



REPUBLIKA NG PHILIPPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT SPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
DECS Complex, Alabado Avenue
Pasig City, Philippines



Sama Sama
sa DECS

Tanggapan ng Kalihim
Office of the Secretary

May 8 2000

DECS MEMORANDUM
No 225 s 2000

ADMINISTRATION OF THE 2000 PHILIPPINE EDUCATIONAL PLACEMENT TEST (PEPT)

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

- 1 The 2000 Philippine Educational Placement Test (PEPT) will be administered in designated examination centers nationwide on Sunday August 27 2000 at 8 00 o'clock in the morning Only out-of school and overaged in school (elementary/secondary) Filipino citizens are eligible to take the test
- 2 The registration of applicants will start on June 26 and will end on July 28 in all division offices and the final number of registrants by grade/year level shall be submitted to NETRC not later than August 3 Late submission of the Exact Number of Registrants will affect the allocation of test materials/cash advance for each testing center which NETRC will not be responsible for To avoid such problem the set deadline should be complied with
- 3 Each applicant shall pay a non refundable fee of Fifty Pesos (P50 00) as per DECS Order No 100, s 1992 The registrant's copy of the Form 1 shall be stamped Paid with the date of registration and shall serve as the Official Receipt The total collections of test fees shall be turned over to the collecting/dispersing officers concerned immediately after the close of the registration period after which the COA of the division shall be provided the total amount of collected fees and the list of the applicants
- 4 The Regional Director through the Local Examination Management (LEM) shall be responsible for the effective administration of the test including the implementation of strict security measures on test materials as embodied in DECS Order No 85 s 1999 Any Breach of Security shall be dealt with accordingly
- 5 Guidelines and other pertinent rules and regulations relative to the administration of the test are provided in Enclosures Nos 1 and 2
- 6 Guidelines on registration requirements such as citizenship/grade/year level and status of documents to be submitted should be strictly followed Deviations on the requirements might affect/invalidate the test results
- 7 The NETRC shall conduct a national workshop on the administration of the 2000 PEPT for Division Testing Coordinators (refer to Enclosure No 1) Likewise the division offices shall conduct an echo orientation/briefing for their chief examiners room examiners and proctors after the national workshop preferably two days before the examination day

8 Immediate dissemination of this Memorandum is desired for the information and guidance of all concerned

Andrew Gonzalez
ANDREW GONZALEZ, FSC
Secretary

Encls As stated

References DECS Orders (Nos 85 s 1999 and 100 s 1992)
DECS Memorandum no 255 s 1999

Allotment 1—(D O 50 97)

To be indicated in the Perpetual Index
under the following subjects

✓ EXAMINATIONS
✓ RULES & REGULATIONS
✓ TESTS
✓ WORKSHOPS

(Enclosure No. 1 to DLCS Memorandum No. 225, s. 2000)

**NATIONAL WORKSHOP ON THE ADMINISTRATION
OF THE 2000 PHILIPPINE EDUCATIONAL PLACEMENT TEST (PEPT)**

- I For a more effective and efficient administration of the 2000 PLPT a one day live national workshop shall be conducted on August 4, 2000 to be participated in by PEPT Division Testing Coordinators to formulate relevant provisions/measures in response to issues, concerns and problems relative to the forthcoming activity. (Venue to be announced later.)
- II The objectives of this workshop are to
 - 1 Update/finalize the list of registrants by grade/year level prepared by field officials for the allocation of test materials
 - 2 Prepare cash advance based on the final list of registrants and according to COA regulations
 - 3 Formulate provisions/provide a clearing house on the
 - 3.1 submission of correct number of registrants
 - allocation of test materials
 - compliance on the set deadline
 - 3.2 registration of applicants
 - procedure and requirements of applicants
 - 3.3 administration of test for valid results
 - cases of impersonating
 - substitution
 - 3.4 accounting of test materials
 - retrieval scheme of proctors/room examiners/chief examiners
 - 3.5 remittance of registration fees
 - manner of turning over of total collected fees
 - involvement of COA division
 - 3.6 updating of unremitted/unliquidated registration fees
 - accounting of unremitted/unliquidated collected fees against the number of registrants by year
 - 3.7 strict security measures of test materials (Breach of Security)
 - 3.8 effectivity of grade/year placement of qualifiers
- III After the workshop the participant shall have
 - 1 Finalized the list of registrants for the allocation of test materials
 - 2 Prepared cash advance according to the updated list of registrants
 - 3 Agreed on the formulated provisions on the following
 - 3.1 submission of the correct number of registrants on the set deadline
 - 3.2 strict procedure/measure to be adopted in the phases of
 - registration of examinees
 - test administration
 - retrieval of test materials
 - submission/accounting of collected fees to COA Division
 - updating unremitted/unliquidated registration fees
 - safeguarding of test materials (Breach of Security)

- IV The coordinators shall bring with them the final list of registrants by grade/year level and age and the updated report of unliquidated/unremitted cash advance/s by year. Failure to bring the forecited documents will surely affect the allocation of test materials and cash advance/s which the NLIRC shall not be held responsible.
- V Transportation expenses and per diems of participants shall be charged against local funds while board and lodging expenses shall be charged against NETRC funds subject to the usual accounting and auditing rules and regulations.

