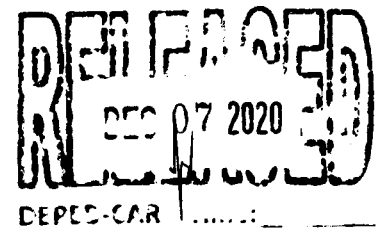




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



December 3, 2020

REGIONAL MEMORANDUM

No. 392.2020

To: Schools Division Superintendents
 Division Testing Coordinators (DTCs)
 All others concerned

**UPDATES ON THE ADMINISTRATION OF THE BUREAU OF EDUCATION
 ASSESSMENT (BEA) TESTING PROGRAMS**

1. This is to inform the Schools Division Offices (SDOs) on the compliance and submission of reports of the following BEA Testing Programs:

Testing Program	Date of Test Administration	Timelines
Computer Based – Accreditation and Equivalency (CB-A&E) Test	January 11, 2021	Dec. 4, 2020 <ul style="list-style-type: none"> ▪ Submission of Registration Documents
2020 Philippine Educational Placement Test	February 7, 2021	Nov. 15 – Dec. 15, 2020 <ul style="list-style-type: none"> ▪ Registration Period Dec. 18, 2020 <ul style="list-style-type: none"> ▪ DTCs to submit the List of Qualified PEPT Test Applicants

2. Further, attached is DM-CI-2020-00-363 on the Account Settlement on PEPT Registration Forms Balances and Memorandum on the Authority to Utilize Program Support Funds (PSF) for Various BEA Assessment and Research Activities.

3. For more information, please contact the **Quality Assurance Division (QAD), DepED – Regional Office, Cordillera Administrative Region** at Telephone Number: **422 – 1318 (local 1201)** or email us at: quad.depedcar@gmail.com.

4. Immediate dissemination of this memorandum is desired.


ESTELA L. CARIÑO EdD, CESO IV
 Regional Director

QAD/ALP/mab



Address: Wangal, La Trinidad, Benguet
 Telephone No.: (074) 422-1318
 Email: car@deped.gov.ph



ISO 9001:2015 Certified
 Quality Management System
 DE-50500784 QM15



Education Assessment Di... 9:47 AM

to bcc: me ✓



Dear all,

We hope this email finds you well.

As we all know, the memo on CB-A&E Test has not yet been issued. We highly recommend that the administration of CB-A&E Test will start on **January 11, 2021**. We will be sending you updates once the memo has been issued. Hence, the submission of registration documents for the CB- A&E Test will be extended until **December 4, 2020, Friday**. Furthermore, we are requesting SDOs who opt to conduct the CB- A&E Test to send the revised assessment plan.

Thank you.

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Best Regards,

BEA-EDUCATION ASSESSMENT DIVISION

(02) 631-2589/ 631-2571

2nd flr., Bonifacio Bldg., DepEd Complex,

Meralco Ave., Pasig City

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**REGISTRATION AND ADMINISTRATION OF THE 2020 PHILIPPINE
EDUCATIONAL PLACEMENT TEST**

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

1. The Department of Education (DepEd), through the Bureau of Education Assessment (BEA), announces the schedule of registration and administration of the 2020 Philippine Educational Placement Test.

2. Pursuant to DepEd Order No. 30 s.2020 entitled *Amendment to DepEd Order No. 007 s.2020 (School Calendar and Activities for School Year 2020-2021)*, the 2020 Philippine Educational Placement Test (PEPT) shall be administered in all schools' divisions nationwide on **February 7, 2021**. The test will be in a paper-and-pencil modality.

3. The registration period for the above-mentioned examination shall be from **November 15, 2020 to December 15, 2020**. Payment for the said examination shall be waived due to the existing health crisis. Per DepEd Order No. 55 titled *Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program s.2020*, the following learners are eligible to apply for the PEPT:

- 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
- f. Learners who are overage for their grade level

However, in compliance with Executive Order 112, s. 2020 and IATF Resolution No. 79, applications shall only be limited to registrants who are 15 to 65 years old. Learners with immunodeficiency, comorbidity or other health risks, and all pregnant women, shall not be allowed to register for the said examination.

4. All PEPT applications shall be subjected to documentary evaluation by a qualified testing personnel. DTCs shall be in-charge of the evaluation of documentary requirements of test applicants which include the following:

- a. Accomplished PEPT Registration Form (See Enclosure 1)
- b. Original and certified photocopy of School Record - School Form 10 (SF10) or Form 137 for JHS applicants and School Form 9 (SF9) or Form 138 for elementary level applicants

- c. Original and photocopy of Birth Certificate issued by PSA/NSO (Baptismal Certificate/ Birth Certificate issued and duly signed by Local Civil Registrar shall be accepted in the absence of a Birth Certificate)
- d. Two (2) 1"x1" ID pictures
- e. Accomplished Medical Declaration Form

DTCs must ensure the completeness and authenticity of documentary requirements submitted by all registrants. Registrants with incomplete and inadmissible requirements shall not be allowed to take the test. Additionally, all applicants shall be required to accomplish a Medical Declaration Form upon registration.

