



Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND INSTRUCTION

MEMORANDUM

DM/OM-CI-2022-00292

For: **Regional Directors**
Minister, MBHTE-BARMM
Schools Division Superintendents
Regional Testing Coordinators
Division Testing Coordinators
All Others Concerned

From: **NELIA V. BENITO, PhD, CESO IV**
Director IV, Bureau of Education Assessment
Officer-in-Charge, Office of the Undersecretary for
Curriculum and Instruction

Subject: **Onsite Administration of the Philippine Educational Placement Test (PEPT) and Other Regular Assessment Services**

Date: July 22, 2022

The Bureau of Education Assessment (BEA) announces the resumption of the **onsite administration** of the Philippine Educational Placement Test (PEPT) to learners needing validation of grade level/s that were completed from schools without a permit. The resumption is consistent with **DepEd Order No. 17, s. 2022**, *Guidelines on the Progressive Expansion of Face to Face Classes*, and **DepEd-DOH Joint Memorandum Circular (JMC) No. 01, s. 2021**, *Operational Guidelines on the Implementation of Face to Face Learning Modality*.

Attached herewith are the guidelines on the onsite conduct of the PEPT for validation purposes. Also included in this memorandum is the information on the regular assessment services that BEA provides to its clients.

BEA shall start accommodating validation requests as soon as this memorandum is issued and disseminated. For inquiries about the PEPT and other assessment services offered by BEA, send an email to the bureau's Education Assessment Division through this address: bea.ead@deped.gov.ph.

For information and guidance.

Annexes:

- A. *Guidelines on the Onsite Administration of the PEPT for Validation Purposes*
- B. *Guidelines on the Administration of the PEPT to Walk-In Clients at the BEA Office*
- C. *Guidelines on the Issuance of Test Certificate/ Certificate of Rating*
- D. *Guidelines on Requesting the Administration of the CB-EPT in Schools Division Offices*



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Annex A

Guidelines on the Onsite Administration of the PEPT for Validation Purposes

The grade levels of learners that were completed in schools without a government permit are subject to validation. The Philippine Educational Placement Test (**PEPT**) is the assessment tool used to validate if these learners met the learning standards for specific grade levels as per **DepEd Order 55, s. 2016** (Section 6), *Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program*.

Target Clientele

1. Learners who may register for the PEPT for validation purposes should have completed, without failed subjects, the grade level/s to be validated.
2. **Learners 6 years old and above may register for and take the test.**

*Note: Refer to **Items 16 and 17 (Annex A)** for the guidelines on the health and safety of the learners.*

Requirements

3. The Division Testing Coordinators (**DTCs**) shall facilitate the registration process and collect the following documentary requirements for submission to BEA:
 - a. Original and one photocopy of the **birth certificate** duly authenticated and issued by the Philippine Statistics Authority (formerly National Statistics Office) or by the Local Civil Registrar;
 - b. Original and one photocopy of the **permanent school record** (e.g., SF10/Form 137) signed by the School Principal/Registrar/School Administrator;
 - c. **Endorsement letters** from the SDO and RO; and
 - d. Identical and recently taken 1x1 colored **ID pictures** with name tag (two pieces);
4. Each examinee shall be charged a registration fee of two hundred pesos (PhP200). Payment instructions and registration forms shall be provided by BEA upon approval of the request.



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Request and Registration Process

- The Schools Division Offices (SDOs), through the Regional Offices (ROs), shall request a schedule for an onsite administration of the PEPT for validation purposes to the Office of the Director, Bureau of Education Assessment (**BEA**).

This follows **DepEd Order No. 23, s. 2019**, *Additional Provisions to Section 6: Grade Level Placement Assessment of DepEd Order No. 55, s. 2016 (Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program)*.

- The request letter for BEA should contain the following information:
 - total number of learners,
 - suggested date of examination,
 - testing center, and the
 - list of learners with initial evaluation using the template below:

List of Learners				
Last Name, First Name, MI (alphabetical)	Date of Birth (M/D/Y)	Age	Grade Level/s Completed in SY with Permit	Grade Level/s Completed in SY without Permit (for validation)

- The request, together with the documentary requirements in **Item 3 (Annex A)**, must be sent to BEA through courier.

