



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON**  
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DepEd Order  
No. 32, S. 2002

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

To: Bureau Directors  
Regional Directors  
Schools Division Superintendents  
Private Elementary and Secondary Schools Principal  
Vocational High School Principals

1. The Philippine Educational Placement Test (PEPT) will be administered regularly by the National Education Testing and Research Center (NETRC) in designated examination centers nationwide in two different venues and dates: one in Luzon regions and another in Mindanao and Visayas regions, on the third and fourth Sundays of November, respectively.
2. Registration of applicants for the regular examination shall be in the division offices from August 1 to September 30. A report on the total number of registered applicants in every testing center and division shall be submitted to the NETRC on or before October 3.
3. Special examination will be administered in the NETRC, four times in a week and year-round. Registration shall be at the NETRC. Due to testing room requirement, testing shall be done on a first come, first served basis.

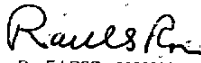

*"Bawat Graduate, Bayani at Marangal"*

4. Special examination may be administered in the division upon request, provided that all expenses shall be charged against the requesting party/parties.
5. Prospective registrants are children and youth who are Filipino citizens and whose grade/year level passed and ages are the following:

Grade Year Level Passed	Code	Age on the Date of Examination
None	0	At least 7 years old
Grade I	1	At least 8 years old
Grade II	2	At least 9 years old
Grade III	3	At least 10 years old
Grade IV	4	At least 11 years old
Grade V	5	At least 12 years old
Grade VI	6	At least 13 years old
First Year	7	At least 14 years old
Second Year	8	At least 15 years old
Third Year	9	At least 16 years old

6. Prospective registrants should submit the following requirements when they register:
  - A photocopy of the birth certificate
  - A photocopy of the latest report card
  - (Note: These records need not be certified true copies but they should be attested to as true and correct by the applicant.)
  - Two identical pictures, 1" x 1"
7. A non-refundable fee of fifty pesos (P50.00) for regular examination and one-hundred pesos (P100.00) for special examination shall be charged against each applicant.
8. Effectivity of promotion or entry to school of those who passed the grade/year level/levels based on the PEPT shall be during enrolment in the first semester of the school year, except those who passed the fourth year high school level.
9. Guidelines and other pertinent rules and regulations relative to the overall management and administration of the test, the registration of applicants, collection and remittance of registration fees, and allocation of test materials and cash advances are provided for in Enclosure No. 1.

10. National orientation-conference and workshop for PEPT Regional and Division Testing Coordinators will be conducted by the NETRC.
11. Immediate dissemination of this Order for the information and guidance of all concerned is desired.

  
DepEd-RSR 0000903  
**RAUL S. ROCO**  
Secretary 

Reference:

DECS Memorandum No. 226, 2. 2000

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

EXAMINATIONS  
RULES AND REGULATIONS  
TESTS  
WORKSHOP

## GUIDELINES IN THE MANAGEMENT OF THE PHILIPPINE EDUCATIONAL PLACEMENT TEST (PEPT)

For more effective management of the PEPT the following guidelines are issued.

### 1. OVER-ALL MANAGEMENT AND SUPERVISION

- 1.1. The Regional Director shall be responsible for the smooth and effective administration of the PEPT in the Region. He shall organize a Regional Testing Team (RTT) composed of three Regional Supervisors, one of whom shall be designated as the Regional Testing Coordinator (RTC) to supervise the conduct of the test in the region. Each supervisor shall make a report relative to the administration of the test immediately after the test. The RTC shall consolidate the reports to be submitted to the Region, and copy furnished the NETRC.
- 1.2. The Schools Division Superintendent (SDS) shall be responsible for the smooth and effective administration of the PEPT in the Division. He shall organize and chair a committee to be known as the Local Examination Management (LEM) to oversee the smooth and efficient administration of the PEPT in the Division. The LEM shall be composed of: the Schools Division Superintendent (SDS) as Chairman, Division Testing Coordinator (DTC), PNP Officer, Chief Examiner (CE), and School Head.

### 2. FUNCTIONS AND RESPONSIBILITIES OF PERSONNEL INVOLVED.

- 2.1. The Schools Division Superintendent as LEM Chairman shall:
  - 2.1.1. be responsible for the smooth conduct of the test in the division,
  - 2.1.2. designate examination centers and sub-testing centers,
  - 2.1.3. assign one of the division supervisors as Division Testing Coordinator, and
  - 2.1.4. designate Room Examiners and Proctors from among the master teachers and or responsible members of the teaching staff.
- 2.2. The Division Testing Coordinator (DTC) shall:
  - 2.2.1. check properly the application forms to determine if applicants meet all the requirements, particularly the age and payment requirements;
  - 2.2.2. prepare the list of registrants of each room according to grade/year and age level (Form 3);
  - 2.2.3. coordinate and monitor the conduct of the PEPT in the division;
  - 2.2.4. conduct an orientation or briefing on the effective administration of the PEPT; and
  - 2.2.5. consolidate and report/submit to NETRC the: 1) exact number of registrants by age and grade/year level thru fax, telegram, or radiogram; and 2) the final list of registrants

