



Republic of the Philippines  
**Department of Education**  
REGION X - Northern Mindanao  
**SCHOOLS DIVISION OF MISAMIS ORIENTAL**

Office of the Schools Division Superintendent

06 FEBRUARY 2023

**DIVISION MEMORANDUM**

No. 68, s. 2024

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

To: School Governance and Operations Division (SGOD)  
Curriculum Implementation Division (CID)  
Public Schools District Supervisors/District In-Charge  
All Elementary and Secondary School Heads  
Elementary and Secondary Private Schools  
*This Division*

1. Pursuant to the Department of Education Memorandum No. 008, s.2024 issued on February 2, 2024 titled **Administration of the 2023 Regular Philippine Educational Placement Test (PEPT)**, this Office announces and informs the field on the schedule of the test administration. The date and venues including test allocation (Testing Centers) are as follows:

DATE/TIME	CLUSTER	DISTRICT	VENUE	TM ALLOCATION
<b>February 18, 2024</b> Sunday, 6:30 AM	<b>1</b>	Districts of Tagoloan to Magsaysay	<b>VN Chavez MCS</b> Poblacion, Villanueva	<b>145</b>
	<b>2</b>	Districts of MOGCHS to Lugait	<b>Opol CS</b> Poblacion, Opol	<b>142</b>

2. The target registrants for the PEPT are the following:
- Learners from schools without a government permit.
  - Learners from nonformal and informal education programs.
  - Learners who have incomplete or no record of formal schooling.
  - Learners with back subjects.
  - Learners who need grade-level standards assessment, and
  - Learners who are overage for their grade levels.
3. **No test registration fees** shall be collected from the test registrants in reference to DM-CT-2023-028.



Address: Del Pilar-Velez Street, Brgy. 29, Cagayan de Oro City 9000  
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)  
Website: [www.deped.misor.net](http://www.deped.misor.net)  
Email: [misamis.oriental@deped.gov.ph](mailto:misamis.oriental@deped.gov.ph)





Republic of the Philippines  
**Department of Education**  
REGION X - Northern Mindanao  
**SCHOOLS DIVISION OF MISAMIS ORIENTAL**

4. The **Regular PEPT Registration Form** is attached to this memorandum.

5. Registrants must be at least one (1) year overage for their supposed grade level in the formal school system as shown in the table below:

NO.	LAST LEVEL COMPLETED (LLC)	NORMAL AGE (at the end of SY)	AGE ON THE DATE OF EXAM	GRADE LEVEL TO TAKE
1	No Schooling	-	At least 6 yrs old	Kinder
2	Kinder	6 yrs old	At least 7 yrs old	Grade 1
3	Grade 1	7 yrs old	At least 8 yrs old	Grade 2
4	Grade 2	8 yrs old	At least 9 yrs old	Grade 3
5	Grade 3	9 yrs old	At least 10 yrs old	Grade 4
6	Grade 4	10 yrs old	At least 11 yrs old	Grade 5
7	Grade 5	11 yrs old	At least 12 yrs old	Grade 6
8	Grade 6	12 yrs old	At least 13 yrs old	Grade 7
9	Grade 7	13 yrs old	At least 14 yrs old	Grade 8
10	Grade 8	14 yrs old	At least 15 yrs old	Grade 9
11	Grade 9	15 yrs old	At least 16 yrs old	Grade 10

6. All interested test takers shall comply with the following requirements for specific types of test registrants.

**a. For new test-takers**

- i. 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)
- ii. Original and one photocopy of the **permanent school record** (e.g., SF10/Form 137) signed by the school principal/registrar/school administrator)
- iii. **Certificate of attendance in intervention programs**, or any proof of schooling (if applicable).
- iv. Two identical and recently taken 1x1 colored **ID pictures** with name tags (with white background).
- v. One copy of the accomplished **Regular PEPT Registration Form**.

**b. For test retakers**

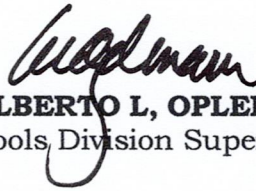
- i. Original and one photocopy of the **PEPT Certificate of Rating** (for applicants who need to retake a PEPT subtest).





