE EDUCATIONAL PLACEMENT TEST (PEPT)**

1. Relative to the issued advisory<sup>1</sup> dated November 23, 2023, this Bureau provides the updated allocation for the Special PEPT to all Regional Testing Coordinators (RTCs). With this, please be advised of the following:
  - a. The Special PEPT registration shall be extended to utilize the allotted test materials for each designated testing center in the Schools Division Offices (SDOs).
  - b. The Division Testing Coordinators (DTCs) for each SDOs with a designated testing center shall identify the cut-off date in accepting test registrants before the scheduled date of test administration.
  - c. Walk-in registrants shall not be accommodated during the test administration.
2. The SDOs with designated testing centers can utilize the excess funding from the NASBE Program Support Funds (PSF) from other assessment programs should the downloaded PSF not be enough for its implementation.
3. Immediate dissemination of this Advisory is desired.

  
**NELIA V. BENITO, PhD, CESO IV**  
Director IV 

<sup>1</sup> Schedule of Administration of the 2023 Special PEPT



2/F Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City 1600  
Telephone No.: (02) 8631-6921 (Telefax); 8631-2588; 8631-2589; 8631-2571; 8631-2591  
Email Address: bea.od@deped.gov.ph; bea.ead@deped.gov.ph; bea.erd@deped.gov.ph



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Republic of the Philippines  
**Department of Education**  
BUREAU OF EDUCATION ASSESSMENT


Office of the Director

November 23, 2023

**ADVISORY**

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

1. Relative to the issued Department of Education (DepEd) Memorandum No. 049, s. 2023 titled **Administration of the 2023 Special Philippine Educational Placement Test (PEPT)**, the Department, through the Bureau of Education Assessment (BEA), shall administer the Special PEPT in select testing centers in Schools Division Offices (SDOs) on **December 10, 2023 (Sunday)** for the Luzon Cluster, and **December 17, 2023 (Sunday)** for the Visayas and Mindanao Cluster.
2. All other provisions stated in the said Memorandum shall remain in effect.
3. Immediate dissemination of this advisory is desired.





  
**NELIA V. BENITO, PhD, CESO IV**  
Director IV

Encs.: As stated

References:

- DepEd Order (No. 55, s. 2016)
- DepEd Memorandum (No. 49, s. 2023)



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