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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 June 26, 1998



*Sama-San
sa DECS*

DECS MEMORANDUM
No. 284 s. 1998

**ADMINISTRATION OF THE 1998 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 1998 Philippine Educational Placement Test (PEPT) will be administered in designated examination centers nationwide on Sunday, November 29, 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, 1998 in all division offices. Each applicant shall pay a non-refundable fee of fifty pesos (P 50.00) 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 1998 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 1998 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.


ERLINDA C. PEFIANCO
Secretary

"Quality Education Towards Philippines 2000"

**GUIDELINES IN THE ADMINISTRATION OF THE 1998
PHILIPPINE EDUCATIONAL PLACEMENT TEST (PEPT)**

For a more effective administration of the 1998 PEPT the following guidelines are issued.

A. REGISTRATION OF APPLICANTS

1. Registration of Applicants in each division will end on November 7, 1998. A report on the latest number of registrants shall be sent directly to NETRC by radiogram, telegram or fax not later than October 20, 1998 and the final number of registrants shall be submitted not later than November 9, 1998 or to be brought along by the Testing Coordinator who will attend the 1998 PEPT Seminar Orientation Workshop on Nov 11 & 12, 1998. Non-compliance with the deadline may affect the number of allocated test materials and cash advance for each division. **NO INSTANT REGISTRATION SHALL BE ALLOWED.**
2. Only youth/adults who have been out of school for at least two (2) years and overaged in-school by at least 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 14 years old
VI	6	if at least 15 years old
First Year	7	if at least 16 years old
Second Year	8	if at least 17 years old
Third Year	9	if at least 18 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.

B. 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. Failure to do so may jeopardize the issuance of the Cash Advance.
2. The final 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 amount of allowances of the following personnel are:
 - 4.1 Regional Office
 - a. Regional Director and Regional Testing Coordinator –One Hundred Fifty Pesos (P150.00) each on the day before the examination and on examination day.
 - b. 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/water travel).
 - 4.2 Division Office
 - a. Schools Division Superintendent, Division Testing Coordinator, NETRC representative – One Hundred Fifty Pesos (P150.00) each on the day before and on examination day.
 - b. School Heads, Chief Examiner, and One (1) Security Officer per Testing Center– One Hundred Fifty Pesos (P150.00) each on examination day.
 - c. Examiners and Proctors – One Hundred Ten (P110.00) each on examination day plus three (3) days service credits;
 - d. Janitor and other helpers assigned in the Testing Centers - Eighty Pesos (P80.00)– each, one day before and 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 and other incidental expenses on examination day.
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 collections to be remitted shall tally with the number of registration forms used and the report shall be presented in a statement form. (Please see attached sample). All fees collected shall be immediately remitted after the close of the last registration date.

C. 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.

D. 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)

E. 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.

F. 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 member 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 and report/submit to NETRC the 1) partial number of registrants on or before October 20, 1998 thru fax; telegram, radiogram and 2) the final number of registrants on November 2 or during the Seminar Workshop (November 11 & 12, 1998).

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 school 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. The 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 1 and the picture attached in the admission slip/registration form 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 and see to it that no paraphernalia are used like calculator, dictionary, etc., h) retrieve individually the TB as well as the answer Sheets and verify data entered, i) return Form 1 and Examiner's Handbook to CE, j) accomplish reports and submit the EPTRE with its contents as specified therein to the Chief Examiner and h) account the TB and AS retrieved individually before the examinees leave the room.
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/retrieval and accounting of test materials to and from the Examinees, and accomplish the Form 4, e) perform similar function of the RE in # 6.g.

G. DISTRIBUTION AND RETRIEVAL OF TEST MATERIALS

The distribution and the 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. Distribution Phase

- 1.1 The NETRC shall deliver the test materials to the Division 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 test materials from the NETRC representative immediately upon the

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 envelope 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.

H. NATIONAL SEMINAR/ORIENTATION WORKSHOP

Please refer to Inclosure No. 2 of DECS Memo No. 284, s. 1998.

NATIONAL SEMINAR WORKSHOP
ON THE ADMINISTRATION OF THE 1998 PEPT

1. A two-day live in National Seminar Workshop on the Administration of the 1998 PEPT will be held at the Philippine Village Hotel (Mercure Hotel, Airport Village, Manila) from November 11-12, 1998 with the theme "TOWARDS AN EFFECTIVE QUALITY ADMINISTRATION OF THE 1998 PEPT". The participants are the regional and division Testing Coordinators of the PEPT.

2. The objectives of the Seminar Workshop are to:

2.1 stress the importance of the following activities for valid and reliable test results:

- a) accurate evaluation of documents submitted during registration and proper accomplishment of the answer sheets specifically on age, last level completed etc.
- b) strict administration of the test in accordance with the examiner's handbook; and
- c) close supervision and monitoring of field officials directly involved in the administration of the test (Room Supervisors and Examiners/Proctors, etc.).

2.2 provide a forum to clarify problems/issues on the

- 1997 PEPT results;
- scheme of administration;
(test booklet, age grouping, seating arrangement, time allotment & subject areas)
- registration requirement
- delivery/retrieval of materials;
- allocation of test materials;
- cash allowances/working fund and
- remittances/liquidation of collected fees
- others

2.3 adopt remedial measures relative to # 2.2

2.4 evolve a working fund allocation for each testing center/division

2.5 update and consolidate the list of registrants to facilitate the accomplishment of objective 2.4

2.6 update the participants on the status of the expanded PEPT program with regard to various clientele

2.7 share and disseminate PEPT success stories and other PEPT related experiences.

3. After the seminar the participants shall have :

3.1 agreed upon a paradigm on:

- how to make accurate evaluation of registration documents and accomplish the AS properly;

- the strict administration of the test in accordance with the Examiner's Handbook and
 - the close supervision and monitoring of field officials directly involved in the test administration to insure genuine test results.
- 3.2 suggested and adopted applicable remedial measures and formulated recommendations for national policies derived from identified issues/problems based on shared experiences.
- 3.3 accomplished the following:
- a. working fund allocation per testing center/division
 - b. final list of registrants per testing center/division
- 3.4 updated information/knowledge on the expanded PEPT program in response to DECS policy on "Education For All".
4. The participants shall bring with them the updated list of registrants to facilitate the accomplishment of objective # 2.5
5. Transportation expenses and per diems of participants shall be charged against local funds while board and lodging during the seminar orientation workshop shall be charged against NETRC funds subject to the usual accounting and auditing rules and regulations.