Addressee: Nelia V. Benito, PhD, CESO IV
Director IV
Address: Bureau of Education Assessment, 2F Bonifacio Bldg.,
DepEd Complex, Meralco Avenue, 1600 Pasig City
02-86316921

*Note: The DTC may opt to email an advance copy of the request letter to the Education Assessment Division, BEA, through email (bea.ead@deped.gov.ph) using the subject line: **[SDO]_PEPT Onsite Request**.*

Test Administration

- BEA will confirm the proposed date of test administration with the DTC.
- BEA will administer the **paper-based PEPT (PB-PEPT)** in the testing center identified by DTC.
- BEA may also administer the **computer-based PEPT (CB-PEPT)** through remote proctoring to learners in special circumstances provided that requirements for such options are met. To regulate the volume of test-takers, BEA will prioritize learners who need the **CB-PEPT** for **placement purposes**,



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not validation. Those eligible to take the CB-PEPT are identified in **Item 13 (Annex B)**.

11. The number of BEA personnel shall be determined based on the total number of examinees and grade levels to be administered.
12. The travel expenses and allowance of the BEA personnel who will administer the test onsite shall be charged to the schools/learning centers of the learners who will take the PEPT following **DepEd Order No. 22, s. 2019**, *Guidelines on Official Local Travels in the Department of Education*.
13. The test results are usually released within 5 to 7 working days. BEA will provide post-assessment instructions to the DTC/requesting party.

Health and Safety Protocols

14. The DTC must coordinate with BEA about the proposed testing center that will be used in the conduct of the PEPT. If a school will be used as a testing center, it should have qualified for and passed the School Safety Assessment Tool (SSAT).
15. An estimate of 15 to 20 examinees shall be assigned per testing room depending on the room's size, ventilation, and capacity.
16. The parent/legal guardian of the examinees/learners who will be qualified to take the test must provide a signed written consent to the DTC agreeing to the onsite test administration. The consent form will be provided by the SDO to the parent/legal guardian.
17. Qualified learners shall be allowed to take the test regardless of their vaccination status. Moreover, all applicable provisions in **DO No. 17, s. 2022**, *Guidelines on the Progressive Expansion of Face to Face Classes*, and **DepEd-DOH JMC No. 01, s. 2021**, *Operational Guidelines on the Implementation of Face to Face Learning Modality*, must be observed in the conduct of the face-to-face testing activity. This includes securing a clearance on the conduct of the assessment activity from the local health unit.

For inquiries about the PEPT grade-level validation request, send an email to the Education Assessment Division (EAD), BEA (bea.ead@deped.gov.ph) using the subject line: **[SDO]_PEPT Onsite Request**.



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Annex B

Guidelines on the Administration of the PEPT to Walk-In Clients at the BEA Office

Target Clientele

The Bureau of Education Assessment (**BEA**) accepts applications for the Philippine Educational Placement Test (**PEPT**) from the following learners:

- a. Learners from nonformal and informal education programs
- b. Learners who have incomplete or no record of formal schooling
- c. Learners with back subjects
- d. Learners who need grade level standards assessment
- e. Learners who are overage for their grade levels

Learners with special needs may also be assessed provided that test accommodations are met. The target learners are consistent with DepEd Order No. 55, s. 2016, *Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program*.

On the other hand, **learners who studied in schools without a government permit may refer to Annex A** for the guidelines on test registration. They will take the PEPT at their respective Schools Division Offices (SDOs)/testing centers. Hence, these learners will not be accommodated at the BEA office as per **DepEd Order No. 23, s. 2019, Additional Provisions to Section 6: Grade Level Placement Assessment of DepEd Order No. 55, s. 2016 (Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program)**.

Requirements

1. The following are the PEPT documentary requirements for submission during test registration:
 - a. Original and one photocopy of the **birth certificate** duly authenticated and issued by the Philippine Statistics Authority (formerly National Statistics Office) or by the Local Civil Registrar;
 - b. Original and one photocopy of the **permanent school record** (e.g., SF10/Form 137) signed by the School Principal/Registrar/School Administrator; certificate of attendance in intervention programs, or any proof of schooling (if applicable);
 - c. Original and one photocopy of the **PEPT Certificate of Rating** (for applicants who need to retake a PEPT subtest); and
 - d. Copy of **school permit** (for applicants who completed their last grade level from a private school).



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- e. Identical and recently taken 1x1 colored **ID pictures** with name tags (two pieces for walk-in registrants);
2. A registration fee of two hundred pesos (PhP200) shall be charged for each examinee.

