FEBRUARY 25, 2026

REGIONAL MEMORANDUM
No. 0181 , s. 2026

To: Schools Division Superintendents
All Others Concerned

CONDUCT OF REGULAR PHILIPPINE EDUCATIONAL PLACEMENT TEST

1. The Department of Education (DepEd), through the Bureau of Education Assessment (BEA) announces the Administration of the Philippine Educational Placement (PEPT). The schedule for DepEd Caraga will be on **February 22, 2026**.

2. To ensure the seamless conduct of the activity, the following DepEd Regional Office personnel will conduct monitoring using the attached monitoring tool and offer technical assistance to the following sample Schools Division Offices:

Schools Division Office	Testing Center	Name of Regional Office Monitor	Division Testing Coordinators
SDO Bayugan City	Bayugan National Comprehensive High School	Selma S. Tibon	Corazon F. Adrales
SDO Bislig City	Mangagoy South ES	Leowenmar A. Corvera	Adelfa C. Dua
SDO Butuan City	Butuan Central Elementary School	Celsa M. Cataluña	Gene Ruth M. Bagaforo
SDO Surigao City	Special Science Elementary School	Maria Consuelo C. Jamera	Jennifer R. Jovita

3. Schools Division Offices, through the Division Testing Coordinators shall also conduct PEPT monitoring using Enclosure 1 and submit through **https://tinyurl.com/PEPT2026.**

4. Travelling expenses of the monitors shall be charged to OSEC-13-25-05388 subject to the usual government budgeting, accounting and auditing rules and regulations.

5. DepEd personnel involved in the conduct of the PEPT are entitled to appropriate number of service credits in accordance with DepEd Order No. 013, s. 2024 "Revised Guidelines on the Grant of Vacation Service Credits for Teachers" or DepEd Order No. 009, s. 2025 "Amendment to DepEd order No. 009, s. 2024 (Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025), or compensatory time-off pursuant to CSC-DBM Joint Circular No. 2,

s. 2024 “Non-Monetary Remuneration for Overtime Services Rendered,” whichever is applicable.

6. For queries, contact the Curriculum and Learning Management Division, through Maria Ruth R. Edradan, Education Program Supervisor/Regional Testing Coordinator.

7. For immediate dissemination.

Digitally signed by Asuncion Maria Ines Casona
Date: 2026.02.23 08:52:43 +0800

MARIA INES C. ASUNCION
Director IV
Regional Director

Encl.: As stated
Reference: DM 098, s. 2025
To be indicated in the Perpetual Index
under the following subjects:

ASSESSMENT BASIC EDUCATION EXAMINATIONS

CLMD/mrre
02/17/2026

MONITORING TOOL FOR THE ADMINISTRATION OF

_____

(Name of the Testing Program)

(To be accomplished by the Division/Regional Monitoring Team)

School Name: _____ School ID: _____
School Head: _____ Contact No.: _____
School Address: _____ District: _____
Division: _____

Number of Examinees									Type of School:
REGISTERED			ACTUAL			% of Test Takers			☐ Public ☐ Private ☐ HEI ☐ PSHS
M	F	Total	M	F	Total	M	F	Total	

AREAS	CRITERIA	OBSERVED	COMMENTS/ OBSERVATIONS
Testing Center Requirements	There is a distribution room for the test materials to ensure the security and confidentiality of the test.	☐ YES ☐ NO	
	The distribution room is accessible to all testing rooms to facilitate the release and retrieval of test materials.	☐ YES ☐ NO	
	There are enough testing rooms to accommodate the examinees.	☐ YES ☐ NO	
	The testing rooms are well-ventilated and well-lighted, and free from any kind of noise that may distract the examinees while taking the test.	☐ YES ☐ NO	

	The List of Actual Examinees are posted in each testing room the day before the exam reflecting learners' LRN.	☐ YES ☐ NO	
	The list posted are in alphabetical order, regardless of gender.	☐ YES ☐ NO	
	The first and last rows of seats are close to the classroom walls to ensure enough spacing in between rows.	☐ YES ☐ NO	
	Seats of absentees are left vacant.	☐ YES ☐ NO	
	A comfort room is accessible to the examinees and testing personnel in the area.	☐ YES ☐ NO	
	Instructional materials/aids posted on the classroom walls are covered.	☐ YES ☐ NO	
	Each testing room have the following materials:		
	a. Test materials are enough for all examinees in the room in sealed boxes/packs	☐ YES ☐ NO	