**GUIDELINES IN THE ADMINISTRATION OF THE 2000
PHILIPPINE EDUCATIONAL PLACEMENT TEST (PEPT)**

For more effective administration of the 2000 PEPT the following guidelines are issued

A. REGISTRATION OF APPLICANTS

1. Registration of applicants in each division will end on July 28, 2000. The final report on the number of registrants shall be sent directly to NETRC by radiogram, telegram or fax not later than August 3, 2000, and the final list of registrants (**no projection**) shall be brought along by the Division Testing Coordinator who will attend the 2000 PEPT Workshop on August 4, 2000. Non-compliance with the set deadline will surely affect the number of allocated test materials and cash advance for each division which the NETRC will not be responsible. **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 yrs old
II	2	if at least 10 yrs old
III	3	if at least 11 yrs old
IV	4	if at least 12 yrs old
V	5	if at least 13 yrs old
VI	6	if at least 14 yrs old
First Year	7	if at least 16 yrs old
Second Year	8	if at least 17 yrs old
Third Year	9	if at least 18 yrs 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 (birth certificate, school credentials, marriage contract, etc.) 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 UPDATING/REMITTANCE OF COLLECTIONS
(REGISTRATION FEES) AND THE ALLOCATION OF WORKING FUNDS
(CASH ADVANCE)**

1. The total amount collected from registration fees shall be directly remitted to NETRC/DECS immediately after the close of the registration period. Failure to

- 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 Two Hundred Fifty Pesos (P250.00) 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 in/water travel)
 - 4.2 Division Office
 - a School Division Superintendent Division Testing Coordinator NETRC representative Two Hundred Pesos (P200.00) each on the day before and on examination day
 - b School Head Chief Examiner and One (1) Security Officer per Testing Center Two Hundred Pesos (P200.00) each on examination day
 - c Examiners and Proctors One Hundred Fifty (P150.00) each on examination day plus three days service credits
 - d Janitor and other helpers assigned in the Testing Centers One Hundred Fifty Pesos (P150.00) 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 Upon the close of the registration the COA of the division shall be provided by the collecting officer the list of registrants and the total amount of registration fee collected
- 8 COA rules and regulations shall strictly be observed
- 9 The collections to be remitted should 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

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 post test activities the following forms/envelopes shall be accomplished

1 FORMS

- 1 Registration Form
- 2 Test Materials Accounting Form
- 3 List of PEPT Examinees (3 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 Region and 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) exact number of registrants by age thru fax telegram radiogram and 2) the final list of registrants not later than August 3 or during the Nation of Workshop August 4 2000

- 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 provide the following: a) 30 aim chaus chalkboard board erasers chalk in each testing room on examination day and a standing board showing the location of the different testing rooms and 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 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, cell phone, beeper, etc.; h) retrieve individually the Test Booklets (TBs) as well as the Answer Sheets (ASs) 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 TBs and ASs 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 Examiners 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; and e) perform similar function of the RE in # 6 g.

G THE 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 IEM 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 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 against the number specified in the Delivery Form without breaking the seal of the boxes.
- 1.3 The SDS/DIC shall turn over the test materials to the CL before 7:00 p.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 grouped 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 DIC, and the NETRC representative after the TBs have all been accounted for.
- 2.3 The contents of the EPTRC 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) EPTRCs with the contents specified on the envelope itself; c) PEPT Form 1 (LEM's copies); and d) Examiner's Handbooks.
- 2.5 The DTC shall receive from the CE the following materials: a) plastic bags of TBs (packed in the same boxes as per Delivery Form); b) EPTRCs; c) CE TRCs; d) Examiner's Handbooks; and e) Form 1 (LLM 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 WORKSHOP

Please refer to Inclosure No. 1 of DECS Memo No. _____ s. 2000.

I. Strict Enforcement of the following:

1. DECS Order No. 7 s. 2000: Effectivity of Grade/Year Placement of PEPT Qualifiers.
2. DECS Order No. 85 s. 1999: Breach of Security of National Examinations & Corresponding Sanctions.