- 2.3. The Division Finance/Collecting Officer shall certify to the correctness of the registration fee collected against the number of registration forms used and the actual number of registrants submitted by the registering officer as basis for proper accounting and auditing on the collected fees remitted to NETRC.
- 2.4. The School Head shall:
- 2.4.1. provide the following: 1) examination rooms with thirty (30) arm chairs, chalkboard, board erasers, and chalk in each room; and 2) a standing board showing the location of the different testing rooms;
  - 2.4.2. assign security officer to ensure that only authorized personnel are allowed to enter the school compound on examination day; and
  - 2.4.3. assign janitors to prepare the examination rooms observing strictly the provisions enumerated in 2.4.1.
- 2.5. The Chief Examiner (CE) shall:
- 2.5.1. coordinate with the Head of the School in the preparation of the examination rooms at least three days before the examination day;
  - 2.5.2. supervise the posting of PEPT Form 3;
  - 2.5.3. receive the test materials from the DTC and distribute the same to the room examiners not later than 7:00 o'clock a.m. on examination day
  - 2.5.4. safeguard the confidentiality of the test materials by supervising closely the administration of the test;
  - 2.5.5. check the report of the examiners and consolidate the same; and
  - 2.5.6. prepare the narrative report and accomplish the forms required after the test
- 2.6. The Room Examiner (RE) shall:
- 2.6.1. familiarize herself/himself with the contents of the Examiner's Handbook before the examination day;
  - 2.6.2. be in her/his assigned examination center to receive the test materials from the Chief Examiner (CE) not later than 7:00 a.m. on examination day;
  - 2.6.3. check the number of the test materials she/he receives before proceeding to her/his assigned room;
  - 2.6.4. ascertain the identity of the individual examinees based on the Form 1 and the picture attached in the admission slip/registration form before letting them enter the room;
  - 2.6.5. give the preliminary instruction before distributing the test materials;
  - 2.6.6. distribute the test materials individual examinees based on the Form I and the picture attached in the admission slip/registration form before distributing the test materials;
  - 2.6.7. distribute the test materials individually to the examinees and administer the test strictly in accordance with the Examiner's Handbook;
  - 2.6.8. go around the room while the test is in progress to find out if examinees are following directions correctly and see to it that no paraphernalia like calculator, dictionary, cell phone, beeper, etc. are used;
  - 2.6.9. retrieve individually the Test Booklets (TBs) as well as the Answer Sheets (ASs) and verify data entered;
  - 2.6.10. return Form I and Examiner's Handbook to CE;
  - 2.6.11. accomplish reports and submit them to the Chief Examiner, and

- 2.6.12. account the TBs and ASs retrieved individually before dismissing the examinees
- 2.7. The Proctor shall:
- 2.7.1. be in her/his assigned examination center before 7:00 a.m. on examination day;
  - 2.7.2. prepare the board work;
  - 2.7.3. assist the Room Examiner in ascertaining the identity of the individual examinees;
  - 2.7.4. assist in the accounting of test materials distributed to and retrieved from the examinees
  - 2.7.5. accomplish the Form 4; and
  - 2.7.6. perform similar function of the RE as enumerated in No. 2.6.8
3. **BENEFITS AND REMUNERATION OF PERSONNEL INVOLVED**
- 3.1. Classroom teachers assigned as room examiners and proctors shall be given two days service credits.
  - 3.2. Allowances for authorized officials and personnel involved in the administration of the PEPT shall be based on existing COA circulars.
4. **TESTING CENTERS**
- 4.1. A testing center in each division to be designated by the Schools Division Superintendent shall be established in a place most accessible to the majority of the registrants.
  - 4.2. A sub-center to an existing testing center may be opened upon request provided that: 1) the number of registrants is at least 90; 2) the location of the proposed sub-center is far from the existing testing center; and 3) the request is submitted to NETRC on or before **October 3**.
5. **REGISTRATION OF APPLICANTS**
- 5.1. Registration of applicants in the regular examination in each division shall be started on **July 15** and ended on **September 30**.
  - 5.2. Registration of applicants in special examination in a division shall be conducted only after the NETRC shall have approved the request.
  - 5.3. Registration of special examinations in the NETRC shall be year-round.
  - 5.4. A non-refundable examination fee of fifty pesos (P50.00) for regular examination and one hundred pesos (P100.00) for special examination shall be charged each applicant upon registration. The applicant's copy of the Registration Form shall be stamped "PAID" and signed by the registering official. This shall be returned to the registrant to be presented to the Room Examiner on examination day.

