



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

September 27, 2024

**DIVISION MEMORANDUM**

No. *427*, s. 2024

**SCHEDULE OF ADMINISTRATION OF THE 2024 SPECIAL  
PHILIPPINE EDUCATIONAL PLACEMENT TEST (PEPT)**

To: Assistant Schools Division Superintendents

Division Chiefs

Division Education Program Supervisor/Testing Coordinator

Public Elementary and Secondary School Heads

Heads and Administrators of Private Schools


All Others Concerned

1. In line with the recently issued Advisory from the Office of Bureau of Education Assessment (BEA) dated September 20, 2024, this Office informs the field that the Special Philippine Educational Placement Test (PEPT) shall be administered on October 6, 2024 (Sunday), 8:00 a.m. onwards at Bajet Castillo High School, Longos, Pulilan, Bulacan.
2. The PEPT is a nationally administered assessment for learners in different 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. The following circumstances shall qualify learners to take the said test:
  - 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; or
  - 3.6 learners who need grade-level standard assessments.
4. All qualified test takers who submitted their required documents prior to the deadline of submission shall be notified by the CID Office three days before the examination day. Walk-in registrants shall not be accommodated during the test administration due to limited test materials.
5. Qualified learner-examinees shall bring Mongol pencil #2, black ballpen, morning and afternoon snacks, and packed lunch. Learners are expected to be at the venue before 7:00 in the morning to accomplish the preliminary activities.
6. All identified testing personnel shall be at the testing venue by 6:30 a.m. to prepare the preliminary forms and to assist the learner-examinees in their respective room assignments.



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7. An online orientation for the select chief examiner, room supervisor/s, room examiners, and other personnel and staff involved in the activity is scheduled on October 2, 2023 (Wednesday) at 1:30 p.m. via MS Teams. The online platform link shall be sent to the identified testing committee members before the meeting begins.
8. Enclosure No.1 contains the select testing personnel and staff involved in the activity.
9. Service credits/Compensatory Time-Off (CTO) shall be granted to the identified testing personnel and staff considering the activity 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.
10. A Sub-Allotment Release Order (SARO) shall be released by the Central Office to cover all expenses in the conduct of this activity subject to the usual accounting and auditing procedures.
11. 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).
12. This Memorandum serves as the Travel Authority of the participants involved in the activity.
13. Immediate and wide dissemination of this Memorandum is desired.

  
**NORMA P. ESTEBAN, EdD, CESO V**  
Schools Division Superintendent *1784*

Encl.: As Stated

References:

Advisory from the Bureau of Education Assessment dated September 20, 2024;  
DepEd Memorandum No.034, s.2024;

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

GUIDELINES 2024 SPECIAL PHILIPPINE EDUCATIONAL PLACEMENT TEST (PEPT)  
TESTING CENTERS

CID/Sangoyo-Division Memo - Special Philippine Educational Placement Test (PEPT)  
0068/September 27, 2024



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Enclosure No.1 to the Division Memorandum No. 427, s.2024

**TESTING PERSONNEL AND STAFF INVOLVED IN THE 2024 SPECIAL PEPT**

Name	Station
Norma P. Esteban, EdD, CESO V Schools Division Superintendent	SDO Bulacan
Maria Celina L. Vega, CESO VI ASDS	SDO Bulacan
Atty. Bryan M. Santos ASDS	SDO Bulacan
Cecilia S. Custodio, PhD SGOD Chief	SDO Bulacan
Rainelda M. Blanco, PhD OIC-CID Chief	SDO Bulacan
Jay Arr V. Sangoyo, PhD Division Testing Coordinator	SDO Bulacan
Ma. Lourdes J. Patag Monitoring and Evaluation	SDO Bulacan
Cecile E. Cruz Monitoring and Evaluation	SDO Bulacan
Marissa Hermogenes School Head of Testing Center	Bajet Castillo HS
Joan T. Buluran Chief Examiner	Sta Peregrina HS
Room Examiners:	
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	San Francisco Xavier HS
Emmanuel Dionisio Room Supervisor	Talipit NHS
Vilma Adonis School Testing Coordinator	Bajet Castillo HS
Testing Staff:	
Rhodora Navarro	Bajet Castillo HS
Arnold Batongbakal	Bajet Castillo HS
Jennifer O. Daguman	SDO Bulacan
Remilyn M. Sulit	SDO Bulacan