Republic of the Philippines  
**Department of Education**  
REGION X – Northern Mindanao  
**SCHOOLS DIVISION OF MISAMIS ORIENTAL**

- ii. Two identical and recently taken 1x1 colored ID pictures with name tags (with white background).
  - iii. One copy of the accomplished Regular PEPT Registration Form.
7. Deadline for the submission of accomplished PEPT Registration Form and other pertinent documents is on **February 15, 2023, 12 noon**.
8. **Walk-in** registrants **shall not be accommodated** during the test administration.
9. A **Certificate of Rating (COR)** shall be issued to each test-taker. Information regarding the release of results shall be announced in a separate issuance.
10. There will be an online/virtual orientation and briefing of all testing personnel on test administration this coming February 15, 2024, 1:30 PM. Meeting link will be disseminated through the chat group.
11. Attached to this Memorandum is the DepEd Memorandum No.8, s.2024 titled *Administration of the 2023 Regular Philippine Educational Placement Test* dated February 2, 2024.
12. For clarifications and other related concerns, you may contact **School Governance and Operations Division (SGOD)** through **09351661601/09670272608**.
13. Immediate and wide dissemination of this Memorandum is directed.

  
**EDILBERTO L. OPLENARIA, EdD, CESO V**  
Schools Division Superintendent

Encl.: As stated

References: Advisories from the Office of the Director of BEA  
To be indicated in the Perpetual Index under the following subjects:

ASSESSMENT  
BASIC EDUCATION  
SCHOOLS

OSDS-ELO/SGOD-mtma/daa-gpm



Address: Del Pilar-Velez Street, Brgy. 29, Cagayan de Oro City 9000  
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)  
Website: [www.deped.misor.net](http://www.deped.misor.net)  
Email: [misamis.oriental@deped.gov.ph](mailto:misamis.oriental@deped.gov.ph)





Republic of the Philippines  
**Department of Education**

FEB 02 2024

DepEd MEMORANDUM  
No. **008**, s. 2024

**ADMINISTRATION OF THE 2023 REGULAR PHILIPPINE EDUCATIONAL  
PLACEMENT TEST**

To: Undersecretaries  
Assistant Secretaries  
Minister, Basic, Higher, and Technical Education, BARMM  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

1. The Department of Education (DepEd), through the Bureau of Education Assessment (BEA), announces the **Administration of the 2023 Regular Philippine Educational Placement Test (PEPT)** on **February 11, 2024**, for Luzon testing centers, and on **February 18, 2024**, for Visayas and Mindanao testing centers.
2. The PEPT is a 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. The target registrants for PEPT are the following:
  - a. Learners from schools without a 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.
4. **No test registration fees** shall be collected from the test registrants in reference to DM-CT-2023-028.
5. Pursuant to Section 6 (Grade Level Placement Assessment) of DepEd Order No. 55, s. 2016 titled Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program, the placement of the Regular PEPT qualifiers shall take effect in the next or subsequent school year, not during the current school year when the test was administered.

## Test Registration

6. The test registration shall be done in select schools division offices (SDOs) starting from the date this Memorandum is published until **February 5, 2024**.

7. The Regular PEPT Registration Form can be downloaded from <https://bit.ly/RegPEPTForm>.

8. The Division Testing Coordinators (DTCs) shall be in charge of the evaluation of documents and ensure that the documentary requirements of each registrant are complete. Below are the requirements for specific types of test registrants.

### a. For new test-takers

- i. 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
- ii. Original and one photocopy of the **permanent school record** (e.g., SF10/Form 137) signed by the school principal/registrar/school administrator)
- iii. **Certificate of attendance in intervention programs**, or any proof of schooling (if applicable)
- iv. Two identical and recently taken 1x1 colored **ID pictures** with name tags.
- v. One copy of the accomplished **Regular PEPT Registration Form**

### b. For test retakers

- i. Original and one photocopy of the **PEPT Certificate of Rating** (for applicants who need to retake a PEPT subtest)
- ii. Two identical and recently taken 1x1 colored **ID pictures** with name tags.
- iii. One copy of the accomplished **PEPT Registration Form**

9. Examinees whose test score in one subject is lower than 75% may be allowed to retake the failed subtest within six months from the date of examination. On the other hand, examinees whose test scores in two or three subjects are lower than 75% are required to retake all the subtests.

10. A Certificate of Rating (COR) shall be issued to each test-taker. Information regarding the release of results shall be announced in another Memorandum.

## Testing Centers, Test Materials, and Number of Registrants

11. The testing centers shall be located in select SDOs.

12. Some SDOs shall have more than one testing center.

13. BEA shall allocate the number of test materials per SDO, and designated testing center based on the actual number of test registrants.