	b. Table and chair for the Room Examiner	☐ YES ☐ NO	
	c. Enough seats for the examinees	☐ YES ☐ NO	
	d. Name grid	☐ YES ☐ NO	
	e. Board work	☐ YES ☐ NO	
	f. Pencils	☐ YES ☐ NO	
	g. Extra sheet of paper for computation	☐ YES ☐ NO	
	There is visible presence of PTA Officials/Barangay Officials/Barangay Tanod or PNP to provide assistance, support and security.	☐ YES ☐ NO	
Test Accommodations for Learners with Special Needs	There is a separate, accessible testing room for learners with special needs (those with difficulty in seeing, hearing, remembering/ concentrating, walking/ moving/climbing steps, communicating) situated at the ground floor near clean and accessible restrooms	☐ YES ☐ NO ☐ N/A	
	There is a designated personal assistant to help those with difficulty walking/ moving/climbing steps.	☐ YES ☐ NO ☐ N/A	
	There is a qualified sign language interpreter who shall ensure that all spoken instructions during testing are adequately interpreted to those who have difficulty hearing.	☐ YES ☐ NO ☐ N/A	

	There are alternative test formats (Braille, large print, audio, electronic).	☐ YES ☐ NO ☐ N/A	
	There are alternative response formats such as oral type wherein an examiner reads the test items and ascribe the answers in the scannable Answer Sheet for examinees with seeing difficulty.	☐ YES ☐ NO ☐ N/A	
	There are appropriate test furniture such as table and chair.	☐ YES ☐ NO ☐ N/A	
Test Administration	The test is administered to target learners in the public and private schools.	☐ YES ☐ NO	
	Examinees are alphabetically arranged regardless of gender.	☐ YES ☐ NO	
	Each examinee has a Learner Reference Number (LRN).	☐ YES ☐ NO	
	Rooms are arranged with six rows by five lines of armchairs.	☐ YES ☐ NO	
	A maximum of 30 examinees per testing room is seated in alphabetical order.	☐ YES ☐ NO	
	The school has implemented swapping and/or batching strategies in the administration to maximize the limited TMs	☐ YES ☐ NO ☐ N/A	
	The seats are spaced far enough from each other to discourage unnecessary talking among examinees.	☐ YES ☐ NO	

	To monitor the going in and out of the testing room, only one door is kept open.	☐ YES ☐ NO	
	All examinees are provided with their own test booklet and answer sheet.	☐ YES ☐ NO	
	The examinees used pencils and blank sheets of paper for computation purposes.	☐ YES ☐ NO	
	All belongings of the examinees are placed in front/back.	☐ YES ☐ NO	
	Electronic devices such as calculator and mobile phones are not allowed in the testing room.	☐ YES ☐ NO	
	The room examiner conducts orientation in taking the test to the examinees.	☐ YES ☐ NO	
	The room examiner allows the examinees to go out of the testing room to attend to personal needs, if necessary, before distributing the test materials.	☐ YES ☐ NO	
	The examinees received two sheets of AS with the same serial number.	☐ YES ☐ NO	
	The following form is in the possession of the room examiner:		
	• Form 1-List of Examinees	☐ YES ☐ NO	
	• Form 2-Seat Plan	☐ YES ☐ NO	
	• Form 3-Test Materials Accounting Form	☐ YES ☐ NO	
	• Form 7-Room Examiner's Test Administration Evaluation Report	☐ YES ☐ NO	

	• Information in the room Examiner's Transmittal Report Envelope (ETRE), e.g. number of registrants and actual examinees	☐ YES ☐ NO	
	• Time record (copy of the board work with the actual time record)	☐ YES ☐ NO	
	Used ASs are arranged consecutively by Examinee Number and are placed inside the original plastic bags.	☐ YES ☐ NO	
Retrieval of the Test Materials	The Chief Examiner does the following:		
	• Collects and accounts all ETREs with the assistance of the School Testing Coordinator/Room Supervisor.	☐ YES ☐ NO	
	• Arranges and bundles the ETREs accordingly.	☐ YES ☐ NO	
	• Accounts all TBs returned by the Room Examiners.	☐ YES ☐ NO	
	• Requires the Room Examiners to affix their signature in the Form 3 after the Test materials have been accounted for.	☐ YES ☐ NO	
	• Accomplishes Form 5- TB Quantity and Completeness Verification Sheet and Form 6-AS Quantity and Completeness Verification Sheet.	☐ YES ☐ NO	

General Findings/Observations/problems Encountered:
Actions Taken:
Recommendations:

Monitored and Evaluated by:

_____
Division/Regional Monitor
Date Signed: _____

Noted by:

_____
Division Testing Coordinator
Date Signed: _____