



Republic of the Philippines  
**Department of Education**  
 REGION I

2406-971  
 DEPARTMENT OF EDUCATION  
 REGION I  
 RECORDS SECTION  
 011699  
 JUN 14 2024  
 By: *[Signature]*

**REGIONAL MEMORANDUM**

No. 069, s. 2024

**GUIDELINES ON THE REGISTRATION, EVALUATION OF DOCUMENTARY REQUIREMENTS, AND TESTING CENTERS FOR THE 2024 SPECIAL PHILIPPINE EDUCATIONAL PLACEMENT TEST (PEPT)**

To: Schools Division Superintendents

1. The Department of Education through the Bureau of Education Assessment - Education Assessment Division (BEA-EAD) shall administer the Special Philippine Educational Placement Test (PEPT) this 2024.
2. The guidelines on the registration, evaluation of documentary requirements, and testing centers are hereby attached to facilitate the preparation of the requirements for the administration of the said test.
3. For queries, contact BEA-EAD at telefax number (02) 8631-2589 or email at bea.ead@deped.gov.ph.
4. For information, guidance, and compliance.

*[Signature]*

**TOLENTINO G. AQUINO**  
 Director IV

Encl.: Advisory from the Office of the BEA Director  
 Reference: Advisory from the Office of the BEA Director  
 To be included in the Perpetual Index  
 Under the subject:

**SPECIAL PEPT**

CLMD/magd/RM\_Guidelines\_SpecialPEPT  
 June 13, 2024

**SCHOOLS DIVISION OFFICE  
 DEPED VIGAN CITY**  
 20 JUN 2024  
**RELEASED**  
 BY: *[Signature]*

June 18, 2024

To: **Assistant Schools Division Superintendent  
 CID/SGOD Chiefs  
 Public and Private Elementary and Secondary School Heads  
 All Others Concerned**

For information and guidance.

*[Signature]*  
**VILMA D. EDA, CESO V**  
 Schools Division Superintendent



Flores St., Catbangan, City of San Fernando, La Union

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Republic of the Philippines  
**Department of Education**  
BUREAU OF EDUCATION ASSESSMENT



Office of the Director

05 June 2024

## ADVISORY

### **Guidelines on the Registration, Evaluation of Documentary Requirements, and Testing Centers for the 2024 Special Philippine Educational Placement Test (PEPT)**

This Advisory contains the guidelines on the registration, evaluation of documentary requirements, and testing centers in preparation for the administration of the 2024 Special Philippine Educational Placement Test (PEPT).

#### **Registration**

1. The test registration shall be done in select schools division offices (SDOs) with designated testing centers starting from the date this Advisory is published until **July 5, 2024**.
2. The Special PEPT Registration Form can be downloaded from <https://bit.ly/SpecialPEPTReg>. The registration forms along with the documentary requirements shall be submitted to the Division Testing Coordinator (DTC) at the nearest SDO where the registrants are located.
3. The DTCs shall coordinate with the SDOs with allocated test materials for the Special PEPT to process the documents from their Division.
4. The requirements for specific types of test registrants are the following:
  - a. **For new test-takers**
    - i. Original and one photocopy of the **birth certificate** duly authenticated and issued by the Philippine Statistics Authority (formerly National Statistics Office) or by the Local Civil Registrar
    - ii. Certified True Copy and one photocopy of the **permanent school record** (e.g., SF10/Form 137) signed by the school principal/registrar/school administrator)

**Certificate of attendance in intervention programs, or any proof of schooling (if applicable)**



DepEd RO1 REC 2405852



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- iv. Two identical and recently taken 1x1 colored **ID pictures** with name tags.
  - v. One copy of the accomplished **PEPT Registration Form**
- b. For test retakers**
- i. Original and one photocopy of the **PEPT Certificate of Rating** (for applicants who need to retake a PEPT subtest)
  - ii. Two identical and recently taken 1x1 colored **ID pictures** with name tags.
  - iii. One copy of the accomplished **PEPT Registration Form**
5. The Excel template to be used in the submission of the actual number of test registrants per testing center and updated names of testing centers (if applicable) can be downloaded from <https://bit.ly/TestingCenterAndRegistrants>.
6. The Excel template shall be uploaded on **July 8, 2024** to this link: <https://bit.ly/SpecialPEPT2024> using the filename: [Region]\_[Division]\_2024 Special PEPT Updated Testing Centers & Actual Number of Registrants.

