



Republic of the Philippines  
**Department of Education**  
REGION III  
**SCHOOLS DIVISION OF BULACAN**

February 2, 2024

**DIVISION MEMORANDUM**

No. **051**, s. 2024

To: Assistant Schools Division Superintendents  
Division Chiefs  
Division Education Program Supervisor/Testing Coordinator  
Public Elementary and Secondary School Heads  
Heads of Private Schools  
All Others Concerned

**SCHEDULE OF ADMINISTRATION OF THE 2023 REGULAR  
PHILIPPINE EDUCATIONAL PLACEMENT TEST (PEPT)S**

1. In line with the previously issued Memorandum DM-CT-2023-028 from the Office of the Undersecretary for Curriculum and Teaching titled "Administration of the 2023 Regular Philippine Educational Placement Test (PEPT)," the Bureau of Education Assessment (BEA) through the Schools Division Office of Bulacan shall administer the PEPT on February 11, 2024 (Sunday), 8:00 a.m. onwards at Bajet Castillo High School, Longos, Pulilan, Bulacan.
2. The PEPT is nationally administered assessment for learners in special circumstances. The result of this assessment will allow these learners to access or resume schooling and/or obtain certification of completion by grade level in the DepEd formal system.
3. Learners are qualified to take the said test given the following circumstances:
  - 3.1 learners from the schools without a government permit;
  - 3.2 learners from nonformal and informal education programs;
  - 3.3 learners who are over-age for their grade levels;
  - 3.4 learners with back subjects;
  - 3.5 learners who have incomplete or no record of formal schooling; and
  - 3.6 learners who need grade-level standard assessments.
4. The required documents in order to take the PEPT include the PEPT Registration Form (See Enclosure No.2), Birth Certificate (NSO/PSA or Local Civil Registrar), School Records (SF 10/Form 137 signed by the School Principal/Registrar/Administrator), and two (2) pieces identical and recently taken 1x1 colored ID pictures with name tag. These documents shall be submitted to the SDO Bulacan CID Office, City of Malolos on or before February 8, 2024.
5. Also, walk-in PEPT learner-applicants together with their parents/guardians may bring the original and photocopy of the aforesaid documents at the said testing venue on February 11, 2024. They shall be entertained from 6:00-8:00 a.m. only on the day of examination.



**Address:** Provincial Capitol Compound, Brgy. Guinhawa,  
City of Malolos, Bulacan

**Website:** <https://bulacandeped.com>

**Email:** [bulacan@deped.gov.ph](mailto:bulacan@deped.gov.ph)



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6. All qualified test takers shall bring Mongol pencil #2, black ballpen, snack, packed lunch and be at venue on or before 7:00 in the morning.
7. All identified testing personnel shall be at the testing venue by 6:30 a.m. to accomplish the preliminary forms and to assist the learner-examinees in their room assignments.
8. An orientation for the select chief examiner, room supervisor/s, room examiners, and other personnel involved in the activity is scheduled on February 8, 2023 (Thursday) at 1:30 in the afternoon. The online meeting platform link shall be sent before the start of the orientation.
9. Enclosure No.1 contains the select testing personnel involved in the activity for reference perusal.
10. Service credits/Compensatory Time-Off (CTO) shall be granted to the personnel in lieu of the activity that falls on a weekend/holiday per DepEd Order 53, s.2003, DBM-CSC Joint Circular No.002, s.2015 and DepEd Memoranda Nos.65 & 67, s.2021.
11. All expenses in the conduct of this activity shall be charged against NASBE-PEPT Sub-ARO downloaded funds subject to the usual accounting and auditing procedures.
12. All participants are expected to observe minimum health protocols to continuously prevent the spread of infectious diseases.
13. Queries and other implementation issues may be directly communicated to Dr.Jay Arr V. Sangoyo, the Division Testing Coordinator via email [jayarr.sangoyo@deped.gov.ph](mailto:jayarr.sangoyo@deped.gov.ph).
14. This Memorandum serves as the Travel Authority of the participants involved in the activity.
15. Immediate and wide dissemination of this Memorandum is desired.

  
**NORMA P. ESTEBAN, EdD, CESO V**  
Schools Division Superintendent

CID/Sangoyo-DM – Administration of Regular PEPT  
0006/February 2, 2024



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Enclosure No.1 to the Division Memorandum No. \_\_\_\_\_, s.2024

**LIST OF TESTING PERSONNEL INVOLVED IN THE PEPT**

<b>Name</b>	<b>Station</b>
<b>Division Testing Coordinator</b>	
Jay Arr V. Sangoyo, PhD	SDO Bulacan
<b>Division Supervisor, Math</b>	
Francisco B. Macale	SDO Bulacan
<b>Monitoring</b>	
Ma. Lourdes J. Patag	SEPS- SGOD
<b>Chief Examiner</b>	
Joan T. Buluran	Sta Peregrina HS
<b>Room Examiners</b>	
John Revin De Jesus	Dr. Felipe De Jesus NHS
Rhea Policarpio	Engr. Virgilio V. Dionisio MSH
Marcelino Cosico	Carlos F. Gonzales HS
Florida Tolentino	Carlos F. Gonzales HS
Guillermo Faundo	FFNAS- Caypombo Annex
Angelo Sotto	Baybay Elem School
Marvin Adriano	Pantubig ES
Analiza Dionisio	Carlos F. Gonzales HS
Joselito Dionisio	Bagong Barrio Elem. School
Reinel Lazaro Morelos	Dr. Felipe De Jesus National HS
<b>Room Supervisor</b>	
Emmanuel Dionisio	Talipitip NHS
<b>School Testing Coordinator</b>	
Vilma Adonis	Bajet Castillo HS
Testing Staff	
Rhodora Navarro	Bajet Castillo HS
Arnold Batongbakal	Bajet Castillo HS



