

REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
UL Complex, Meralco Avenue
Pasig, Metro Manila



Sama-Sama
sa DECS

September 30, 1997

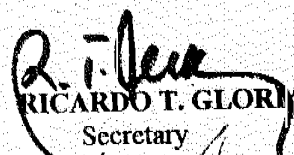
DECS MEMORANDUM

No. 382, s. 1997

ADMINISTRATION OF THE 1997 PHILIPPINE EDUCATIONAL PLACEMENT TEST (PEPT)

To: Bureau Directors
Regional Directors
Schools Superintendents
District Supervisors
Private Elementary and Secondary School Principals
Vocational High School Principals

1. The 1997 Philippine Educational Placement Test (PEPT) will be administered in designated examination centers nationwide on Sunday, November 30, from 8:00 o'clock a.m. to 5:00 p.m. with a one-hour noon break. Only out-of-school and overaged in-school (elementary/secondary) Filipino citizens are eligible to take the test.
2. The registration of applicants will end on November 7, 1997 in all division offices. Each applicant shall pay a non-refundable fee of fifty pesos (P50.00) as per DECS Order No. 100, s. 1992. Non-compliance with the deadline of submission on the number of registrants to NETRC may affect the allocation of the correct number of test materials for each division testing center.
3. The regional director through the Local Examination Management (LEM) shall be responsible for the effective administration of the test.
4. The NETRC shall conduct a National Seminar-Workshop on the Administration of the 1997 PEPT for Regional and Division Testing Coordinators. Likewise, the division offices shall conduct an echo orientation/briefing for their chief examiners, room examiners and proctors after the National Seminar-Workshop.
5. Guidelines and pertinent rules and regulations relative to the administration of the 1997 PEPT are provided in Inclosures 1 and 2.
6. Immediate and widest dissemination of this Memorandum is desired for the information and guidance of all concerned.


RICARDO T. GLORIA
Secretary

Incls.: As stated

Reference: DECS Memorandum: No. 402, s. 1996

Allotment: 1-3—(D.O. 50-97)

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

EXAMINATIONS
FEES

OFFICIALS
RULES & REGULATIONS

(Inclosure No. 1 to DECS Memo No. 382, s. 1997)

**GUIDELINES IN THE ADMINISTRATION OF THE 1997 PHILIPPINE
EDUCATIONAL PLACEMENT TEST (PEPT)**

For a more effective administration of the 1997 PEPT the following guidelines are issued.

I. REGISTRATION OF APPLICANTS

1. Registration of applicants in each division will end on November 7, 1997. The number of registrants shall be reported directly to the NETRC by radiogram, telegram, or fax the day following the close of the registration period (November 7, 1997). Non-compliance with the deadline may affect the number of allocated test materials for each division. **NO INSTANT REGISTRATION SHALL BE ALLOWED.**

2. Only youth/adults who are out of school for at least two (2) years and overaged in-school by three (3) years and who are Filipino citizens shall be registered. A deviation of not less than three years from the normal school age for the particular grade/year level is considered overaged.

The following are considered overaged.

Grade/Year	Code	Age
I	1	if at least 9 years old
II	2	if at least 10 years old
III	3	if at least 11 years old
IV	4	if at least 12 years old
V	5	if at least 13 years old
VI	6	if at least 14 years old
First Year	7	if at least 15 years old
Second Year	8	if at least 16 years old
Third Year	9	if at least 17 years old

3. An examination fee of Fifty Pesos (P50.00) which is non refundable shall be charged each applicant upon registration. The applicant's copy of the Registration Form shall be stamped "PAID" and signed by the registering official and shall be presented to the examiner on examination day. The complete data called for in the registration form shall likewise be indicated therein. The documents submitted shall be certified true copies without any erasures/tampering and the picture appearing in

the admission slip as shown personally by the applicant/examinee before taking the examination is exactly the same as the picture in the registration form (LEM'S copy) to avoid imposturing. The registering official shall make sure that no applicant shall be allowed to take the examination without paying first the registration fee.

II. Procedure in the Remittance of Collections (Registration fees) and the Allocation of Working Funds (Cash Advances)

1. The total amount collected from registration fees shall be directly remitted to the Director, NETRC-DECS, immediately after the close of the registration period, November 7, 1997.
2. The reported number of registrants shall be the reference in determining the actual fees collected to be remitted to the NETRC-DECS.
3. All expenses incurred incidental to the conduct of the examination in the Region /Division shall be charged against the Cash Advances issued by NETRC-DECS.
4. The allowances of the following personnel are:
 - a. **Regional Office**
 1. **Regional Director and Regional Testing Coordinator - One Hundred Fifty Pesos (P150.00) each on the day before the examination and on examination day.**
 2. **Other monitoring officials - actual expenses incurred shall be chargeable against monitoring funds included in the cash advance (only for the divisions that can be reached by land transportation, no air travel).**
 - b. **Division Office**
 1. **Schools Division Superintendent, Division Testing Coordinator, NETRC representative - One Hundred Fifty Pesos (P150.00) each on the day before and on examination day.**
 2. **School Heads, Chief Examiner, and One (1) Security Officer per Testing Center - One Hundred Fifty Pesos (P150.00) each on examination day.**