5. In consideration of the varied Alternative Work Arrangement employed by DepEd offices, SDOs are permitted to employ a modified registration scheme/procedure (e.g., online registration), provided, that all existing protocols in the verification of authenticity of documents submitted shall be observed.

6. The Division Testing Coordinators (DTCs) are directed to submit the Final List of Qualified PEPT Test Applicants to BEA thru this link <http://bit.ly/2020PEPTReg> on or before **December 18, 2020**. The data to be submitted should be in MS Excel and should be patterned after the format in Enclosure 4 of this memorandum.

7. A PDF copy of the same data, duly signed by the SDS, shall likewise be submitted to the same link address and shall serve as basis for the downloading of funds for the test administration. Hence, an early submission is highly encouraged to facilitate the timely downloading of funding requirements. Failure to submit registration data on the above-mentioned date shall mean zero registrant for the SDO. In such a case, SDOs shall submit a formal communication to the Bureau of Education Assessment confirming its zero PEPT registration. The said communication shall be attested by the DTCs and should be duly signed by the SDS.

8. The Schools Division Superintendent (SDS), through the Division Testing Coordinators (DTCs), in close supervision by Regional Testing Coordinators (RTCs), shall oversee the conduct of the 2020 PEPT administration consistent with standards and provisions stated in DepEd Order No. 55, s.2016. In the context of the existing public health emergency, SDOs are directed to coordinate with and secure a clearance from Local/Municipal Health authorities prior to the conduct of test administration.

9. The following enclosures shall guide the Division Testing Coordinators in the conduct of registration and evaluation of eligibility of test applicants.

- Enclosure 1 – 2020 PEPT Registration Form
- Enclosure 2 – Medical Declaration Form
- Enclosure 3 – PEPT Registration Procedure
- Enclosure 4 – Format of Registration Data to be submitted to BEA

10. The placement of the PEPT qualifiers who took the test during this test administration shall take effect in the same or current school year when the test was administered (School Year 2020-2021) thereby, temporarily suspending

provisions on the Effectivity of Grade Level Placement of PEPT Qualifiers stated in Section 6-2A of DepEd Order 55 s.2016.

11. DTCs are highly encouraged to carry out the following activities prior to test administration:

- a. Conduct an advocacy campaign to support the PEPT program thru various methods including but not limited to posters or web-based bulletins, online/offline advertising, brochures/leaflets distribution and coordination with the Division Planning Officer to identify overage learners based on the LIS database.
- b. Conduct of orientation of Testing Personnel ie. School Testing Coordinator, Chief Examiner, Room Supervisors and Room Examiners, to ensure smooth and standardized conduct of test administration.
- c. Coordinate monitoring activity with their respective Regional Offices.
- d. Ensure the availability and sufficiency of test materials.

12. BEA's authorized forwarder/courier shall deliver and retrieve the test materials at least a week before and a day after the test administration, respectively, except for school divisions in the National Capital Region (NCR), which shall be delivered two days before the test administration.

13. For more information, all concerned may contact the **Bureau of Education Assessment-Education Assessment Division (BEA-EAD)**, Department of Education (DepEd) Central Office (CO), 2nd Floor Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City at telephone no. (02) 631-2589 or through its email address bea.ead@deped.gov.ph.

13. Immediate dissemination of this memorandum is desired.

LEONOR MAGTOLIS BRIONES
Secretary

References: DepEd Order Nos.: (55, s. 2016; 030 s.2020)

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

ASSESSMENT
EXAMINATION

LEARNERS
TEST

Enclosure 1- 2020 PEPT Registration Form

PEPT FORM 1

Republic of the Philippines
Department of Education
BUREAU OF EDUCATION ASSESSMENT

FREE

PHILIPPINE EDUCATIONAL PLACEMENT TEST

NO.		REGISTRATION FORM				LEM's Copy	
Surname		First Name				MI	
Mailing Address		No., Street, Barrio, Town, Province/City		Contact No.	Age	Sex	
Date of Birth		LRN (if any)		Date of Examination			
Name and Address of School Last Attended			Grade Level Completed/Finished		Division Code		
Place and Date of Registration			Purpose of Examination				
			<input type="checkbox"/> Placement <input type="checkbox"/> Validation <input type="checkbox"/> Subject Completion				
Examination Center							

Division Testing Coordinator's Signature Over Printed Name

Applicant's Signature Over Printed Name

INSTRUCTION TO THE PEPT DIVISION TESTING COORDINATOR



FEBRUARY 2021

1. Before signing this form, please see to it that all entries especially those on Date of Birth, Age and Grade Level Finished are legible and correct.
2. Detach Applicant's Copy and give it to the applicant.
3. Keep the LEM's Copy and give it to the Chief Examiner on examination day for applicant verification purposes.
4. Verify through LIS if the school where the learner comes from has a government permit.
5. For learners from private schools without government permit, place the endorsement letter from the Regional Office inside each ETR.