Walk-in Test Registration

3. BEA accepts walk-in clients for test registration from 8:00 AM to 5:00 PM, Mondays through Fridays (excluding holidays). The BEA office is located on the 2nd floor, Bonifacio Bldg., DepEd Complex, Meralco Avenue, Pasig City.

*Note: **BEA also has an online registration facility for PEPT.** Refer to **Items 7 to 11 (Annex B)**. BEA recommends registering online for ease of doing business.*

4. **Clients 6 years old and above may register at the BEA office.**

Note: Only one companion/guardian shall be allowed for each client during test registration; this also applies on examination day. Moreover, minors 5 years old and below will not be accommodated at the DepEd premises during test registration/examination day.

5. **In visiting the BEA office, a negative Covid-19 test result shall be required from unvaccinated/not fully vaccinated individuals.** On the other hand, fully vaccinated clients may be allowed entry upon presentation of proof of vaccination in reference to DepEd Task Force Covid-19 Memorandum No. 610 dated 7 March 2022, *Testing Requirements, Health Standards, and Working Arrangements for the Central Office under Alert Level No. 1*. **This directive applies to the test registrants and their companions during test registration and on examination day.**
6. Walk-in clients are advised to come in proper attire. Proper decorum and attire are required while on DepEd premises.

Online Test Registration

7. The client/learner or his/her parent/legal guardian shall fill out the PEPT Registration Form which is downloadable from <http://bit.ly/PEPTForm>.
8. The accomplished registration form must be sent to pept.bea@deped.gov.ph and then BEA will provide the next steps and payment procedures. The registration fee is mentioned in **Item 2 (Annex B)**.
9. Clear scanned copies of the PEPT documentary requirements given in **Item 1 (Annex B)** must be uploaded through the link that will be provided by BEA.
10. After confirming the payment, BEA will email the Notice of Examination.



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11. The Frequently Asked Questions (FAQs) and other information about the PEPT online registration may be accessed through this link: <https://bit.ly/DepEdPEPT>

Test Administration

12. BEA administers the **paper-based PEPT (PB-PEPT)** to pre-registered examinees from 8:00 AM to 5:00 PM, Mondays through Fridays (excluding holidays). The BEA testing center is located on the 2nd floor, Bonifacio Bldg., DepEd Complex, Meralco Avenue, Pasig City. A maximum of 20 examinees will be scheduled per day.
13. As an option, BEA offers the **computer-based (CB) PEPT** to the following:
- Clients **6 to 9 years old who reside outside Metro Manila, Bulacan, Cavite, Laguna, and Rizal;**
 - Clients with a current medical condition (supported by a medical certificate); and
 - Clients with exceptional cases.

The **CB-PEPT** is administered by BEA via live remote proctoring and with the use of an online or internet-dependent platform. The test is taken by the client in his/her location provided all requirements are met.

14. All applicable provisions in **DO No. 17, s. 2022**, *Guidelines on the Progressive Expansion of Face to Face Classes*, and **DepEd-DOH JMC No. 01, s. 2021**, *Operational Guidelines on the Implementation of Face to Face Learning Modality*, shall be observed in the conduct of the face-to-face testing activity.
15. The test results are usually released within 5 to 7 working days after the examination. Clients are advised to inquire about the availability of their test results after 7 working days from the Verification Unit, Education Assessment Division, BEA, through this email: verification.bea@deped.gov.ph.



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Annex C

Guidelines on the Issuance of Test Certificate/Certificate of Rating

The Bureau of Education Assessment (**BEA**) continues to implement an **online scheme** in accommodating requests for the issuance of Test Certificate/Certificate of Rating (**COR**) for the following assessments:

- a. Philippine Educational Placement Test (PEPT)
- b. Accreditation and Equivalency (A&E) Test
- c. National Career Assessment Examination (NCAE)
- d. Qualifying Examination in Arabic Language and Islamic Studies (QEALIS)
- e. Educational Management Test (EMT)

Issuance Fee

A payment of fifty pesos (Php50.00) shall be charged for each copy of the test certificate/COR. Clients may also opt for delivery of the requested document, but they must shoulder the shipping fee.

