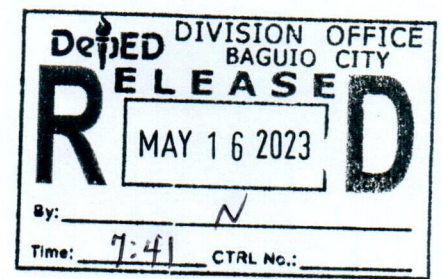




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OFFICE OF BAGUIO CITY



11 May 2023

DIVISION MEMORANDUM
No. 187 s. 2023

**GUIDELINES ON THE ADMINISTRATION OF THE PHILIPPINE
EDUCATION PLACEMENT TEST (PEPT)**

To : Public Schools District Supervisors
Education Program Supervisors
School Heads - (Public & Private)
All Others Concerned

1. Relative to DM/OM-CI-2022-00292, Subject: Onsite Administration of the Philippine Educational Placement Test (PEPT), this office informs the field regarding the administration of PEPT for accurate dissemination to the stakeholders.
2. Guidelines on the Administration of the PEPT to Walk-In Clients at the BEA Office.

a. Qualifications

- a.1. Learners from nonformal and informal education programs
- a.2. Learners who have incomplete or no record of formal schooling
- a.3. Learners with back subjects
- a.4. Learners who need grade level standards assessment
- a.5. Learners who are overage for their grade levels

Learners with special needs may also be assessed provided that test accommodations are met. The target learners are consistent with DepEd Order No. 55, s. 2016, *Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program*.

b. Requirements

- b.1. Original and one photocopy of the birth certificate duly authenticated and issued by the Philippine Statistics Authority (PSA) or by Local Civil Registrar;
- b.2. Original and one photocopy of the permanent school record (e.g., SF10/Form 137 signed by the school Principal/Registrar/School Administrator, certificate of attendance in intervention programs, or any proof of schooling (if applicable);
- b.3. Original and one photocopy of the PEPT Certificate of Rating (for applicants who need to retake a PEPT subtest);
- b.4. Copy of school permit (for applicants who completed their last grade level from a private school);
- b.5. Identical and recently taken 1x1 colored ID pictures with name tags (two pieces for walk-in registrants)



"DepEd SDO Baguio City: We Serve, We Care."

Address: 82 Military Cut-off Road, Baguio City
Telephone/Fax: 074-442-4326 / 074-442-7819 | Email: depedbaguioicity@gmail.com
Website: www.depedpines.com | Facebook Page: facebook.com/DepEdTayoBaguioCity



ISO 9001:2015 Certified
Quality Management System
CRN RU-19.2560.026
Issued on 12/27/2019



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OFFICE OF BAGUIO CITY

- b.6. A registration fee of two hundred pesos (PhP200) shall be charged for each examinee.
- b.7. BEA accepts walk-in clients for test registration from 8:00 AM to 5:00 PM, Mondays through Fridays (excluding holidays). The BEA office is located on the 2nd Floor, Bonifacio Bldg., DepEd Complex, Meralco Avenue, Pasig City.

Note: BEA also has an online registration facility for PEPT. Refer to items c1-c5

- b.8. Clients 6 years old and above may register at the BEA office with the assistance from their parents/guardians.

Note: Only one companion/guardian shall be allowed for each client during test registration: this also applies on examination day. Moreover, minors 5 years old and below will not be accommodated at the DepEd premises during test registration/examination day.

- b.9. Walk-in clients are advised to observe proper decorum and wear proper attire

c. Online Test Registration

- c.1. The client/learner or his/her parent/legal guardian shall fill out the PEPT Registration Form which is downloadable from <http://bit.ly/PEPTForm>.
- c.2. The accomplished registration form must be sent to pept.bea@deped.gov.ph and then BEA will provide the next steps and payment procedures.
- c.3. Clear and scanned copies of the PEPT documentary requirements must be uploaded through the link that will be provided by BEA.
- c.4. After confirming the payment, BEA will email the Notice of Examination.
- c.5. The Frequently Asked Questions (FAQs) and other information about the PEPT online registration may be accessed through this link: <https://bit.ly/DepEdPEPT>

d. Test Administration

- d.1. BEA administers the paper-based PEPT (PB-PEPT) to pre-registered examinees from 8:00 AM to 5:00 PM, Mondays through Fridays (excluding holidays) The BEA testing center is located at the 2nd floor, Bonifacio Bldg., DepEd Complex, Meralco Avenue, Pasig City. A maximum of 20 examinees will be scheduled per day.
- d.2. As an option, BEA offers the computer-based (CB) PEPT to the following:
- *Clients 6 to 9 years old who reside outside Metro Manila, Bulacan, Cavite, Laguna, and Rizal;
 - *Clients with a current medical condition (supported by a medical certificate); and
 - *Clients with exceptional cases.



"DepEd SDO Baguio City: We Serve, We Care."

Address: 82 Military Cut-off Road, Baguio City
Telephone/Fax: 074-442-4326 / 074-442-7819 | Email: depedbagueocity@gmail.com
Website: www.depdpines.com | Facebook Page: [facebook.com/DepedTayoBaguioCity](https://www.facebook.com/DepedTayoBaguioCity)



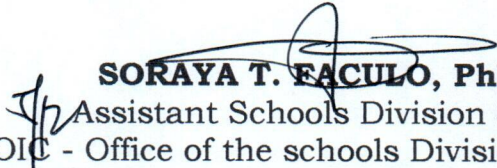
ISO 9001:2015 Certified
Quality Management System
CRN RU-19.2560.026
Issued on 12/27/2019



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OFFICE OF BAGUIO CITY

BEA administers the CB-PEPT via live remote proctoring and with the use of an online or Internet-dependent platform. The test is taken by the client in his/her location provided all requirements are met.

3. For the Guidelines on the Issuance of Test Certificate/Certificate of Rating, please refer to DM/OM-CI-2022-00292 - Annex C.
4. For Inquiries relative to PEPT, kindly approach the Division Testing Coordinator or you may send an e-mail at nora.dalapnas@deped.gov.ph.
5. Immediate and wide dissemination of this Memorandum is desired.


SORAYA T. FACULO, PhD, CESO VI
Assistant Schools Division Superintendent *mf*
OIC - Office of the Schools Division Superintendent



"DepEd SDO Baguio City: We Serve, We Care."

Address: 82 Military Cut-off Road, Baguio City
Telephone/Fax: 074-442-4326 / 074-442-7819 | Email: depedbaguio@deped.gov.ph
Website: www.depedpines.com | Facebook Page: [facebook.com/DepEdTayoBaguioCity](https://www.facebook.com/DepEdTayoBaguioCity)



ISO 9001:2015 Certified
Quality Management System
CRN RU-19.2560.026
Issued on 12/27/2019