



JAN 24 2012

DepEd MEMORANDUM  
No: **12**, s. 2012

**ADMINISTRATION OF THE TEST OF ENGLISH PROFICIENCY FOR TEACHERS (TEPT)  
AND PROCESS SKILLS TEST (PST) IN SCIENCE AND MATHEMATICS TO ALL  
GRADES I AND II PUBLIC SCHOOL TEACHERS**

To: Bureau Directors  
Regional Directors  
Schools Division/City Superintendents  
Heads, Public Elementary Schools

1. The Department of Education (DepEd) through the National Education Testing and Research Center (NETRC), with the assistance of the schools division personnel shall administer the **Test of English Proficiency for Teachers (TEPT) and Process Skills Test (PST) in Science and Mathematics to all Grades I and II public school teachers.**
2. The test shall be administered by cluster starting January 29, 2012, all Sundays of February, March and end on April 1, 2012. The NETRC shall provide the grouping of divisions per cluster and announce it through an Advisory.
3. The testing staff shall be composed of the division testing coordinator as chief examiner, education supervisors and elementary school heads as room examiners.
4. The authorized NETRC staff shall deliver and retrieve the test materials and conduct orientation to the schools division personnel who shall assist in the conduct of the test. The orientation shall be a day before the test.
5. The school division personnel and teachers shall be given one (1) day service credit as per DepEd Order No. 53, s. 2003.
6. The schools division/city superintendent (SDS) shall identify the venue/testing center for the test, preferably near the division.
7. Immediate dissemination of this Memorandum is desired.

  
BR. ARMIN A. LUISTRO FSC  
Secretary

Reference: DepEd Order: (No. 53, s. 2003)  
To be indicated in the Perpetual Index  
under the following subjects:

OFFICIALS  
TEACHERS  
TEST

SMA, DA Administration of the Test to All Grades 1 and 2 Teachers  
January 10, 2012