**Evaluation of Documentary Requirements**

1. The **DTCs with allocated testing materials** must consolidate all the submitted documentary requirements of the registrants. He/She must ensure the completeness of the requirements and accuracy of the evaluation for each registrant.
2. The **DTCs without allocated testing materials** shall facilitate the registration process and collect the documentary requirements for submission to the nearest SDO with test material allocation.
3. A complete submission of all the requirements from the examinees are critical for the processing of data and releasing of the Certificate of Ratings (CORs); hence, examinees with lacking documents shall not be processed.

**Testing Center**

1. The testing center must be located near the SDO and accessible to the examinees.



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2. The testing center requirements and test accommodations for learners with disabilities (LWDs) are provided in Sections 8 and 9, DepEd Order No. 55, s. 2016.
3. This Bureau shall provide the list of SDOs with allocated test materials with the corresponding testing centers to the Regional Testing Coordinators (RTCs).
4. Should there be changes regarding the testing center, please coordinate through an official communication letter addressed to the details below for information and approval.

**JANIR T. DATUKAN**

Assistant Secretary  
Officer-in-Charge

Bureau of Education Assessment

5. The RTCs shall be in charge in consolidating all the new testing centers and send to [bea.ead@deped.gov.ph](mailto:bea.ead@deped.gov.ph) with the file name: [Region]\_[Division]\_2024 Special PEPT Updated Testing Centers & Actual Number of Registrants on or before **June 26, 2024**.
6. For more information, contact BEA-EAD at telefax number (02) 8631-2589 or email [bea.ead@deped.gov.ph](mailto:bea.ead@deped.gov.ph).
7. Immediate dissemination of this Advisory is desired.

**JANIR T. DATUKAN**

Assistant Secretary  
Officer-in-Charge

Bureau of Education Assessment



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\*\*\* LEM's Copy \*\*\*

## SPECIAL PHILIPPINE EDUCATIONAL PLACEMENT TEST REGISTRATION FORM

Name of Registrant/Examinee		Last Name		First Name		M.I.	
Mailing Address		No., Street, Barrio, Town, Province/City		Age	Sex	Person with Disability (PWD)	
Date of Birth (Month/Date/Year)		Contact Number		Date of Examination (Month/Date/Year)			
Name and Address of School Last Attended		Last Grade Level Completed		Grade Level/s to Take			
Place and Date of Registration		Examination Center					
 <b>INSTRUCTIONS TO THE PEPT TESTING COORDINATOR</b>		<i>To be filled out by the Division Testing Coordinator</i> <b>CHECK DOCUMENTS SUBMITTED</b>					
<ol style="list-style-type: none"> <li>1. Before signing this form, please ensure that all entries on Age, Last Grade Level Completed, and Grade Level/s to Take are legible and correct.</li> <li>2. Detach Registrant's Copy and give it to the applicant.</li> <li>3. To verify the identification of the registrant, keep the LEM's Copy and give it to the Chief Examiner on the examination day.</li> <li>4. NO REGISTRATION FEE</li> </ol> <p>I hereby declare under oath that I have personally accomplished this Registration Form and that by affixing my name below, I am certifying that all documents attached to this application are a faithful reproduction of the original, and that all statements and information provided therein are complete, accurate, and correct to the best of my knowledge. I am assuming full responsibility and accountability for the correctness of the details provided and for the document's authenticity.</p> <p style="text-align: center;">_____ Signature over Printed Name of Registrant/Examinee</p>		<p><b>For NEW PEPT REGISTRANTS</b></p> <p><input type="checkbox"/> Birth Certificate (NSO/PSA or Local Civil Registrar)</p> <p><input type="checkbox"/> School Records (SF80/F137 signed by the School Principal/Registrar/Administrator)</p> <p><input type="checkbox"/> Identical and recently taken 3x3 colored ID pictures with name tag (2 pcs.)</p> <hr/> <p><b>For retakers and PEPT takers only</b></p> <p><input type="checkbox"/> Certificate of Rating (COR)</p> <p><input type="checkbox"/> Identical and recently taken 3x3 colored ID pictures with name tag (2 pcs.)</p> <hr/> <p><b>Additional requirements for PEPT Validation purposes only</b></p> <p><input type="checkbox"/> Endorsement Letters</p> <p><input type="checkbox"/> School Division Office</p> <p><input type="checkbox"/> Regional Office</p>					
2023							



