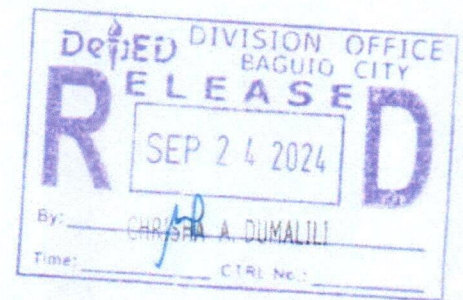




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY




24 September 2024

DIVISION MEMORANDUM
No. **531-2024**

**NEW SCHEDULE OF THE 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. In reference 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 **October 6, 2024**.
2. The qualified test takers for this special PEPT are those who registered and submitted the required documents from June 14, 2024, to October 3, 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, DTC, BEA Representative and Chief-CID should attend the Orientation Workshop on **October 5, 2024**, from 1:00 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 Advisory on the Changes in the Schedule of the Administration of the PEPT and Enclosure 2 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
BUREAU OF EDUCATION ASSESSMENT

Office of the Director

September 20, 2024

ADVISORY

Changes in the Schedule of the Administration of the 2024 Special Philippine Educational Placement Test (PEPT)

In reference to DepEd Memorandum No. 034, s. 2024 titled "Administration of the 2024 Special Philippine Educational Placement Test", this advisory provides the new testing schedule and additional guidelines for the conduct of the Special PEPT.

Testing Schedule

1. The new schedule of the administration of the 2024 Special PEPT is stated below:

Cluster	Original Date	New Schedule
Luzon	August 4, 2024	October 6, 2024
Visayas-Mindanao	August 11, 2024	October 13, 2024

2. Should there be any unexpected/unforeseen circumstances (e.g., fire, flood, some difficulties due to inclement weather conditions, a transportation strike, or other related temporary reason), an official correspondence (e.g., memorandum/letter) from the Regional Office (RO) shall be sent to the Bureau of Education Assessment (BEA) requesting for the rescheduling of the test administration, attaching the necessary supporting documents subject for approval. The said correspondence shall be addressed to:

DR. KEVIN CARL P. SANTOS
Director IV
Bureau of Education Assessment

Participating Learners and Schools

3. The target registrants for PEPT are the following:
 - a. Learners from schools without government permit,
 - b. Learners from nonformal and informal education programs,
 - 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

Note: Learners with disabilities (LWDs) may also be assessed provided that the test accommodations stipulated in Section 9 of DepEd Order No. 55, s. 2016 are met.

4. Select schools shall serve as testing centers.



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Registration and Evaluation of Documentary Requirements

5. The Division Testing Coordinator (DTC) shall be responsible for facilitating the registration process and collecting the necessary documentary requirements. They can still accept test registrants to utilize the test materials allocated for their respective Schools Division Offices (SDOs). The DTCs shall identify the cut-off date for accepting test registrants to manage the evaluation of the submitted documentary requirements before the test administration.
6. Walk-in registrants shall not be accommodated during the test administration.

Test Materials (TMs)

7. The quantity of Test Booklets (TBs) and Answer Sheets (ASs) to be provided was based on the actual number of test registrants per testing center with buffer. Refer to the attached allocation of test materials per testing center.
8. **Photocopying of the TBs and ASs is NOT allowed.**
9. Maintain the integrity of the test before, during, and after the test administration as stipulated in Section 13 of DepEd Order 55, s. 2016, titled "Breach of Security in National Examinations and Corresponding Sanctions".

Testing Room and Arrangement

10. The examinees shall be grouped according to their **Last Level Completed (LLC)** and **Age**.
11. After grouping the examinees by LLC and age, their seating arrangement shall be in alphabetical order based on the last name regardless of sex. Other appropriate seating arrangements may be implemented for some communities with cultural considerations in the groupings and physical arrangement of individuals concerning sex.

Contact Information of the Forwarder

12. For the delivery and retrieval of test materials, Division Testing Coordinators (DTCs) are advised to contact **Ximex Delivery Express**, the official forwarder of BEA, through its official contact numbers: 0917 812 7122; 0917 638 2329; and/or 0917 561 6503 **for the timely retrieval of test materials.**
13. Immediate dissemination of this Advisory is desired.

DR. KEVIN CARL P. SANTOS
Director IV *KS*
Bureau of Education Assessment



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Enclosure No. 1 to Division Memorandum No. 531-2024

**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 LOIDA MANGANGAY	Room Examiners/ Documentation Team	Administer the conduct of the PEPT in accordance with the standardized test.
LILY MABALOT ANNA LOURDES JAVIER PHOEBE JANE NAVARETTE	<i>Inspectorate</i>	Provide test administration-related assistance to the DTC during the registration process.
BELEN TOMIN LLIBETH 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.