



Office of the Secretary

MAY 12 2008

DepED MEMORANDUM
No. 248, s. 2008

GUIDELINES IN THE COLLECTION AND DEPOSIT OF 2008 EDUCATIONAL
MANAGEMENT TEST EXAMINATION FEE

To: Undersecretaries
Assistant Secretaries
Regional Directors
Schools Division/City Superintendents

1. In view of the scheduled administration of the 2008 Educational Management Test (EMT) per DepED Memorandum No. 173, s. 2008, an examination fee of One Thousand Pesos (PhP1,000.00) each will be collected from the interested examinees through the Division Office collecting officers. Hence, the following guidelines are hereby issued as follows:

- a) All EMT examination fee collections (supported with an official list of examinees certified by the Schools Division Superintendent) shall be remitted intact to Cash Division, Central Office either in cash or demand draft. Likewise, designated National Education Testing and Research Center (NETRC) collecting officer shall issue an official receipt to acknowledge receipt of collections.
- b) Collections shall be deposited to NETRC Philippine Veterans Bank (PVB) trust account to partially cover the expenses that will be incurred in the implementation of said testing project such as printing of test booklets and answer sheets, traveling expenses of monitors, supplies and materials and other incidental expenses.
- c) Disbursements chargeable against said collections shall be subject to existing auditing and accounting rules and regulations.

2. For the guidance and strict compliance of all concerned.


JESLI A. LAPUS
Secretary

Reference: DepED Memorandum: (No. 173, s. 2008)

Allotment: 1—(D.O. 50-97)

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

EXAMINATIONS

OFFICIALS