



November 12, 2019

DIVISION LETTER

No. 234, s. 2019

**ORIENTATION OF ROOM EXAMINERS, ROOM SUPERVISORS AND STAFF IN THE ADMINISTRATION OF PHILIPPINE EDUCATION PLACEMENT TEST (PEPT)**

To: Division Chiefs  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

1. In line with the Division Memorandum 264 regarding administration of Philippine Education Placement Test (PEPT) on November 17, 2019 (Sunday), 7:00AM at Bajet Castillo High School, Pulilan, Bulacan, there will be an orientation of the assigned room examiners, supervisors support staff and other personnel involved on November 14, 2019 (Thursday) @ 2:30pm at Bajet Castillo High School, Pulilan Bulacan to ensure the quality and efficient administration of the aforementioned test.
2. Enclosure No.1 contains the list of room supervisors, examiners, support staff and other personnel involved in this activity.
3. All expenses relevant to the conduct of PEPT orientation and administration including foods, allowance, handouts, traveling expenses of BEA representatives, certificates, and documentation will be charged against Division MOOE funds subject to the usual accounting and auditing rules and regulations.
4. This Memorandum shall serve as Travel Authority of the personnel involved in this test.
5. Immediate and wide dissemination of this Memorandum is desired.

  
**GERMELINA H. PASCUAL, CESO V**  
Schools Division Superintendent



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