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

Office of the Director

September 20, 2024

## ADVISORY

### Changes in the Schedule of the Administration of the 2024 Special Philippine Educational Placement Test (PEPT)

In reference to DepEd Memorandum No. 034, s. 2024 titled "Administration of the 2024 Special Philippine Educational Placement Test", this advisory provides the new testing schedule and additional guidelines for the conduct of the Special PEPT.

#### Testing Schedule

1. The new schedule of the administration of the 2024 Special PEPT is stated below:

Cluster	Original Date	New Schedule
Luzon	August 4, 2024	October 6, 2024
Visayas-Mindanao	August 11, 2024	October 13, 2024

2. Should there be any unexpected/unforeseen circumstances (e.g., fire, flood, some difficulties due to inclement weather conditions, a transportation strike, or other related temporary reason), an official correspondence (e.g., memorandum/letter) from the Regional Office (RO) shall be sent to the Bureau of Education Assessment (BEA) requesting for the rescheduling of the test administration, attaching the necessary supporting documents subject for approval. The said correspondence shall be addressed to:

**DR. KEVIN CARL P. SANTOS**  
Director IV  
Bureau of Education Assessment

#### Participating Learners and Schools

3. The target registrants for PEPT are the following:
  - a. Learners from schools without government permit,
  - b. Learners from nonformal and informal education programs,
  - c. Learners who have incomplete or no record of formal schooling,
  - d. Learners with back subjects
  - e. Learners who need grade-level standards assessment, and
  - f. Learners who are overage for their grade levels

**Note:** Learners with disabilities (LWDs) may also be assessed provided that the test accommodations stipulated in Section 9 of DepEd Order No. 55, s. 2016 are met.

4. Select schools shall serve as testing centers.



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**Registration and Evaluation of Documentary Requirements**

5. The Division Testing Coordinator (DTC) shall be responsible for facilitating the registration process and collecting the necessary documentary requirements. They can still accept test registrants to utilize the test materials allocated for their respective Schools Division Offices (SDOs). The DTCs shall identify the cut-off date for accepting test registrants to manage the evaluation of the submitted documentary requirements before the test administration.
6. Walk-in registrants shall not be accommodated during the test administration.

**Test Materials (TMs)**

7. The quantity of Test Booklets (TBs) and Answer Sheets (ASs) to be provided was based on the actual number of test registrants per testing center with buffer. Refer to the attached allocation of test materials per testing center.
8. **Photocopying of the TBs and ASs is NOT allowed.**
9. Maintain the integrity of the test before, during, and after the test administration as stipulated in Section 13 of DepEd Order 55, s. 2016, titled "Breach of Security in National Examinations and Corresponding Sanctions".

**Testing Room and Arrangement**

10. The examinees shall be grouped according to their **Last Level Completed (LLC)** and **Age**.
11. After grouping the examinees by LLC and age, their seating arrangement shall be in alphabetical order based on the last name regardless of sex. Other appropriate seating arrangements may be implemented for some communities with cultural considerations in the groupings and physical arrangement of individuals concerning sex.

**Contact Information of the Forwarder**

12. For the delivery and retrieval of test materials, Division Testing Coordinators (DTCs) are advised to contact **Ximex Delivery Express**, the official forwarder of BEA, through its official contact numbers: 0917 812 7122; 0917 638 2329; and/or 0917 561 6503 **for the timely retrieval of test materials**.
13. Immediate dissemination of this Advisory is desired.

**DR. KEVIN CARL P. SANTOS**  
Director IV *KS*  
Bureau of Education Assessment