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\*\*\* Registrant's Copy \*\*\*

## SPECIAL PHILIPPINE EDUCATIONAL PLACEMENT TEST REGISTRATION FORM

Name of Registrant/Examinee		Last Name		First Name		M.I.	
Mailing Address		No., Street, Barrio, Town, Province/City		Age	Sex	Person with Disability (PWD)	
Date of Birth (Month/Date/Year)		Contact Number		Date of Examination (Month/Date/Year)			
Name and Address of School Last Attended		Last Grade Level Completed		Grade Level/s to Take			
Place and Date of Registration		Examination Center					
 <b>NOTES:</b>		<ol style="list-style-type: none"> <li>1. Upon registration, the Registration Officer will inform you of the examination date and venue.</li> <li>2. Complete all the information in the Registration Form.</li> <li>3. On the examination day, the examinee must be in the venue at 7:30 A.M. Bring this form and at least two (2) pieces no. 2 pencils.</li> </ol> <p style="text-align: center;">Certified True and Correct:</p> <p style="text-align: center;">_____ DIVISION TESTING COORDINATOR Signature Over Printed Name</p>					
2023							



Republic of the Philippines  
Department of Education  
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[Enclosure to DepEd Memorandum No. \_\_\_\_ s. 2024]

2024 Special Philippine Educational Placement Test Materials Allocation

REGION	DIVISION CODE	DIVISION	NUMBER OF TESTING CENTER PER DIVISION	Testing Center	NAME OF TESTING CENTER
I	A01	Dagupan City	1	01	WEST CENTRAL ELEMENTARY SCHOOL I
I	A03	Ilocos Sur	1	01	BANTAY NATIONAL HIGH SCHOOL
I	A04	Laoag City	1	01	GABALDON ELEMENTARY SCHOOL
II	B04	Nueva Vizcaya	1	01	BAYOMBONG SOUTH ES
III	C01	Angeles City	1	01	ANGELES ELEMENTARY SCHOOL
III	C02	Bataan	1	01	TOMAS PINPIN MES
III	C03	Bulacan	1	01	BAJET CASTILLO HIGH SCHOOL
III	C06	Olongapo City	1	01	ASINAN ELEMENTARY SCHOOL
III	C08	Tarlac	1	01	TARLAC NATIONAL HIGH SCHOOL
III	C09	Zambales	1	01	ZAMBALES NATIONAL HIGH SCHOOL
III	C11	San Jose Del Monte City	1	01	SAN JOSE DEL MONTE CENTRAL SCHOOL
III	C12	San Fernando City	1	01	SINDALAN ELEMENTARY SCHOOL
III	C14	Gapan City	1	01	GAPAN SOUTH CENTRAL SCHOOL
III	C17	Malolos City	1	01	STA. ISABEL ELEMNTARY SCHOOL
IV-A	D01	Antipolo City	1	01	SAN ISIDRO ELEMENTARY SCHOOL
IV-A	D02	Batangas	1	01	BAUAN EAST CENTRAL SCHOOL
IV-A	D03	Batangas City	1	01	BATANGAS CITY EAST ELEMENTARY SCHOOL
IV-A	D04	Cavite	1	01	TRECE MARTIRES CITY ELEM.SCHOOL
IV-A	D05	Cavite City	1	01	LADISLAO DIWA ELEMENTARY SCH
IV-A	D06	Laguna	1	01	STA. CRUZ CENTRAL ELEMENTARY SCHOOL
