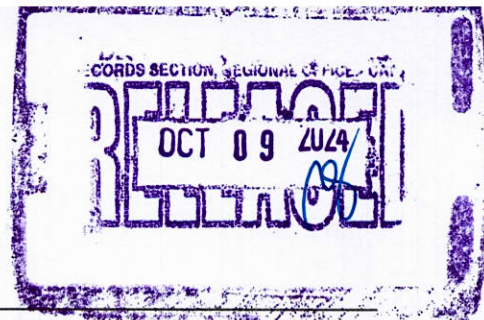




Republic of the Philippines
Department of Education
CARAGA REGION



OCT 09 2024

REGIONAL MEMORANDUM
CLMD – 2024 – 1074

To: Schools Division Superintendents) Division of Agusan del Norte
) Division of Bayugan City
) Division of Bislig City
) Division of Butuan City
) Division of Siargao
) Division of Surigao City

All Others Concerned

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

1. The field is hereby informed of the administration of the 2024 Special Philippine Educational Placement Test (PEPT) on October 13, 2024.
2. The results of the PEPT will allow learners to access or resume schooling and/or obtain certification of completion by grade level in the DepEd formal system.
3. The target registrants for PEPT are the following:
 - a. learners from schools without government permits;
 - b. learners from non-formal 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.
4. No test registration fees shall be collected from the test registrants.
5. The placement of the PEPT qualifiers for this special test shall take effect in the current school year pursuant to Section 6 (Grade Level Placement Assessment) 2.b. of DepEd Order No. 55, s. 2016 (Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program).
6. 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.
7. Walk-in registrants shall not be accommodated during the test administration. 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".



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (082) 225-1151
Telefax No: (085) 342-5959
Email: caraga@deped.gov.ph
Website: caraga.deped.gov.ph



2024-10-16479

Doc. Ref. Code	RO-ASD-F164	Rev	00
Effectivity	08.09.24	Page	1 of 3



8. Other guidelines such as the Testing Room and Arrangement are indicated in the reference.

9. The Action Plan for the 2024 Special PEPT is found in Enclosure A.

10. Per Regional Memorandum No. 0187, s. 2024 (Results of the Conducted Monitoring and Evaluation on the Administration of Regular PEPT), DTCs in SDOs with testing centers are directed to conduct mock filling-up of answer sheets and Examinee Descriptive Form Questionnaire (EDQ) for familiarity. Other recommendations reflected in the said Regional Memorandum shall form part of the Technical Assistance Plan communicated by the Regional Testing Coordinator (RTC) to the DTCs on October 8, 2024, via MS Teams.

11. The Curriculum and Learning Management Division (CLMD) shall monitor the administration of the 2024 Special PEPT on October 13, 2024. The SDOs, testing centers, and CLMD monitors are reflected in the table below:

SDOs	Testing Centers	No. of Allocation	CLMD Monitors
Agusan del Norte	Carmen NHS	95	Leowenmar A. Corvera
Butuan City	West Integrated School	42	Elena N. Capangpangan, PhD
Siargao	Dapa Central ES with SPED Center	85	Kevin Hope Z. Salvaña
Surigao City	Surigao City Special Science ES	85	Maria Consuelo C. Jamera
Bislig City	Mangagoy South ES	63	Bernard C. Abellana
Bayugan City	Bayugan NCHS	63	Celsa M. Cataluña, PhD

12. The M&E Tool for the 2024 Special PEPT is found in Enclosure B.

13. The CLMD monitors, DTCs, and testing personnel not covered by an honorarium pay shall be granted with appropriate number of Service Credits (SC)/Compensatory Time-Off (CTO) in accordance with DepEd Order No. 53, s. 2003 (Updated Guidelines on the Grant of Vacation Service Credits to Teachers) and CSC and DBM Joint Circular No. 2, s. 2004 (Non-monetary Remuneration for Overtime Service Rendered).

14. Travel expenses of the RO monitors shall be charged against their local funds subject to usual government accounting and auditing rules and regulations. Honorarium and expenses relative to the administration of 2024 Special PEPT shall be charged against its program support fund to be downloaded by the Bureau of Education Assessment, or against the remaining 2024 NASBE Funds.

15. For inquiries and concerns, please contact the RTC Mr. Kevin Hope Z. Salvaña through his email at kevinhope.salvana@deped.gov.ph.



16. Immediate and wide dissemination of this Memorandum is enjoined.


MARIA INES C. ASUNCION
Director III
Officer-in-Charge
Office of the Regional Director

Encls.: None

Reference: None

To be indicated in the Perpetual Index
under the following subjects:

BASIC EDUCATION

MONITORING AND EVALUATION

TESTS

CLMD/khzs
10/09/2024



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (082) 225-1151
Telefax No: (085) 342-5959
Email: caraga@deped.gov.ph
Website: caraga.deped.gov.ph



2024-10-16479

Doc. Ref. Code	RO-ASD-F164	Rev	00
Effectivity	08.09.24	Page	3 of 3





Republic of the Philippines
Department of Education
BUREAU OF EDUCATION ASSESSMENT

Office of the Director

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)

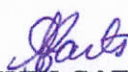
7. The quantity of Test Booklets (TBs) and Answer Sheets (ASs) to be provided was based on the actual number of test registrants per testing center with buffer. Refer to the attached allocation of test materials per testing center.
8. **Photocopying of the TBs and ASs is NOT allowed.**
9. Maintain the 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
Bureau of Education Assessment



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.



