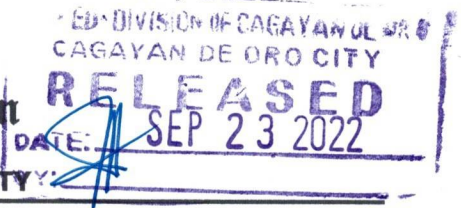




Republic of the Philippines  
**Department of Education**  
REGION X  
DIVISION OF CAGAYAN DE ORO CITY



**Office of the Schools Division Superintendent**

**22 September 2022**

DIVISION MEMORANDUM

No. 374 s. 2022

**INVENTORY OF ELIGIBLE REGISTRANTS FOR THE PHILIPPINE EDUCATIONAL  
PLACEMENT TEST (PEPT)/PHILIPPINE VALIDATING TEST (PVT)**

TO: Assistant Schools Division Superintendent  
Public Schools District Supervisors  
All Public and Private Elementary and Secondary School Heads  
Division Testing Coordinator  
All Others Concerned

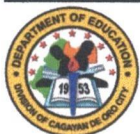
1. In preparation for the conduct of the Philippine Educational Placement Test (PEPT)/Philippine Validating Test (PVT) tentatively scheduled on November 2022 **subject to BEA additional guidelines and issuances and health protocols, all private and public** elementary and secondary school heads are hereby directed to conduct an inventory of eligible registrants for the said exam. This will serve as pre-registration and basis for the request of the number of test materials and testing personnel.

2. All required documents shall be evaluated and verified by the school principal to determine their eligibility prior to the submission of list of eligible registrants/takers to the Division Office. Verified documents shall be kept in the respective schools for safekeeping until additional guidelines and instructions are issued.

3. School principals shall make a list of eligible registrants/takers in excel file following the format in the templates provided. A separate form shall be filled up for placement and for validation purposes. Please see attached enclosure 1 for requirements and guidelines.

4. Hard copies of the same forms indorsed by the school principal shall be submitted to the Division Office. Soft copy file shall be emailed to [eleanorconsejo.rollan@deped.gov.ph](mailto:eleanorconsejo.rollan@deped.gov.ph) **on or before September 30, 2022** for review and consolidation.

5. **All schools** are required to submit the said report to track submission and compliance. In case the school has no eligible takers, it shall be indicated in their report.



**Address:** Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City  
**Telephone:** (08822)-8550048

6. Further guidelines and instructions shall be disseminated through a separate division memorandum.

7. For related concerns, please contact Eleanor H. Rollan, Division Testing Coordinator through [eleanorconsejo.rollan@deped.gov.ph](mailto:eleanorconsejo.rollan@deped.gov.ph)

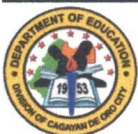
8. Immediate dissemination of this memorandum is enjoined.

**CHERRY MAE L. LIMBACO-REYES**  
Schools Division Superintendent

For the Schools Division Superintendent:

**LOREBINA C. CARRASCO**  
OIC-Asst. Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

ECHR/DM-PEPT  
September 22, 2022



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**Enclosure 1 – PEPT/PVT Required Documents  
(DM/OM-CI-2022-00272)**

**FOR VALIDATION PURPOSES:**

The grade levels of learners that were completed in **schools without government permit** are subject to validation. The PEPT is an assessment tool used to validate if these learners met the learning standards for specific grade levels as per DepEd Order 55 s.2016 Section 6, *Policy Guidelines on the National Assessment of Student Learning for the Kto12 Basic Education Program*.

Target Clientele:

1. Learners who may register for the PEPT for validation purposes should have completed, without failed subjects, the grade level/s to be validated.
2. Learners 6 years old and above may register for and take the test.

Requirements:

- a. 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;
- b. Original and one photocopy of the permanent school record (e.g., SF 10/Form 137) signed by the School Principal/Registrar/School Administrator;
- c. 2 pieces Identical and recently taken 1X1 colored ID pictures with name tag
- d. Registration fee (payment to be done upon approval by BEA)

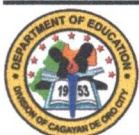
**FOR PLACEMENT PURPOSES:**

Target Clientele:

1. Learners from nonformal and informal education programs
2. Learners who have incomplete or no record of formal schooling
3. Learners with back subjects
4. Learners who need grade level standards assessment
5. Learners who are overage for their grade levels

Requirements:

- a. 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;
- b. Original and one photocopy of the permanent school record (e.g., SF 10/Form 137) signed by the School Principal/Registrar/School Administrator; certificate of attendance in intervention programs, or any proof of schooling (if applicable);
- c. Original and one photocopy of the PEPT Certificate of Rating (for applicants who need to retake a PEPT subtest); and
- d. Copy of school permit (for applicants who completed their last grade level from a private school);
- e. 2 pieces Identical and recently taken 1X1 colored ID pictures with name tag
- f. Registration fee (payment to be done upon approval by BEA)



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Template 1A (To be encoded in MS EXCEL and to be emailed to [eleanorconsejo.rollan@deped.gov.ph](mailto:eleanorconsejo.rollan@deped.gov.ph))  
Note: Please do not merge cells

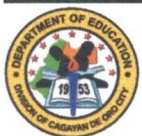
**ELIGIBLE REGISTRANTS FOR THE PHILIPPINE EDUCATIONAL PLACEMENT TEST (PEPT)/ PHILIPPINE VALIDATING TEST (PVT)  
PLACEMENT**

Name of School: \_\_\_\_\_ School ID: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name of School Head: \_\_\_\_\_ Contact Nos. \_\_\_\_\_

Name of Learner (Last Name, First Name, MI)	Date of Birth (MM/DD/YYYY)	Age	Grade Level Currently attending

Certified True and Complete:

\_\_\_\_\_  
Name and Signature of School Principal



Template 1B (To be encoded in MS EXCEL and to be emailed to [leanorconsejo.rollan@deped.gov.ph](mailto:leanorconsejo.rollan@deped.gov.ph))  
Note: Please do not merge cells

**ELIGIBLE REGISTRANTS FOR THE PHILIPPINE EDUCATIONAL PLACEMENT TEST (PEPT)/ PHILIPPINE VALIDATING TEST (PVT)  
VALIDATION**

Name of School: \_\_\_\_\_ School ID: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name of School Head: \_\_\_\_\_ Contact Nos. \_\_\_\_\_

Name of Learner (Last Name, First Name, MI)	Date of Birth (MM/DD/YYYY)	Age	Grade Level Currently attending	Grade Level/s to be validated (IF learner previously enrolled in school without permit to operate)

Certified True and Complete:

\_\_\_\_\_  
Name and Signature of School Principal



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