IV-A	D07	Lipa City	1	01	LIPA CITY NATIONAL HIGH SCHOOL
IV-A	D08	Lucena City	1	01	LUCENA WEST I ELEMENTARY SCHOOL
IV-B	D08	Mandugue	1	01	MARINDUQUE NATIONAL HIGH SCHOOL
IV-B	D10	Occidental Mindoro	1	01	MAMBURAO CENTRAL SCHOOL
				01	SAN TEODORO CENTRAL SCHOOL
IV-B	D11	Oriental Mindoro	6	02	PROFRIO G. COMIA MS
				03	SOCORRO CENTRAL SCHOOL
				04	GLORIA CENTRAL SCHOOL
				05	ROXAS CENTRAL SCHOOL
				06	BULALACAO NATIONAL HIGH SCHOOL
				01	CLAUDIO SANDOVAL ELEMENTARY SCHOOL (CORON)
				02	GUADALUPE ELEMENTARY SCHOOL (CORON)
				03	CULION SANITARIUM SPECIAL NATIONAL HIGH SCHOOL (CULION)
				04	CUYO CENTRAL SCHOOL
				05	EL NIDO NATIONAL HIGH SCHOOL
				06	CENTRAL TAYTAY NATIONAL HIGH SCHOOL
				07	RNCHS
IV-B	D12	Palawan	17	08	STA. TERESITA NATIONAL HIGH SCHOOL
				09	APURAWAN NATIONAL HIGH SCHOOL
				10	NARRA INTEGRATED SCHOOL
				11	DORIS E. MARTINEZ NATIONAL HIGH SCHOOL
				12	BROOKES POINT NATIONAL HIGH SCHOOL
				13	RIO TURA CENTRAL SCHOOL
				14	PANALINGAAN ELEMENTARY SCHOOL
				15	JOSE P. RIZAL NATIONAL HIGH SCHOOL
				16	QUEZON NATIONAL HIGH SCHOOL
				17	BALABAC NATIONAL HIGH SCHOOL
IV-A	D13	Quezon	1	01	QUEZON NATIONAL HIGH SCHOOL
IV-A	D14	Rizal	1	01	KARANGALAN ES
IV-B	D15	Romblon	3	01	ODIONGAN NHS
				02	CAJIDIOCAN NHS
				03	ROMBLOH EAST CS
IV-A	D16	San Pablo City	1	01	SAN PABLO CENTRAL SCHOOL
IV-B	D17	Puerto Princesa City	1	01	STA. MONICA HS- PUERTO PRINCESA CITY
IV-B	D18	Calapan City	1	01	ADRIATICO MEMORIAL SCHOOL
IV-A	D18	Calamba City	1	01	JOSE RIZAL MEMORIAL SCHOOL
IV-A	D20	Tanauan City	1	01	TANAUAN SOUTH CS
IV-A	D21	Sta. Rosa City	1	01	SANTA ROSA SCIENCE & TECHNOLOGY
IV-A	D22	Dasmariñas City	1	01	QASMARINAS CITY IS
IV-A	D23	Bacoor City	1	01	BAYANAN ELEMENTARY SCHOOL
IV-A	D24	Imus City	1	01	ANABU # ELEMENTARY SCHOOL
IV-A	D25	Tayabas City	1	01	BUENAVENTURA ALANDY INTEGRATED HIGHSCHOOL
IV-A	D26	Bifan City	1	01	BIFAN CITY ELEMENTARY SCHOOL
IV-A	D27	Cabuyao City	1	01	CABUYAO CENTRAL SCHOOL
IV-A	D28	General Trias City	1	01	DIEGO MOJICA MEMORIAL SCHOOL
V	E01	Albay	1	01	DARAGA NHS
V	E02	Camarines Norte	1	01	DAET ELEMENTARY SCHOOL
V	E03	Camarines Sur	1	01	RODRIGUEZ NHS
V	E04	Catanduanes	1	01	CATANDUANES NATIONAL HIGH SCHOOL
V	E05	Iriga City	1	01	IRIGA CENTRAL SCHOOL
V	E07	Masbate	1	01	MOBO NATIONAL HIGH SCHOOL
V	E08	Naga City	1	01	TRIANGULO ELEMENTARY SCHOOL
V	E09	Sorsogon	1	01	GUBAT NHS - SORSOGON
V	E10	Sorsogon City	1	01	SORSOGON NATIONAL HIGH SCHOOL
V	E11	Tabaco City	1	01	SAN LORENZO ES
VI	F02	Antique	2	01	DELEGATE ANGEL SALAZAR JR.LMS
				02	NORTHERN ANTIQUE VOC.SCHOOL