5.5. The following procedures shall be enforced by the registering official:

- 5.5.1. All data called for in the registration form are filled up by the applicant.
- 5.5.2. Provisions on citizenship, grade/year level, and age requirements are followed strictly.
- 5.5.3. Certified true copies or attested copies of the birth/baptismal certificate and school credentials are not tampered.
- 5.5.4. The person/applicant and his most recent 1" by 1" pictures are identical.
- 5.5.5. The visually-impaired is identified and indicated in the List of Registrants.
- 5.5.6. The applicant is registered only when he has paid the registration fee.

5.6. All documents submitted by the applicants during registration in both the regular and special examinations shall be turned over by the Division Testing Coordinator to the NETRC Representative during the retrieval of test materials to be used in counterchecking the data in the answer sheets prior to data-processing.

## 6. REMITTANCE OF REGISTRATION FEES

- 6.1. The amount collected from registration fees shall be regularly turned over to the collecting/disbursing officer of the division during the registration period.
- 6.2. A report on the total collection from registration fees shall be submitted by the disbursing/collecting Officer, copy furnished the COA Auditor of the Division and the NETRC Director.
- 6.3. The total amount collected from registration fees shall be directly remitted by the disbursing officer to the NETRC-DepEd on or before **October 3** through a bank draft or by bank transfer. Cash remittance will not be accepted.

## 7. ALLOCATION AND DISBURSEMENT OF CASH ADVANCE

- 7.1. The total amount collected from registration fees which reflects the total number of registrants shall be the basis for the allocation of test materials and cash advance.
- 7.2. All expenses incurred incidental to the conduct of the examination in the Region and Division shall be charged against the cash advances issued by NETRC-DepEd.

7.3. The allocation of cash advance for authorized officials in the Regional and Division levels shall be based on the budget approved by the Undersecretary of Finance.

7.4. In no case shall overdraft from cash advance be reimbursed.

7.4. All expenses shall be in accordance with existing accounting and auditing rules and regulations.

#### 8. REPORTS AND/OR FORMS TO BE ACCOMPLISHED

The following reports and forms are to be used and accomplished:

Form 1 - Registration Form

Form 2 - Test Materials Accounting Form

Form 3 - List of PEPT Registrants

Form 4 - List of Actual PEPT Examinees

Form 5 - Summary Report

Examiners/Proctors Transmittal Report Envelope (EPTRE)

Chief Examiners Transmittal Report Envelope (CETRE)

#### 9. DISTRIBUTION OF TEST MATERIALS

8.1. To insure the confidentiality of the test materials and the integrity of the test, utmost care, diligence, and vigilance on the part of all the officials concerned shall be observed.

8.2. The following shall be strictly observed during the Distribution Phase:

8.2.1. The NETRC Representative shall deliver the test materials to the Division Office. The packing guide that goes with the test materials shall be the reference in determining the allocation per testing center.

8.2.2. The SDS or his/her duly authorized representative shall receive the materials from the NETRC representative immediately upon the latter's arrival. He/She shall verify the number of boxes, against the number specified in the Delivery Form without breaking the seal of the boxes.

8.2.3. The SDS/DTC shall turn over the test materials to the CE before 7:00 a.m. on examination day in the presence of the NETRC representative.

8.2.4. In conformity with the procedure indicated in the Examiner's Handbook the plastic bags containing the Test Booklets (TBs) and Answer Sheets (ASs) shall be opened in the examination room in the presence of the Examinees.



## 9. RETRIEVAL OF TEST MATERIALS

- 9.1. After the examination, the Room Examiner and the Proctor shall collect individually the TBs and ASs and verify their total number before they dismiss the examinees. The used TBs shall be arranged together with the unused ones consecutively by serial number and returned to the plastic bags for submission to the Chief Examiner.
- 9.2. The plastic bags shall be stapled/sealed in the presence of the CE, the DTC, and the NETRC representative after the TBs have all been accounted for.
- 9.3. The contents of the EPTRE and the entries on the said envelope shall also be verified by the CE before it is sealed with the NETRC seal. The RE shall sign across the seal extending to the envelope at least three times.
- 9.4. The CE shall receive the following materials from the REs: 1) test booklets; 2) EPTRES with the contents specified on the envelope itself; 3) PEPT Form I (LEM's copies); and 4) Examiner's Handbooks.
- 9.5. The DTC shall receive from the CE the following materials: 1) plastic bags of TBs (packed in the same boxes as per Delivery Receipt); and 2) PEPT Form I (LEM copies) to be retained in the Division Office.
- 9.6. The NETRC representative shall retrieve the test materials from the SDS or DTC immediately after the accounting of the materials.