



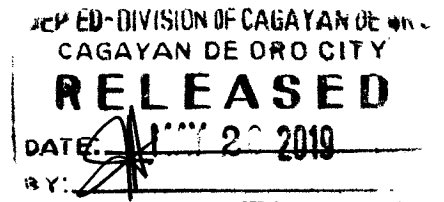
Republic of the Philippines
Department of Education
Region X
CAGAYAN DE ORO CITY DIVISION

Fr. William F. Masterson, S.J. Avenue,
Brgy. Upper Balulang, Cagayan de Oro City, 9000 Philippines



May 14, 2019

Division Memorandum No. 366, s. 2019



MEMORANDUM OF AGREEMENT (MOA) TEMPLATE FOR ELEMENTARY AND SECONDARY SCHOOLS WITH PHILIPPINE EDUCATIONAL PLACEMENT TEST (PEPT) AND PHILIPPINE VALIDATING TEST (PVT) CONCERNS

To : All Public Elementary and Secondary School Heads
All Private Elementary and Secondary School Heads
This Division

You are hereby directed to utilize the Memorandum of Agreement (MOA) template in your respective schools for all learners who have concerns in the Philippine Educational Placement Test (PEPT) and Philippine Validating Test (PVT).

Enclosed is the template of the aforesaid MOA for your reference. The template can be accessed in MS Word thru this link: <https://bit.ly/2HkjScL>

For guidance and compliance.


JONATHAN S. DELA PEÑA, PhD, CESO V
Schools Division Superintendent

Reference: DM ~~399~~ s. 2019
To be indicated in the Perpetual Index
Under the following subjects

PHILIPPINE EDUCATIONAL PLACEMENT TEST (PEPT)

CONCERNS

Competence. Dedication. Optimism.

Telephone No.: (088) 855-0047 Telefax: (088) 855-0048 Website: depedcdo.com Email: cagayandero.city@deped.gov.ph

April 2, 2019

Mr./ Ms. _____

Dear Mr./Ms. _____:

Greetings!

This refers to the PEPT/PVT results of your son/daughter, **(name of the learner)** who is currently and temporary enrolled in **(school name)** specifically in **(Grade level and section)**.

The School Review Committee has carefully evaluated the pertinent documents of **(name of the learner)** based on the guidelines stipulated in DepEd Order No. 8, s.2018 Basic Education Enrolment policy.

In this regard, may we invite you to the ***(venue)*** on ***(date and time)*** for a dialogue regarding the concern of your child/ren. Further, this will also be a venue for the signing of the Memorandum of Agreement (MOA) which will contain the details of your commitment.

For clarifications and any concerns, kindly contact *(Name of the school) thru this tel. no. (tel. phone no.)*

Thank you very much!

Very truly yours,

Name of School Head
Designation of the School Head

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (MOA) is entered into in **CAGAYAN DE ORO CITY**, Philippines by and between:

(NAME OF PARENTS), hereinafter referred to as **PARENTS OF CHILDREN WHO HAVE CONCERN ON THE PHILIPPINE EDUCATIONAL PLACEMENT TEST (PEPT) AND PHILIPPINE VALIDATING TEST (PVT)**.

and

(NAME OF SCHOOL) with office address at **(ADDRESS OF THE SCHOOL)** represented by the School Head/Principal, **(NAME OF THE SCHOOL HEAD)**, Position of the School Head

WITNESSETH

WHEREAS, (Name of the School) aims to provide help and support for all the learners in the school to be promoted in the next year level;

WHEREAS, (Name of the School) has instituted an initiative for those learners previously enrolled in non-accredited schools (not recognized by DepEd) as well as overaged learners by facilitating them to take the PEPT/PVT to validate their cognitive skills and abilities, thus they would be placed in the appropriate level;

WHEREAS, (Name of School) through the School Review Committee (SRC) has evaluated the pertinent documents of the concerned learners to ensure that they would be facilitated; and the parents are informed on the results of the evaluation;

WHEREAS, the concerned parents of the learners have been oriented on the system of placement and validation.

NOW, THEREFORE, (Name of the Parents) and the (Name of School) (collectively known as the PARTIES) agree as follows:

ARTICLE I SCOPE AND DURATION OF THE AGREEMENT

Section 1.1 Learners enrolled from non-accredited schools (not recognized by DepEd) will be enrolled temporarily in the public schools/accredited private schools provided that the concerned learner/s will take the Philippine Validating Test (PVT)/Philippine Educational Placement Test within the school year for him/her to be placed in the appropriate level. DepEd Order No.3, s2018 provisions shall still be applied to this effect.

Section 1.2 The results of the PEPT/PVT would determine the appropriate placement of the learners. However, sec.1.3 will be applied if in case of failure in the PEPT/PVT.

Section 1.3 Utilize the passing academic year/s of the learners in the public/accredited schools to fill -in the gap/s of the previous academic school year/s from non-accredited schools. This shall be applied if in case the learners would be failed in the PVT/PEPT.

**ARTICLE II
OBLIGATIONS OF BOTH PARTIES**

For the (name of the school) represented by the school head and class adviser

- Section 1.1 Coordinate in the division office as to the schedule of the PEPT/PVT.
- Section 1.2 Give feedback to the concerned parents and learner/s as to the schedule.
- Section 1.3 Conduct intensive review for the learners who will take the PEPT/PVT.
- Section 1.4 Facilitate in the proper and accurate filling-out the PEPT/PVT form together with the required documents
- Section 1.5 Validate all the submitted documents prior to the PEPT/PVT exams.
- Section 1.6. Communicate the results to the concerned parents and learners for appropriate action

For the parents – (Name of the parents)

- Section 1.7 Coordinate with the school head and class adviser as to the compliance of the required documents for the PEPT/PVT.
- Section 1.8 Collaborate with the school head and class adviser during the PEPT/PVT review sessions.
- Section 1.9 Submit the following documents for the PEPT/PVT in the presence of the learner/s and in coordination with the school authorities:

PEPT/PVT Required Documents (DepEd Memorandum No. 34, s. 2018)

- 1. Birth certificate: Issued by the PSA or Local Civil Registrar duly authenticated (original and two (2) photocopies)
 - 2. ID pictures: Two (2) pieces of identical and recently taken (1×1" size)
 - 3. School records (original and two (2) photocopies):
 - Elementary Level – Form 137 or Form 138
 - Secondary Level – Form 137
 - *Form 137 (Transcript of Records with school seal and signature of principal/registrar)
 - *Form 138 (Report Card with school seal and signature of principal/registrar)
 - 4. School permit: Photocopy of School Permit to Operate/Government Recognition (for applicants from private schools)
 - 5. Registration fee (non-refundable):
 - Regular administration– Php50.00
 - Walk-in/Special administration – Php200.00
- Section 1.10 Accept with humility on the PEPT/PVT results and coordinate with the school authorities for the next appropriate action.

IN WITNESS WHEREOF, the parties have affixed their signatures on **(Date of Signing)** at (Place of signing).

This agreement shall take effect, effective on **(date)**.

**NAME OF PARENTS/
GUARDIAN**

**NAME OF SCHOOL HEAD AND CLASS
ADVISERS**

Name and Signature of Father

Name of School Head

Name of the Mother

Name of Class Adviser

Name of the Guardian

WITNESSED BY:

WITNESSED BY:

NOTED:

JONATHAN S. DELA PEÑA, PhD, CESO V
Schools Division Superintendent