



Republic of the Philippines
Department of Education
 CARAGA REGION



February 13, 2024

REGIONAL MEMORANDUM

No. 0127, s. 2024

To: SCHOOLS DIVISION SUPERINTENDENTS
 This Region

ADMINISTRATION OF THE 2023 REGULAR PHILIPPINE
 EDUCATIONAL PLACEMENT TEST

- Relative to DepEd Memorandum No. 008, s. 2024, the field is hereby informed of the Administration of the 2023 Regular Philippine Educational Placement Test (PEPT) on February 18, 2024 (Sunday).
- The PEPT is nationally administered to allow learners in special circumstances to access or resume schooling and/or obtain certification of completion by grade level in the DepEd formal system.
- Details on the target registrants, test registration, testing centers, test materials, and number of registrants are found in the attached reference.
- To ensure the proper administration of the regular PEPT, an onsite monitoring will be conducted by the Regional Monitors in the following testing centers:

Schools Division Office	Name of Testing Center	No. of Actual Examinees	Regional/National Monitors
Agusan del Norte	Cogon CES	103	Celsa M. Cataluña
Agusan del Sur	Sto. Tomas NHS	20	Alejandro P. Macadatar
Agusan del Sur	Trento NHS	73	Elena N. Capangpangan
Agusan del Sur	Talacogon NHS	35	Gladys S. Asis
Agusan del Sur	Esperanza NHS	30	Virgina A. Seña
Bayugan City	Bayugan NCHS	99	Elizabeth M. Ysulan
Bislig City	Mangagoy South ES	106	Rhea J. Yparraguirre
Butuan City	Butuan CES	57	Josephine Chonie M. Obseñares
Siargao	Dapa CES	27	Bernard C. Abellana
Surigao City	Surigao City SSES	62	Maria Consuelo C. Jamera
Surigao del Sur	Gamut NHS	138	Jhon Erlix Barrion (BEA-EAD) & Kevin Hope Z. Salvaña

- The monitoring tool to be used is found in Enclosure A. Division Testing Coordinators are encouraged to use the same tool for pre-assessment.



Address: J.P. Rosales Avenue, Butuan City
 Trunkline No: (085) 225-1151
 Telefax No: (085) 342-5969
 Email: caraga@deped.gov.ph
 Website: <https://caraga.deped.gov.ph/>



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6. Regional Monitors shall be granted with one day compensatory time-off per CSC and DBM Joint Circular No. 2, s. 2004 (Non-monetary Remuneration for Overtime Service Rendered).
7. Travel expenses of the Regional Monitors shall be charged against their local funds subject to usual accounting and auditing rules and regulations.
8. For inquiries and other concerns, please contact Mr. Kevin Hope Z. Salvaña, Regional Testing Coordinator, through his email address kevinhope.salvana@deped.gov.ph.
9. Immediate dissemination of this Regional Memorandum is highly desired.

MARIA INES C. ASUNCION
Director III
Officer In-charge
Office of the Regional Director

Encl/s.: As stated

Reference/s: DepEd Memo no. 08, s. 2024

To be indicated in the Perpetual Index

under the following subjects:

MONITORING AND EVALUATION

TESTS

CLMD/khzs

02/13/2024



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		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.		☐ YES ☐ NO				



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	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	
	d. Pencils	☐ YES ☐ NO	
	e. Extra sheet of paper for computation	☐ YES ☐ NO	
	f. 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	☐ YES ☐ NO ☐ N/A	



	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 four rows by five columns of armchairs.	☐ YES ☐ NO	
	A maximum of 20 examinees per testing room is seated.	☐ 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 following form is in the possession of the room examiner:		
Form 1-List of Actual 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 Report Form	☐ 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 Completeness Verification Sheet.	☐ YES ☐ NO ☐ N/A	

General Findings/Observations/problems Encountered:



Actions Taken:

Recommendations:

Monitored by:

Conformed by:

Regional Monitor

Date Signed: _____

Division Testing Coordinator

Date Signed: _____



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