3. Examiners and Proctors - One Hundred Ten Pesos (P110.00) each on examination day plus three (3) days service credits;
4. Janitors and other helpers assigned in the Testing Centers - Eighty Pesos (P80.00) - each on examination day.
5. Other authorized expenses shall be for the following:
 - 5.1 Snacks/meals on Orientation Day
 - 5.2 Miscellaneous Expenses - Bank draft, gas/transportation for test materials and other incidental expenses on examination day and monitoring expenses.
6. In no case shall overdraft be refunded. Expenses shall be limited to the cash advance of which a statement of itemized expenses is indicated.
7. A liquidation report shall be prepared as soon as possible and not to exceed two weeks therefrom properly verified by COA. The original copy of the Liquidation Report shall be sent directly to the Accounting Unit, NETRC-DECS.
8. COA rules and regulation shall be strictly observed.
9. The remitted collections shall tally with the number of registration forms used and to be represented in a statement form. (Please see attached sample).

III. TESTING CENTERS

A testing center in each division, to be designated by the Schools Division Superintendent, shall be established in a place most accessible to the majority of the registrants. In case there is a substantial number of registrants (at least 100) who reside in a place far from the established testing center, a sub-examination center may be opened in which case the NETRC shall be notified of this.

IV. FORMS/ENVELOPES TO BE ACCOMPLISHED

For purposes of accuracy and proper documentation of data relative to the pre-and post-test activities, the following forms/envelopes shall be accomplished:

1. FORMS:

- 1 - Registration Form
- 2 - Test Materials Accounting Form
- 3 - List of PEPT Applicants Per Room (3 copies)
- 4 - List of Actual Examinees (2 copies)
- 5 - Summary Report

2. ENVELOPES

- Examiners/Proctors Transmittal Report Envelope (EPTRE)
- Chief Examiners Transmittal Report Envelope (CETRE)

V. OVER-ALL MANAGEMENT AND SUPERVISION

1. **Regional Level.** The Regional Director shall be responsible for the smooth and effective administration of the PEPT in the Region. He shall organize a Regional Testing Team (RTT) composed of the Regional Supervisors, one of whom shall be designated as the Regional Testing Coordinator (RTC), to supervise the conduct of the test in the region. Each supervisor shall be assigned in the division with a large number of registrants and each shall make a report relative to the administration of the test immediately after the test. The RTC shall consolidate the reports to be submitted to the Regional Director, and a copy furnished the NETRC.

2. **Division Level.** The Schools Division Superintendent (SDS) shall organize and chair a committee to be known as the Local Examination Management (LEM) to oversee the smooth and efficient administration of the PEPT in the Division. The LEM shall be composed of the following: Schools Division Superintendent (SDS), as Chairman, Division Testing Coordinator (DTC), PNP Officer, Chief Examiner (CE), and School Head.

VI. FUNCTIONS AND RESPONSIBILITIES OF PERSONNEL INVOLVED

1. The Schools Division Superintendent as LEM Chairman shall: a) be responsible for the smooth conduct of the test in the division, b) designate examination centers and sub-testing centers, c) assign one of the division supervisors

as DTC, a Chief Examiner from among the administrative/ supervisory staff, and d) designate Room Examiners and Proctors from among the master teachers and or responsible members of the teaching staff.

2. The Division Testing Coordinator (DTC) shall: a) check properly the application forms to determine if applicants meet all the requirements, particularly the age and payment requirements. b) prepare the list of Registrants for each room according to age level (Form 3), c) coordinate and monitor the conduct of the PEPT in the division, d) conduct an orientation or briefing on the effective administration of the PEPT, and e) consolidate reports on the total number of applicants, to be reported immediately to the NETRC by radiogram/telegram/fax on or before November 7, 1997.

3. The Division Finance/Collecting Officer shall certify to the correctness of the registration fee collected against the number of registration forms used and the actual number of registrants submitted by the registering officer as basis for proper accounting and auditing on the collected fees remitted to NETRC.

4. The School Head shall: a) provide the following: 30 arm chairs, chalkboard, board erasers, and chalk in each testing room on examination day, and a standing board showing the location of the different testing rooms, b) ensure that only authorized personnel are allowed to enter the compound on examination day.

5. The Chief Examiner (CE) shall: a) coordinate with the Head of the School in the preparation of the examination rooms at least three days before the examination day, b) supervise the posting of PEPT Form 3, c) receive the test materials from the DTC and distribute the same to the room examiners not later than 7:00 o'clock a.m. on examination day, d) safeguard the confidentiality of the test materials by supervising closely the administration of the test, e) check the report of the examiners and consolidate the same, f) prepare the narrative report, and g) accomplish the forms contained in the CETRE.