Online Request

1. To request, follow these steps:
 - a. Download the COR request form from this link:
<https://bit.ly/DepEdVerification>
 - b. Fill out the form with complete and accurate information.
 - c. Upload the completed form and the following documents to this link:
<https://tinyurl.com/BEACORVerify>
 - 1) Request Form,
 - 2) Clear scanned copy of birth certificate duly authenticated and issued by the Philippine Statistics Authority (formerly National Statistics Office) or by the Local Civil Registrar, and
 - 3) Clear scanned copy of a valid ID
 - d. Wait for a response from BEA regarding the status of the request and payment procedures.
2. The infographics on the issuance of test certificates/CORs can be accessed through this link: <https://bit.ly/DepEdVerification>.



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Walk-In Clients

3. Walk-in clients may request their test certificate/COR at the BEA office from 8:00 AM to 5:00 PM, Mondays through Fridays (excluding holidays). The BEA office is located on the 2nd floor, Bonifacio Bldg., DepEd Complex, Meralco Avenue, Pasig City.

Note: BEA recommends using the online facility for ease of doing business.

4. **In visiting the BEA office, a negative Covid-19 test result shall be required from unvaccinated/not fully vaccinated individuals.** On the other hand, fully vaccinated clients may be allowed entry upon presentation of proof of vaccination in reference to DepEd Task Force Covid-19 Memorandum No. 610 dated 7 March 2022, *Testing Requirements, Health Standards, and Working Arrangements for the Central Office under Alert Level No. 1. This directive applies to the clients and their companions.*

5. **Clients 6 years old and above may file their requests at the BEA office provided that the conditions in **Item 4 (Annex C)** are met.**

Note: Only one companion/guardian shall be allowed for each client. Moreover, minors 5 years old and below will not be accommodated at the DepEd premises during the filing/claiming of requests.

6. Walk-in clients are advised to come in proper attire. Proper decorum and attire are required while on DepEd premises.

For inquiries related to the verification of test results, send an email to the Verification Unit, Education Assessment Division, BEA, DepEd Central Office (verification.bea@deped.gov.ph).



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Annex D

Guidelines on Requesting the Administration of the CB-EPT in Schools Division Offices

1. The Bureau of Education Assessment (**BEA**) continues to implement the administration of the Computer-Based English Proficiency Test (**CB-EPT**) to teacher-applicants through the Schools Division Offices (SDOs). This is in line with **DepEd Memorandum No. 106, s. 2019**, *Administration of the English Proficiency Test for Teacher Applicants Nationwide*, and **DM-CI-2020-060**, *Advisory on the Administration of the English Proficiency Test*.
2. The EPT is administered through a computer-based modality, using an online or internet-dependent platform. The transmittal and generation of test results are faster for the CB-EPT than the usual paper-based (PB) test.

Filing of CB-EPT Requests

3. To check the SDO's capacity for CB testing, the DTCs must accomplish the following forms which are downloadable from <https://bit.ly/DepEdEPT>.
 - a. Form 1: List of Testing Centers
 - b. Form 2: Assessment Plan
 - c. URF: User Registration Form
4. The DTCs shall file their request letter to NELIA V. BENITO, Ph.D., CESO IV, Director IV of BEA, through Ms. Danilyn Joy L. Pangilinan, Chief Education Program Specialist of the Education Assessment Division (**EAD**). The letter, signed by the Schools Division Superintendent, should contain the estimated number of examinees, the proposed date/s of administration, and the DTC's contact details (email address and mobile number).
5. The DTC shall send the request and the forms mentioned in **Item 3 (Annex D)** to ept.bea@deped.gov.ph. The DTC may also coordinate with the EAD about its request through landline, 02-86312589 every Monday to Friday, 8:00 AM to 5:00 PM (except holidays).
6. For BEA to efficiently manage incoming CB-EPT requests, the DTCs are required to **strictly follow** the email subject format given below:

- a. For SDOs requesting for the first time during the current year:

Email Subject Format: [SDO_CB-EPT_Year_Batch Number]

Example: SDO BULACAN_CB-EPT_2022_Batch 1

- b. For SDOs with succeeding requests during the current year:

Email Subject Format: [SDO_CB-EPT_Year_Batch Number]

Example: SDO BULACAN_CB-EPT_2022_Batch 2



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7. The SDOs with incomplete submission of forms and URF corrections will be asked to resubmit the corrected requirements subject to BEA's further evaluation.
8. Once the requirements are approved, BEA will email to the DTC the login credentials of the test-takers that will be used in the CB-EPT administration.
9. BEA will also provide the DTC the specific test administration guidelines for strict implementation by all testing personnel in all testing centers.
10. For technical problems and troubleshooting concerns, the DTC is advised to communicate with BEA through the contact details given in **Item 5 (Annex D)**.

