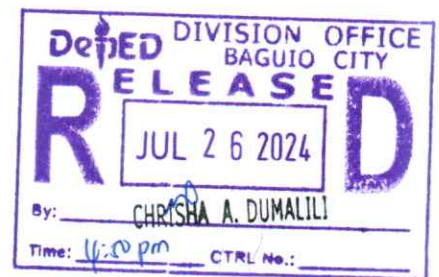




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



26 July 2024

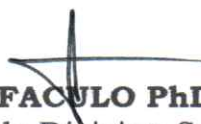
DIVISION MEMORANDUM

No. **407-2024**

**ADMINISTRATION OF THE 2024 SPECIAL PHILIPPINE
EDUCATIONAL PLACEMENT TEST (PEPT)**

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

1. Pursuant to DepEd Memorandum No. 034, s. 2024, the Special Philippine Education Placement Test (PEPT) will be administered at Baguio SPED Center, #82 Military Cut-Off, Baguio City, on August 4, 2024.
2. The qualified test takers for this special PEPT are those who registered and submitted the required documents from June 14, 2024, to July 31, 2024. They are advised to be at the Testing Center on or before 7:00 a.m. They are requested to bring their school identification, a No. 2 lead pencil, erasers, a sharpener, and snacks and lunch, especially for those who will take the test in two sessions.
3. Regarding the conduct of the PEPT the room examiners, chief examiner, utility staff, registration clerks, DTC, BEA Representative and Chief-CID should attend the Orientation Workshop on August 3, 2024, from 9:00 a.m. onwards at the SPED Center to discuss the test administration guidelines, room examiner's assignments, preparation and ocular inspection of the testing center.
4. Please see enclosure 1 for the list of Testing Personnel.
5. Immediate and wide dissemination of this Memorandum is desired.


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



Republic of the Philippines
Department of Education
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SCHOOLS DIVISION OF BAGUIO CITY

Enclosure No. 1 to Division Memorandum No. _____

**SPECIAL PEPT DIVISION TESTING PERSONNEL
AND TECHNICAL WORKING COMMITTEE**

NAME	POSITION/DESIGNATION TERMS OF REFERENCE	TERMS OF REFERENCE
SORAYA T. FACULO PhD, CESO VI	Schools Division Superintendent	Spearhead the conduct of the PEPT administration.
JULIET C. SANNAD, EdD	Chief, Education Supervisor (CID/ Supervising Examiner	Assist the SDS in spearheading the conduct of the PEPT administration.
NORA D. DALAPNAS	EPS / Division Testing Coordinator	Supervise the test administration in the testing center. In-charge of the registration process and in the evaluation of complete documentary requirements.
ROMULO BASA	Regional Testing Coordinator	Monitor and report issues encounter by SDOs to BEA.
BEA REPRESENTATIVE	Administrative Assistant	Monitor the conduct of PEPT.
ROMMEL MANZANO	School Head/Chief Examiner	Serve as the Chief Examiner and shall oversee the conduct of the test in the school.
JULIET LAGAN REYNALYN TAYABAN FLORENCE SAYDOKEN	Room Examiners/ Documentation Team	Administer the conduct of the PEPT in accordance with the standardized test.
LILY MABALOT ANNA LOURDES JAVIER PHOEBE JANE NAVARETTE	Registration Clerks	Provide test administration-related assistance to the DTC during the registration process.
BELEN TOMIN LILIBETH DECSI MARIA MILAGROSA GALERA	Support Staffs	Ensure proper allocation, management, and accounting of funds related to the testing process.
ADOLFO DELA MASA	Utility Staff	Prepare the testing venue, including arranging desks and chairs. Ensure that the testing area is clean, well-lit, and conducive for testing.
MYRA BRILLO	Security Guard	Responsible for maintaining order, ensuring safety, and managing security concerns throughout the duration of the PEPT.