



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

February 6, 2024

DIVISION MEMORANDUM

No. 071, s. 2024

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

To: OIC, Office of the Assistant 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 & Private Elementary, Secondary and
Integrated Schools
All Others Concerned

1. Relative to DepEd Memorandum No. 008, s. 2024 titled “**Administration of the 2023 Regular Philippine Educational Placement Test (PEPT)**”, the Department of Education through the Bureau of Education Assessment (BEA), shall administer the **2023 Regular PEPT** on **February 18, 2024**. The test venue for the Division of Capiz test takers will be at **Capiz National High School**, Fuentes Drive, Roxas City.
2. The PEPT is a nationally administered assessment for learners in special circumstances. The result of this assessment will allow these learners to access or resume schooling and/or obtain certification of completion by grade level in the DepEd formal system.
3. In this connection, this Office will conduct the PEPT registration among interested applicants from **February 5-16, 2024**. There are 201 slots allotted to this schools division. Hence, registration of **applicants shall be on first come first serve basis**.
4. The target registrants for PEPT are the following:
 - a. learners from schools without a government permit;
 - b. learners from nonformal and informal education programs;



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- c. learners who have incomplete or no record of formal schooling;
 - d. learners with back subjects;
 - e. learners who need grade-level standards assessment; and
 - f. learners who are overage for their grade levels.
5. **No test registration fees** shall be collected from the test registrants in consonance with DM-CT-2023-028 titled “**Waiving of Registration Fees for the Regular Philippine Educational Placement Test (PEPT)**”.
 6. Pursuant to Section 6 (Grade Level Placement Assessment) of DepEd Order No. 55, s. 2016 titled “Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program”, the placement of the Regular PEPT qualifiers shall take effect in the next or subsequent school year, not during the current school year when the test was administered.
 7. The Regular PEPT Registration Form can be downloaded from <https://tinyurl.com/RegPEPTForm>.
 8. 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:**
 - i. original and one (1) photocopy of **birth certificate** duly authenticated and issued by the Philippine Statistic Authority (formerly National Statistics Office) or by Local Civil Registrar;
 - ii. original and one (1) photocopy of **permanent school record** (e.g., SF10/Form 137) signed by the school principal/ registrar/ school administrator);
 - iii. **certificate of attendance in intervention programs**, or any proof of schooling (if applicable);
 - two (2) identical and recently taken **1x1 ID pictures** with name tags; and
 - iv. one (1) copy of the accomplished **Regular PEPT Registration Form**.
 - b. For test retakers:**
 - i. original and one (1) photocopy of the **PEPT Certificate of Rating** (for applicants who need to retake the PEPT subtest);



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- ii. two (2) identical and recently taken **1x1 ID pictures** with name tags; and
 - iii. one (1) copy of the accomplished **PEPT Registration Form**.
9. Examinees whose score in one (1) subject is lower than 75% may be allowed to retake the failed subtest within six (6) months from the date of examination. On the other hand, examinees whose test scores in two (2) or three (3) subjects are lower than 75% are required to retake all the subtests.
10. Expenses incurred relative to the conduct of the above activity shall be charged against the downloaded Program Support Funds (PSF) subject to the usual accounting and auditing rules and regulations.
11. Immediate dissemination of this Memorandum is desired.


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

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

ASSESSMENT
BASIC EDUCATION
CERTIFICATION
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SCHOOLS
TEST