Availability of Test Results

11. BEA will email the summary report of test results to the DTC within 5 to 7 working days from the last day of test administration.
12. The DTCs are requested to accomplish the client feedback form, the link of which will be emailed by BEA.

Applicants with Existing Valid EPT Results

13. Teacher-applicants with existing valid CB-EPT results will not be provided with login credentials. These individuals will not be accommodated in the test administration. BEA will provide specific instructions to the DTC regarding teacher-applicants with existing valid EPT results.
14. Per DM 106, s. 2019, **EPT results shall be valid for two years from the date of the last batch of test administration in the SDO**. Each examinee shall be allowed to take the test only once, regardless of the number of plantilla positions and schools division the applicant is applying to.

Inability to take the EPT

15. Citing **DM-HROD-2022-1572**, *Interim Strategies and Protocols on Teaching Hiring for School Year (SY) 2022-2023 in view of the State of Public Health Emergency and Issuance of DepEd Merit Selection Plan*, this is to reiterate that the teacher-applicant's inability to take the EPT shall **not be considered grounds for disqualification**.
16. No EPT result shall only mean no score under the EPT criterion set in **DepEd Order No. 7, s. 2015**, *Hiring Guidelines for Teacher I Positions Effective School Year (SY) 2015-2016*, **DepEd Order No. 22, s. 2015**, *Hiring Guidelines for the Remaining Teaching Positions Effective School Year (SY) 2015-2016*, and **DepEd Order No. 3, s. 2016**, *Hiring Guidelines for Senior High School*



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(SHS) Teaching Positions Effective School Year (SY) 2016-2017. Henceforth, applicants who have met the cut-off score in spite of the absence of an EPT score shall still be included in the Registry of Qualified Applicants (RQA).

Test Security

17. To heighten the security in conducting the EPT, there will be corresponding sanctions and legal liabilities for teacher-applicants and testing personnel who will be caught divulging any EPT information, test materials, test responses/contents, scoring processes, results, including its online platform, or any other documents or information to any person or organization. For more information on the test security protocols for the test-takers and testing personnel, refer to **DM-HROD-2022-1572 (Section 5.f to 5.j)**.

Optional Paper-Based EPT

18. For SDOs that will have difficulty meeting the operational and system requirements of the CB-EPT, a request on the conduct of a PB-EPT must be submitted to BEA through its email address: ept.bea@deped.gov.ph. **The request should be filed at least two weeks before the proposed schedule.**
19. The request must include the requested modality, the target date of test administration, and the number of teacher-applicants. Also, the reason/s for requesting a PB-EPT, instead of a CB-EPT, must be cited. The SDO must wait for the approval of the request and confirmation of the proposed date of administration.



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References:

1. **DM-HROD-2022-1571 (dated 22 June 2022)**, *Interim Strategies and Protocols on Teaching Hiring for School Year (SY) 2022-2023 in view of the State of Public Health Emergency and Issuance of DepEd Merit Selection Plan*
2. **DepEd Task Force Covid-19 Memorandum No. 610** dated 7 March 2022, *Testing Requirements, Health Standards, and Working Arrangements for the Central Office under Alert Level No. 1*
3. **DM-CI-2020-060 (dated 8 May 2020)**, *Advisory on the Administration of the English Proficiency Test*
4. **DM No. 106, s. 2019**, *Administration of the English Proficiency Test for Teacher Applicants Nationwide*
5. **DO 23, s. 2019**, *Additional Provisions to Section 6: Grade Level Placement Assessment 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. **DO No. 22, s. 2019**, *Guidelines on Official Local Travels in the Department of Education*
7. **DO No. 3, s. 2016**, *Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective School Year (SY) 2016-2017*
8. **DO No. 55, s. 2016**, *Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program*
9. **DO No. 22, s. 2015**, *Hiring Guidelines for the Remaining Teaching Positions Effective School Year (SY) 2015-2016*
10. **DO No. 7, s. 2015**, *Hiring Guidelines for Teacher I Positions Effective School Year (SY) 2015-2016*