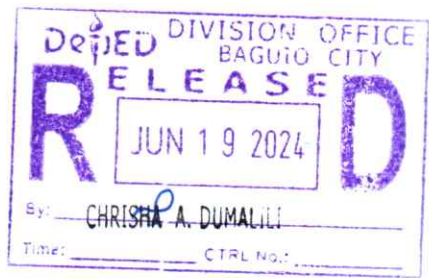




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



19 June 2024


**DIVISION MEMORANDUM**

No. 339-2024

**DISSEMINATION OF DEPED ADVISORY GUIDELINES FOR THE 2024 SPECIAL PHILIPPINE EDUCATIONAL PLACEMENT TEST (PEPT)**

To: CID Chief Education Program Supervisor  
Education Program Supervisors  
Public Schools District Supervisors  
Private & Public-School Heads  
All Others Concerned

1. Relative to the Advisory Guidelines on the Registration, Evaluation of Documentary Requirements, and Testing Center for the 2024 Special Philippine Educational Placement Test (PEPT), the SDO through the Curriculum Implementation Division disseminates the information from the herein attached copy of the advisory.
2. For information and guidance.
3. Immediate dissemination of this memorandum is desired.

  
**SORAYA T. FACULO, PhD, CESO VI**  
Assistant Schools Division Superintendent  
*Officer-in-Charge - Office of the Schools Division Superintendent*





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

Office of the Director

05 June 2024

## ADVISORY

### **Guidelines on the Registration, Evaluation of Documentary Requirements, and Testing Centers for the 2024 Special Philippine Educational Placement Test (PEPT)**

This Advisory contains the guidelines on the registration, evaluation of documentary requirements, and testing centers in preparation for the administration of the 2024 Special Philippine Educational Placement Test (PEPT).

#### **Registration**

1. The test registration shall be done in select schools division offices (SDOs) with designated testing centers starting from the date this Advisory is published until **July 5, 2024**.
2. The Special PEPT Registration Form can be downloaded from <https://bit.ly/SpecialPEPTReg>. The registration forms along with the documentary requirements shall be submitted to the Division Testing Coordinator (DTC) at the nearest SDO where the registrants are located.
3. The DTCs shall coordinate with the SDOs with allocated test materials for the Special PEPT to process the documents from their Division.
4. The requirements for specific types of test registrants are the following:
  - a. **For new test-takers**
    - i. Original and one photocopy of the **birth certificate** duly authenticated and issued by the Philippine Statistics Authority (formerly National Statistics Office) or by the Local Civil Registrar
    - ii. Certified True Copy and one photocopy of the **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)



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- iv. Two identical and recently taken 1x1 colored **ID pictures** with name tags.
  - v. One copy of the accomplished **PEPT Registration Form**
- b. For test retakers**
- i. Original and one photocopy of the **PEPT Certificate of Rating** (for applicants who need to retake a PEPT subtest)
  - ii. Two identical and recently taken 1x1 colored **ID pictures** with name tags.
  - iii. One copy of the accomplished **PEPT Registration Form**
5. The Excel template to be used in the submission of the actual number of test registrants per testing center and updated names of testing centers (if applicable) can be downloaded from <https://bit.ly/TestingCenterAndRegistrants>.
6. The Excel template shall be uploaded on **July 8, 2024** to this link: <https://bit.ly/SpecialPEPT2024> using the filename: [Region]\_[Division]\_2024 Special PEPT Updated Testing Centers & Actual Number of Registrants.

**Evaluation of Documentary Requirements**

1. The **DTCs with allocated testing materials** must consolidate all the submitted documentary requirements of the registrants. He/She must ensure the completeness of the requirements and accuracy of the evaluation for each registrant.
2. The **DTCs without allocated testing materials** shall facilitate the registration process and collect the documentary requirements for submission to the nearest SDO with test material allocation.
3. A complete submission of all the requirements from the examinees are critical for the processing of data and releasing of the Certificate of Ratings (CORs); hence, examinees with lacking documents shall not be processed.

**Testing Center**

1. The testing center must be located near the SDO and accessible to the examinees.



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2. The testing center requirements and test accommodations for learners with disabilities (LWDs) are provided in Sections 8 and 9, DepEd Order No. 55, s. 2016.
3. This Bureau shall provide the list of SDOs with allocated test materials with the corresponding testing centers to the Regional Testing Coordinators (RTCs).
4. Should there be changes regarding the testing center, please coordinate through an official communication letter addressed to the details below for information and approval.

**JANIR T. DATUKAN**

Assistant Secretary  
Officer-in-Charge

Bureau of Education Assessment

5. The RTCs shall be in charge in consolidating all the new testing centers and send to [bea.ead@deped.gov.ph](mailto:bea.ead@deped.gov.ph) with the file name: [Region]\_[Division]\_2024 Special PEPT Updated Testing Centers & Actual Number of Registrants on or before **June 26, 2024**.
6. For more information, contact BEA-EAD at telefax number (02) 8631-2589 or email [bea.ead@deped.gov.ph](mailto:bea.ead@deped.gov.ph).
7. Immediate dissemination of this Advisory is desired.

**JANIR T. DATUKAN**

Assistant Secretary  
Officer-in-Charge

Bureau of Education Assessment