VI	F03	Bacolod City	1	01	EDUCATION AND TRAINING CENTER SCHOOL III
VI	F05	Carig City	1	01	DR.VICENTE GUSTILO MNHS
VI	F06	Capiz	1	01	CAPIZ NATIONAL HIGH SCHOOL
VI	F08	Iloilo City	1	01	ILOILO CENTRAL ELEMENTARY SCHOOL
VI	F09	Iloilo	1	01	ILOILO NATIONAL HIGH SCHOOL
VI	F11	Negros Occidental	1	01	NEGROS OCC.HIGH SCHOOL
VI	F12	Roxas City	1	01	INZO ARNALDO VILLAGE INTEGRATED SCHOOL
VI	F13	San Carlos City	2	01	TANDANG SORA ELEMENTARY SCHOOL
VI	F14	Silay City	1	02	QUEZON ELEMENTARY SCHOOL
VI	F16	Kabankalan City	1	01	SILAY SOUTH ELEM.SCHOOL
VI	F18	Escalante City	1	01	ERANS-WEST (KABANKALAN CITY)
VI	F19	Himamaylan City	1	01	ESCALANTE CENTRAL ELEM.SCHOOL
VI	F20	Sipalay City	1	01	HIMAMAYLAN NATIONAL HIGH SCHOOL
VII	G02	Cebu	1	01	GENARO P. ALVAREZ ELEM. SCHOOL
VII	G03	Cebu City	1	01	MINGLANILLA CENTRAL SCHOOL
VII	G16	Guthungan City	1	01	ZAPATERA ELEMENTARY SCHOOL
VIII	H01	Biliran	1	01	NAVAL NATIONAL HIGH SCHOOL
VIII	H03	Eastern Samar	1	01	MAYDOLONG NATIONAL HIGH SCHOOL
VIII	H04	Leyte	1	01	SAN JOAQUIN CENTRAL SCHOOL
VIII	H06	Ormoc City	1	01	NEW ORMOG CITY NATIONAL HIGH SCHOOL
VIII	H09	Tucoban City	1	01	STO.NINO HIGH SCHOOL
IX	I01	Ibabela City	1	01	BASILAN NHS
IX	I03	Dipolog City	1	01	DIPOLOG CITY NATIONAL HIGH SCHOOL
IX	I04	Pagadian City	1	01	TOMAS SAGUN ES
IX	I05	Zamboanga City	1	01	ZAMBOANGA CENTRAL SCHOOL SPED CENTER
		Zamboanga Del Sur		04	BALONGATING NATIONAL HIGH SCHOOL
				01	MANOLO FORTICH NHS
				02	BPASUGONG NHS
				03	SAN ANDRES NHS
				04	HALAPITAN NHS
				05	BUKIDNON NSHI
				06	LANTAPAN NHS
				07	PANGANTUCAN NHS
				08	KALABUGAO NHS
				09	QUEZON NHS
				10	SNUDA NHS
X	J01	Bukidnon	10		
X	J02	Cagayan De Oro City	1	01	FR. WILLIAM MASTERSON ES-CAGAYAN DE ORO CITY
X	J04	Gingoog City	1	01	RESTITUTO BAOL CS
				01	JIMENEZ CS
X	J05	Misamis Occidental	3	02	BONIFACIO CENTRAL SCHOOL
				03	LOOC NHS
				01	Narwan CS
X	J06	Misamis Oriental	4	02	Misamis Oriental General Comprehensive High School (MOGHCS)