CHECK (✓) DOCUMENT/S SUBMITTED

- Birth Certificate
- School Record/s
Secondary Form 137
Elementary Form 137/138
- ID Pictures

PEPT FORM 1

Republic of the Philippines
Department of Education
BUREAU OF EDUCATION ASSESSMENT

FREE

PHILIPPINE EDUCATIONAL PLACEMENT TEST

NO.		REGISTRATION FORM				Applicant's Copy	
Surname		First Name				MI	
Mailing Address		No., Street, Barrio, Town, Province/City		Contact No.	Age	Sex	
Date of Birth		LRN (if any)		Date of Examination			
Name and Address of School Last Attended			Grade Level Completed/Finished		Division Code		
Place and Date of Registration			Purpose of Examination				
			<input type="checkbox"/> Placement <input type="checkbox"/> Validation <input type="checkbox"/> Subject Completion				
Examination Center							

Examination Center

Applicant's Signature Over Printed Name

NOTES: 1. Fill out all blanks in the Registration Form



FEBRUARY 2021

2. Upon registration, the Registering Official will inform you of the place where you are to take the PEPT.
3. On examination day, the test will start exactly at 7:30 a.m. Bring with you this form and 2 lead pencils. You may also bring snacks and lunch that you can take during the break.

Certified True and Correct:

Division Testing Coordinator's Signature Over Printed Name

Enclosure No. 2: Medical Declaration Form

Republic of the Philippines
Department of Education
Division of _____
Region _____

Medical DECLARATION FORM

Name: _____ Age: _____ Gender: _____

Directions: The following are medical conditions that are considered comorbidities of Covid-19. Each item is answerable by yes or no. Answer each item honestly by putting a check in the box that corresponds to your answer.

Do you have:	Yes	No
a. cancer		
b. kidney disease		
c. diabetes		
d. hypertension or high blood pressure		
e. pulmonary disease/conditions (tuberculosis, asthma, cystic fibrosis, etc.)		
f. liver disease, e.g. especially cirrhosis (scarring of the liver)		
g. weakened immune system due to solid organ or bone marrow transplant		
h. heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies		
For women only, are you pregnant?		

I express my consent for and authorize DepEd to collect, process, and keep my personal information on my medical conditions for the screening purposes in the registration for Philippine Educational Placement Test and in compliance with the Data Privacy Act of 2012 (RA 10173). DepEd cannot disclose my personal information to any third parties without my explicit permission. It can, however, share said information with its bureaus/offices/service units and external agencies, affiliates, or partners to fulfill programs, activities, and projects requirements; financial, logistic, and contractual obligations; or to comply with law enforcement and legal processes. I certify that I have agreed to the above information and that I am well-informed of the purposes of this endeavor.

Signature over Printed Name
Date: _____

Enclosure No. 3: PEPT Registration Procedure

STEPS FOR REGISTRATION:

1. Contact or proceed to the nearest DepEd School Division Office (SDO) and look for the Division Testing Coordinator (DTC). Advise the coordinator of your interest to take the PEPT.
2. Accomplish the 2020 PEPT Registration Form (See Enclosure 1)

DTCs can print and reproduce Enclosure 1 of this memorandum for purposes of facilitating registration of PEPT Applicants.

3. Submit the following requirements to the Division Testing Coordinator:
 - Certified True Copy of Form 137 or School Form 10 (SF10)
 - Photocopy of Birth Certificate or Baptismal Certificate
 - 2 copies of recent 1x1 ID Picture
 - Accomplished Medical Declaration Form
4. Upon evaluation of application and confirmation of eligibility, receive the Applicant's Copy or lower half of the signed registration form. Remember to bring this form on the day of examination.

Note: **NO PAYMENT SHALL BE COLLECTED** from the test applicant upon registration, during test administration and issuance of COR.

For registrants from far-flung barangays and municipalities:

1. Proceed to the nearest school and look for the School Testing Coordinator (DTC). Advise the coordinator of your interest to take the PEPT.
2. Accomplish the 2020 PEPT Registration Form. (See Enclosure 1)

STCs can print and reproduce Enclosure 1 of this memorandum for purposes of facilitating registration of PEPT Applicants.

