



SEP 29 2010

DepEd MEMORANDUM
No. **420** , s. 2010

**ADMINISTRATION OF THE 2010 PHILIPPINE EDUCATIONAL PLACEMENT
TEST (PEPT) AND SPECIAL NATIONAL CAREER ASSESSMENT
EXAMINATION (NCAE)**

To: Regional Directors
Schools Division/City Superintendents
All Others Concerned

1. Pursuant to DepEd Order No. 32, s. 2002, the Department of Education (DepEd) through the National Education Testing and Research Center (NETRC) shall administer the **Philippine Educational Placement Test (PEPT)** on November 21, 2010 (Sunday) for Luzon and on November 28, 2010 (Sunday) for Visayas and Mindanao.
2. The last day of registration shall be on October 15, 2010.
3. Further, the NETRC shall also administer the **Special National Career Assessment Examination (NCAE)** on November 20, 2010 for Luzon and November 27, 2010 for Visayas and Mindanao to all Fourth Year high school students who will not be able to take the test on September 29, 2010.
4. In relation to this, NETRC shall conduct an orientation-workshop on the administration of the PEPT. The dates and venues shall be announced at a later date.
5. The following shall be discussed in the said orientation-workshop:
 - a. Proper orientation of Division Testing Coordinators (DTCs) in evaluating documents submitted by applicants;
 - b. Standard procedure in test administration;
 - c. Accuracy in budgetary requirements and allocation;
 - d. Financial matters relative to test administration;
 - e. Administration of Special NCAE; and
 - f. Submission of enrolment data for Grade Three, Grade Six and Second Year as basis for the allocation of materials for the 2011 National Achievement Test to be checked by the NETRC staff as to accuracy and completeness.
6. Authorized to attend the activity are DTCs, one (1) from every Division, with at least fifty (50) PEPT registrants.
7. The DTCs are instructed to bring the following data:
 - a. Actual number of PEPT registrants (with birthdates and last level completed) in hard and soft (CD) copies;



- b. Actual number of Fourth Year high school students who failed to take the NCAE; and
- c. Actual enrolment of Grade Three (public schools and schools with private madaris), Grade Six (census, public and private) and Second Year (census, public and private) in hard and soft (CD) copies for SY 2010-2011.

8. The guidelines in the preparation of the said enrolment data are enumerated below:

- a. The enrolment data starting July 30, 2010 or beyond should be the basis;
- b. Group schools by municipality and not by alphabetical order;
- c. Lone district is the only one in the province, while first district is a part of a large province having more than one constituency;
- d. Provide separate lists for elementary schools (Grades Three and Six) and secondary schools (Second year); and
- e. Use the standard format found below in the preparation of enrolment data. Soft and hard copies have to be submitted in Excel format:

Region	Division	Municipality/ District	Region Code	Division Code	Legislative District	School Type (Public or Private)	School ID	School Name	SY 2010- 2011 Enrolment	
									G3	G6

9. All participants are advised to check in at 12 noon on the first day and check out at 12 noon the following day.

10. Traveling expenses of the participants shall be charged to NETRC funds subject to the usual accounting and auditing rules and regulations.

11. Immediate and wide dissemination of this Memorandum is desired.


BR. ARMIN A. LUISTRO FSC
 Secretary

References:

- DepED Order: No. 32, s. 2002
- DepED Memorandum: No. 411, s. 2009
- and DepEd Memorandum: No. 335, s. 2010

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

EXAMINATION
PUPILS
STUDENTS

TESTS
WORKHOPS