Republic of the Philippines
Department of Education
CARAGA REGION

Enclosure A of RM No. **1074**, s. 2024

Process/PAPs/Learning Area: 2024 SPECIAL PHILIPPINE EDUCATIONAL PLACEMENT TEST (PEPT)

ACTION PLAN
CY 2024

Objectives / Targets	Strategies / Activities	Persons Involved	Resources Needed	Time Frame	Expected Output
Facilitate the registration process for test takers of the 2024 Special PEPT.	Registration of test takers for the 2024 Special PEPT	DTCS	PEPT Registration Form, and List of Actual Number of Test Registrants Template	July 15-Oct. 12, 2024	List of actual number of test registrants
Communicate the Technical Assistance Plan derived from the M&E findings and Action Plan for the successful implementation of the 2024 Special PEPT.	Dissemination of Action Plan and Technical Assistance Plan to DTCS	RTC and DTCS	M&E Findings of the previous PEPT, Action Plan and TA Plan	Oct. 8, 2024	None
Ensure the smooth and standardized administration of the 2024 Special PEPT across all testing centers.	Administration of 2024 Special PEPT	RTC, DTCS, and Testing Personnel	PEPT Test Materials, PEPT Program Support Fund	Oct. 13, 2024	2024 Special PEPT Test Returns
Conduct onsite monitoring to ensure compliance with testing protocols during the	Onsite Monitoring on the Administration of 2024 Special PEPT	CLMD Monitors	Monitor Tool	Oct. 13, 2024	M&E Findings and Technical Assistance Plan for Test Coordinators



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (082) 225-1151
Telefax No: (085) 342-5959
Email: caraga@deped.gov.ph
Website: ...



administration of the
2024 Special PEPT.

Prepared by:

Kevin Hope Z. Salvaña
KEVIN HOPE Z. SALVAÑA
Focal Person

Noted:

Bernabe L. Lino
BERNABE L. LINO
Chief ES, CLMD

Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (082) 225-1151
Telefax No: (085) 342-5959
Email: caraga@deped.gov.ph
Website: caraga.deped.gov.ph



2024-10-16479

Doc. Ref. Code	RO-CLMD-F015	Rev	01
Effectivity	08.16.24	Page	2 of 2





Republic of the Philippines
Department of Education
CARAGA REGION

Enclosure B of RM No. **1074**, s. 2024

MONITORING TOOL FOR THE ADMINISTRATION OF

PHILIPPINE EDUCATION PLACEMENT TEST
(Name of the Testing Program)

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

Testing Center: _____ TC School ID: _____
TC School Head: _____ Contact No.: _____
TC School Address: _____ District: _____
Division: _____

Number of Examinees (Division-wide)								
REGISTERED			ACTUAL			% of Test Takers		
M	F	Total	M	F	Total	M	F	Total
AREAS		CRITERIA		OBSERVE D		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		☐ YES ☐ NO				



2024-10-16479

	the day before the exam.		
	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	
	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	
	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)	☐ YES ☐ NO ☐ N/A	



	situated at the ground floor near clean and accessible restrooms		
	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	
	Rooms are arranged with six rows by five lines of armchairs.	☐ YES ☐ NO	
	A maximum of 30 examinees per testing room is seated.	☐ YES ☐ NO	
	The school has implemented swapping and/or batching strategies in the	☐ YES ☐ NO ☐ N/A	



	administration to maximize the limited TMs		
	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 following form is in the possession of the room examiner:		
	• Form 1-List of Examinees	☐ YES ☐ NO ☐ N/A	
	• Form 2-Seat Plan	☐ YES ☐ NO ☐ N/A	



	Form 3-Test Materials Accounting Form	☐ YES ☐ NO ☐ N/A	
	Form 7-Room Examiner's Test Administration Evaluation Report	☐ YES ☐ NO ☐ N/A	
	Information in the room Examiner's Transmittal Report Envelope (ETRE), e.g. number of registrants and actual examinees	☐ YES ☐ NO ☐ N/A	
	Time record (copy of the board work with the actual time record)	☐ YES ☐ NO ☐ N/A	
	Used ASs are arranged consecutively by Examinee Number and are placed inside the original plastic bags.	☐ YES ☐ NO ☐ N/A	
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 ☐ N/A	
	Arranges and bundles the ETREs accordingly.	☐ YES ☐ NO ☐ N/A	
	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 ☐ N/A	
	Accomplishes Form 5- TB Quantity and Completeness Verification Sheet and Form 6-AS Quantity and	☐ YES ☐ NO ☐ N/A	



	Completeness Verification Sheet.		
--	-------------------------------------	--	--

General Findings/Observations/problems Encountered:

Actions Taken:

Recommendations:

Monitored and Evaluated by:

Noted by:

Regional Monitor
Date Signed: _____

Division Testing Coordinator
Date Signed: _____