3. Submit the following requirements to the School Testing Coordinator:
 - Certified True Copy of Form 137 or School Form 10 (SF10)
 - Photocopy of Birth Certificate or Baptismal Certificate
 - 2 copies of recent 1x1 ID Picture
 - Accomplished Medical Declaration Form

STCs shall submit all registration requirements of PEPT applicants to the DTC or SDO personnel in charge of PEPT registration. Upon evaluation of application and confirmation of eligibility, STCs shall receive the duly signed Applicant's Copy or lower half of the Registration Form from the DTC. STCs shall in turn, return the said form to the PEPT applicant prior to the conduct of the test.

4. Remember to bring the other half of the Registration Form on the day of examination.

Enclosure 4: Format of Data to be Submitted to BEA (in MS Excel Format)

Sheet 1: Total No. of Applicants per Testing Center

List of Testing Centers	Total No. of Registered Examinees in the Testing Center	Total No. of Applicants who will use TB No. 1 (Elementary-K-G6)	Total No. of Applicants who will use TB No. 1 (JHS/G7-G10)

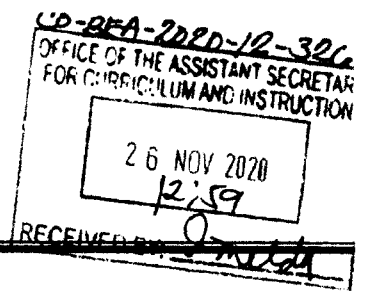
Sheet No. 2: Masterlist of Examinees

Name of Examinee	Purpose of Examination (Placement, Validation, Back Subjects, etc)	Age	Birth Certificate submitted (Please check)	Last Grade Level Passed	Grade Level/s or Subject/s to take	Certified True Copy of School Record Submitted (Please check)	Identification (ID) Picture submitted (Please check)	Medical Declaration Form Submitted

Note: Other than the data in MS Excel Format, a PDF copy of the data, duly signed by the SDS shall be submitted to BEA to serve as basis for funds to be downloaded.



Republic of the Philippines
Department of Education
DepEd Complex, Meralco Avenue, Pasig City, Philippines



Office of the Undersecretary for Curriculum and Instruction

MEMORANDUM

DM-CI-2020-00-363

To : **Schools Division Superintendents
Division Testing Coordinators
All Others Concerned**

FROM : **DIOSDADO M. SAN ANTONIO**
Undersecretary

SUBJECT : **Account Settlement on PEPT Registration Forms
Balances**

DATE : **November 17, 2020**

1. In consideration of the existing public health emergency, this Bureau respectfully informs you of the following mode of settlement of payment for PEPT registration form balances of all concerned Schools Division Offices (SDOs). The balances refer to the registration forms used in the regular administration of PEPT conducted every November.

2. Payments of outstanding balances on the aforementioned registration forms of all SDOs are encouraged to be settled thru a deposit at any Landbank branch using the following account details:

Account Name: NETRC Trust
Account No.: 3342-1010-37

3. Upon settlement of outstanding balances, a letter informing the Bureau of the settlement and the scanned copy of validated deposit slip must be emailed to acctg.bea@gmail.com and pept.bea@deped.gov.ph.

4. For more details, please contact the **Bureau of Education Assessment-Education Assessment Division**, Department of Education Central Office, 2nd Floor Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City through email at bea.ead@deped.gov.ph or at telephone number (02) 8631-2589. You may also email the **Accounting Division** for account related inquiries.

5. For strict compliance of concerned offices.



Republic of the Philippines
Department of Education
Curriculum and Instruction Strand
Bureau of Education Assessment
2nd Floor, Bonifacio Bldg., DepEd Complex, Meralco Avenue, Pasig City



937831

MEMORANDUM

FOR: ANNALYN M. SEVILLA
Undersecretary for Finance

THRU: DIOSDADO M. SAN ANTONIO
Undersecretary for Curriculum and Instruction

FROM: NELIA V. BENTO, Ph. D., CESO IV
Director IV

DATE: November 26, 2020

SUBJECT: Authority to Utilize Program Support Funds (PSF) for Various BEA Assessment and Research Activities

Authority is hereby requested to utilize the Program Support Funds (PSF) downloaded in all Schools Division Offices nationwide for various research and assessment activities conducted by this Bureau with the assistance of division and school testing personnel. This proposal is more convenient, practical and time saving on the part of everyone concerned instead of downloading a PSF for every BEA assessment and research activity conducted in the field.

In case that there is surplus in the downloaded funds, school division offices shall be required to refund excess amount.

For your approval.