6. Room Examiner (RE) shall: a) have familiarized herself with the contents of the Examiner's Handbook before the examination day, b) be in her assigned examination center to receive the test materials from the Chief Examiner (CE) not later than 7:00 a.m. on examination day, c) check the number of the test materials she received before proceeding to her assigned room, d) ascertain the identity of individual examinees based on the Form I before letting them enter the room, e) give the preliminary instruction before distributing the test materials, F) distribute the test materials individually to the examinees and administer the test strictly in

accordance with the Examiner's Handbook, g) go around the room while the test is in progress, to find out if examinees are following directions correctly, h) retrieve individually the TB as well as the Answer Sheets and verify data entered, i) return Form I and Examiner's Handbook to CE, and j) accomplish reports and submit the EPTRE with its contents as specified therein to the Chief Examiner.

7. The Proctor shall: a) be in her assigned examination center before 7:00 a.m. on examination day, b) prepare the board work, c) assist the Examiner to ascertain the identity of the individual Examinees, d) assist in the distribution and retrieval of test materials to and from the Examinees, and e) accomplish the Form 4.

VII. DISTRIBUTION AND RETRIEVAL OF TEST MATERIALS

The distribution and retrieval of test materials require utmost care, diligence and vigilance on the part of the LEM and the REs to insure the confidentiality of the test materials and the integrity of the test.

1.0 Distribution Phase

1.1 The NETRC shall deliver the test materials to the Divisions with a testing center/s. The packing guide that goes with the test materials shall be the reference in determining the allocation per testing center.

1.2 The SDS or his duly authorized representative shall receive the materials from the NETRC representative immediately upon the latter's arrival. He shall verify the number of boxes received against the number specified in the Delivery Form without breaking the seal of the boxes.

1.3 The SDS/DTC shall turn over the test materials to the CE before 7:00 a.m. on examination day in the presence of the NETRC representative.

1.4 In conformity with the procedure indicated in the Examiner's Handbook, the plastic bags containing the Test Booklets (TBs) and Answer Sheets (ASs) shall be opened in the examination room in the presence of the Examinees.

2. Retrieval Phase

- 2.1 After the examination, the Room Examiner and the Proctor shall collect individually the TBs and ASs and verify their total number before they dismiss the examinees. The used TBs shall be arranged together with the unused ones consecutively by serial number and return to the plastic bags for submission to the Chief Examiner.
- 2.2 The plastic bags shall be stapled/sealed in the presence of the CE, the DTC and the NETRC representative after the TBs have all been accounted for.
- 2.3 The contents of the EPTRE and the entries on the said envelope shall also be verified by the CE before it is sealed with the NETRC-DECS seal. The RE shall sign across the seal extending to the envelop at least three times.
- 2.4 The CE shall receive the following materials from the REs: a) Test Booklets, b) EPTRES with the contents specified on the envelope itself, c) Form 1 and d) Handbook.
- 2.5 the DTC shall receive from the CE the following materials:
a) Plastic bags of TB (packed in the same boxes as per Delivery Form) b) EPTRES c) CETREs, and d) Examiner's Handbook and Form A (LEM copies) to be retained in the Division Office.
- 2.6 The NETRC representative shall retrieve the test materials from the SDS/DTC immediately after the accounting of the materials.

VIII. NATIONAL SEMINAR/WORKSHOP

Please refer to Inclosure No. 2 of DECS Order No. _____ s, 1997.

(Inclosure No. 2 to DECS Memo No. 382, s. 1997)

**NATIONAL SEMINAR-WORKSHOP ON THE
ADMINISTRATION OF THE 1997 PEPT**

1. Envisioned for a more efficient and effective administration of the 1997 PEPT and to insure valid and reliable PEPT results, a one-day National Seminar Workshop shall be conducted by the NETRC-DECS on November 11, 1997 for regional and division Testing Coordinators who play a vital role in the supervision and management of the administration of the test. The venue will be announced later.
2. This activity is deemed necessary because of the major changes/modifications in the procedure/requirements in test administration considered after the Regional Orientation Seminar of the 1997 Administration of the NEAT/NSAT/PEPT held in August 1997.
3. The objectives of the activity are:
 - 3.1 to orient the participants on the
 - 3.1.1 new schemes in administration re: grouping of examinees, test booklets, seating arrangement, time allotment, etc.
 - 3.1.2 new procedure/policy regarding the financial aspect, that is the
 - 3.1.2.1 manner of remitting collected fees
 - 3.1.2.2 allowances of personnel involved
 - 3.1.2.3 cash advance (working funds) of region/division
 - 3.1.2.4 liquidation procedure of cash advances
 - 3.2 to stress the important and critical roles and functions of Testing Coordinators and others involved in test administration
 - 3.3 to provide a forum for a group interaction/discussion on such issues as:
 - 3.3.1 the adverse effect of late submission of the number of registrants and improper system of registration of applicant

- 3.3.2 the late remittances of collected fees and incorrect liquidation of cash advances.
- 3.3.3 improper implementation of rules/regulations/policies stated in the guidelines
- 3.4 to update and consolidate the list of test registrants by testing center and by age group.
- 4. The participants shall bring with them the updated list of registrants to facilitate the accomplishment of objective No. 3.4.
- 5. Transportation expenses and per diems of participants shall be charged against local funds, while board and lodging during the seminar/workshop shall be charged against NETRC funds subject to the usual accounting and auditing rules and regulations.
- 6. Immediate dissemination of this Inclosure is desired.