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Enclosure No.2 to the Division Memorandum No. \_\_\_\_\_, s.2024



Republic of the Philippines  
 Department of Education  
**BUREAU OF EDUCATION ASSESSMENT**

\*\*\* LEM's Copy \*\*\*

**REGULAR PHILIPPINE EDUCATIONAL PLACEMENT TEST**

**REGISTRATION FORM**

Name of Registrant/ Examinee	Last Name	First Name	M.I.
Mailing Address	No., Street, Barrio, Town, Province/City		Age
		Sex	Person with Disability (PWD)
		<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date of Birth (Month/Date/Year)	Contact Number	Date of Examination (Month/Date/Year)	
Name and Address of School Last Attended	Last Grade Level Completed	Grade Level/s to Take	
	<small>To be filled out by the Division Testing Coordinator</small>	<small>To be filled out by the Division Testing Coordinator</small>	
Place and Date of Registration	Examination Center		
<div style="border: 1px solid black; padding: 5px; width: 60px; height: 60px; display: flex; align-items: center; justify-content: center;">           1" x 1" Picture         </div> <p><b>INSTRUCTIONS TO THE PEPT TESTING COORDINATOR</b></p> <ol style="list-style-type: none"> <li>Before signing this form, please ensure that all entries on Age, Last Grade Level Completed, and Grade Level/s to Take are legible and correct.</li> <li>Detach Registrant's Copy and give it to the applicant.</li> <li>To verify the identification of the registrant, keep the LEM's Copy and give it to the Chief Examiner on the examination day.</li> <li><b>NO REGISTRATION FEE</b></li> </ol> <p>I hereby declare under oath that I have personally accomplished this Registration Form and that by affixing my name below, I am certifying that all documents attached to this application are a faithful reproduction of the original, and that all statements and information provided therein are complete, accurate, and correct to the best of my knowledge. I am assuming full responsibility and accountability for the correctness of the details provided and for the document's authenticity.</p> <p>2023 _____  <small>Signature over Printed Name of Registrant/Examinee</small></p>	<p><small>To be filled out by the Division Testing Coordinator</small></p> <p><b>CHECK DOCUMENTS SUBMITTED</b></p> <p><b>For NEW PEPT REGISTRANTS</b></p> <p><input type="checkbox"/> Birth Certificate (NSO/PSA or Local Civil Registrar)</p> <p><input type="checkbox"/> School Records (SF10/F137 signed by the School Principal/Registrar/Administrator)</p> <p><input type="checkbox"/> Identical and recently taken 1x1 colored ID pictures with name tag (2pcs.)</p> <p><b>For retakers and PEPT passers only</b></p> <p><input type="checkbox"/> Certificate of Rating (COR)</p> <p><input type="checkbox"/> Identical and recently taken 1x1 colored ID pictures with name tag (2pcs.)</p> <p><b>Additional requirements for PEPT Validation purposes only</b></p> <p><input type="checkbox"/> Endorsement Letters</p> <p><input type="checkbox"/> School Division Office</p> <p><input type="checkbox"/> Regional Office</p>		



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**BUREAU OF EDUCATION ASSESSMENT**

\*\*\* Registrant's Copy \*\*\*

**REGULAR PHILIPPINE EDUCATIONAL PLACEMENT TEST**

**REGISTRATION FORM**

Name of Registrant/ Examinee	Last Name	First Name	M.I.
Mailing Address	No., Street, Barrio, Town, Province/City		Age
		Sex	Person with Disability (PWD)
		<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date of Birth (Month/Date/Year)	Contact Number	Date of Examination (Month/Date/Year)	
Name and Address of School Last Attended	Last Grade Level Completed	Grade Level/s to Take	
	<small>To be filled out by the Division Testing Coordinator</small>	<small>To be filled out by the Division Testing Coordinator</small>	
Place and Date of Registration	Examination Center		
<div style="border: 1px solid black; padding: 5px; width: 60px; height: 60px; display: flex; align-items: center; justify-content: center;">           1" x 1" Picture         </div> <p><b>NOTES:</b></p> <ol style="list-style-type: none"> <li>Upon registration, the Registration Officer will inform you of the examination date and venue.</li> <li>Complete all the information in the Registration Form.</li> <li>On the examination day, the examinee must be in the venue at 7:30 A.M. Bring this form and at least two (2) pieces no. 2 pencils.</li> </ol> <p>Certified True and Correct:</p> <p>_____</p> <p><b>DIVISION TESTING COORDINATOR</b>  <small>Signature over Printed Name</small></p> <p>2023</p>			