				03	Sugbongcogon NHS
				04	VN CHAVEZ MCS
X	J08	Lanao Del Norte	1	01	LANAO DEL NORTE NCHS
X	J09	Iligan City	1	01	ILIGAN CITY NHS
X	J12	Valencia City	1	01	VALENCIA NHS - VALENCIA CITY
				01	BUKIDNON NHS
X	J13	Malaybalay City	5	02	SAN MARTIN AGRO INHS
				03	BANGCUD NATIONAL HS
				04	MALAYBALAY NSHS
				05	MALAYBALAY CITY NHS
XI	K01	Davao City	1	01	T. PALMA GIL ES
XI	K03	Davao Del Norte	1	01	CARMEN NHS
				01	CATEEL VHS
XII	K04	Davao Oriental	5	02	E. MORALIZON NVHS
				03	DR. BEATO C. MACAYRA NHS
				04	LUPON VOCATIONAL HS
				05	BAGANGA NHS
XI	K07	Tegum City	1	01	MAGUGPO PILOT CES
XI	K10	Mati City	1	01	MATI NCHS
XII	L02	General Santos City	1	01	IRENEO NATIONAL HIGH SCHOOL
				01	MALUNGON NHS
XII	L03	Sarangani	5	02	JAMES CHIONGBIAN NTS
				03	MANGELEN IS
				04	MALALAG NHS
				5	ALABEL NHS
XII	L04	Koronadal City	1	01	KORONADAL NCHS
XII	L07	Kidapawan City	1	01	KIDAPAWAN PES
XII	L08	South Cotabato	1	01	SURALLAH CS
NCR	M01	Calocan City	1	01	GREGORIO P. DE JESUS ES
NCR	M02	Marikina	1	01	P. GOMEZ ES
NCR	M03	Pasay City	1	01	PADRE ZAMORA ES
NCR	M04	Quezon City	1	01	SAN FRANCISCO HIGH SCHOOL
NCR	M05	Makati City	1	01	
NCR	M06	Mandaluyong City	1	01	HIGHWAY HILLS INTEGRATED SCHOOL
NCR	M07	Muntinlupa City	1	01	MUNTINLUPA NATIONAL HIGH SCHOOL-TUNASAN ANNEX
NCR	M08	Paranaque City	1	01	PARANAQUE ELEM. SCHOOL
NCR	M09	Pasig City	1	01	PASIG ELEMENTARY SCHOOL
NCR	M10	Malabon City	1	01	NINOY AQUINO ELEMENTARY SCHOOL
NCR	M11	Taguig / Paleros	1	01	SIGNAL VILLAGE NATIONAL HIGH SCHOOL
NCR	M12	Las Pinas City	1	01	LAS PINAS CES
NCR	M13	Marikina City	1	01	MARIKINA ELEMENTARY SCHOOL
NCR	M14	Valenzuela City	1	01	VALENZUELA NATIONAL HIGH SCHOOL
NCR	M15	San Juan City	1	01	PINAGLABANAN ELEM. SCHOOL
NCR	M16	Navotas City	1	01	
CAR	N01	Abra	1	01	BANGUED WEST CENTRAL SCHOOL
CAR	N02	Bagulo City	1	01	MANUEL L.QUEZON ELEM.SCHOOL
CAR	N03	Bangue	1	01	LA TRINIDAD CENTRAL SCHOOL