14. The DTCs are required to submit to BEA the actual number of Regular PEPT registrants for the allocation and packing of test materials in the warehouse.

15. The Excel template to be used in the submission of the **actual number of test registrants** per testing center and updated names of testing centers (if applicable) can be downloaded from <https://bit.ly/TestingCenterAndRegistrants>.

16. The Excel template shall be uploaded on **February 7, 2024** to this link: <https://bit.ly/RegularPEPT2023> using the filename: [Region]\_[Division]\_2023 Regular PEPT Updated Testing Centers & Actual Number of Registrants.

#### **Virtual Orientation**

17. BEA shall schedule a virtual orientation about the evaluation of PEPT documentary requirements and test administration guidelines. The orientation shall be attended by the Regional Testing Coordinators, DTCs, and other key testing personnel who will be involved in the test administration. The virtual orientation details shall be announced in a separate Advisory.

18. Health and safety protocols must be followed in all the activities to be done.

19. For more information, please contact the **Bureau of Education Assessment-Education Assessment Division** through email at [bea.ead@deped.gov.ph](mailto:bea.ead@deped.gov.ph) or at telephone number (02) 8631-2589.

20. Immediate dissemination of this Memorandum is desired.

By Authority of the Secretary:

  
**GINA O. GONONG**  
Undersecretary

#### Reference:

DepEd Order (No. 55, s. 2016)

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

ASSESSMENT  
BASIC EDUCATION  
CERTIFICATION  
FEES  
LEARNERS  
RULES AND REGULATIONS  
SCHOOLS  
TEST





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.	
	No., Street, Barrio, Town, Province/City		Age	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Person with Disability (PWD) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Mailing Address	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 <i>To be filled out by the Division Testing Coordinator</i>	Grade Level/s to Take <i>To be filled out by the Division Testing Coordinator</i>		
Place and Date of Registration			Examination Center			
1" x 1" Picture	<b>INSTRUCTIONS TO THE PEPT TESTING COORDINATOR</b> 1. Before signing this form, please ensure that all entries on <b>Age</b> , <b>Last Grade Level Completed</b> , and <b>Grade Level/s to Take</b> are legible and correct. 2. Detach <b>Registrant's Copy</b> and give it to the applicant. 3. To verify the identification of the registrant, keep the <b>LEM's Copy</b> and give it to the <b>Chief Examiner</b> on the examination day. 4. <b>NO REGISTRATION FEE</b>			<i>To be filled out by the Division Testing Coordinator</i> <b>CHECK DOCUMENTS SUBMITTED</b> <b>For NEW PEPT REGISTRANTS</b> <input type="checkbox"/> Birth Certificate (NSO/PSA or Local Civil Registrar) <input type="checkbox"/> School Records (SF10/F137 signed by the School Principal/Registrar/Administrator) <input type="checkbox"/> Identical and recently taken 1x1 colored ID pictures with name tag (2pcs.) <b>For retakers and PEPT passers only</b> <input type="checkbox"/> Certificate of Rating (COR) <input type="checkbox"/> Identical and recently taken 1x1 colored ID pictures with name tag (2pcs.) <b>Additional requirements for PEPT Validation purposes only</b> <input type="checkbox"/> Endorsement Letters <input type="checkbox"/> School Division Office <input type="checkbox"/> Regional Office		
	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.					
2023	_____ Signature over Printed Name of Registrant/Examinee					



Republic of the Philippines  
Department of Education  
BUREAU OF EDUCATION ASSESSMENT

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

## REGULAR PHILIPPINE EDUCATIONAL PLACEMENT TEST

### REGISTRATION FORM

Name of Registrant/ Examinee	Last Name		First Name		M.I.
	No., Street, Barrio, Town, Province/City		Age	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Person with Disability (PWD) <input type="checkbox"/> Yes <input type="checkbox"/> No
Mailing Address	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 <i>To be filled out by the Division Testing Coordinator</i>	Grade Level/s to Take <i>To be filled out by the Division Testing Coordinator</i>	
Place and Date of Registration			Examination Center		
1" x 1" Picture	<b>NOTES:</b> 1. Upon registration, the <b>Registration Officer</b> will inform you of the examination date and venue. 2. Complete all the information in the Registration Form. 3. 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.				
	Certified True and Correct:  _____ DIVISION TESTING COORDINATOR Signature Over Printed Name				
2023					