



Republic of the Philippines  
**Department of Education**  
REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division  
Superintendent

08 Aug 2024

DIVISION MEMORANDUM  
SGOD No. **072** s. 2024

ADMINISTRATION OF THE 2024 SPECIAL PHILIPPINE EDUCATIONAL  
PLACEMENT TEST (PEPT)

To: Public Schools District Supervisors/Principals In-Charge  
Public and Private Elementary and Secondary School Administrators  
All Others Concerned

1. In reference to DepEd Order No. 055, s. 2016 titled, **Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program**, the Bureau of Assessment (BEA) through the School Management Monitoring and Evaluation (SMME) Section shall administer the 2024 Special Philippine Educational Placement Test (PEPT) at Tupi Central Elementary School in September 2024. The actual date of assessment shall be announced through a separate memorandum.
2. The PEPT is a nationally administered assessment for learners in special circumstances. The result of this assessment will allow learners to access or resume schooling and/or obtain certification by grade level in the formal system.
3. Anent this, both public and private schools are informed that the Schools Division of South Cotabato through the SMME is now accepting applicants.
4. The Division Testing Coordinator, Mr. Rodel H. Catubay, shall facilitate the registration process and collect the following documentary requirements:
  - a. Completed Registration Form;
  - b. Original and one photocopy of Birth Certificate duly authenticated by the Local Civil Registrar;
  - c. Original and one photocopy of the Permanent School Record (SF10/Form 137) signed by the School Principal/Administrator/Registrar;  
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  - d. Two copies of identical and recently taken 1x1 colored ID pictures with name tag.
5. The client/learner or his/her parent/legal guardian shall accomplish the PEPT Registration Form which is downloadable at **<https://tinyurl.com/SpecialPEPTReg>**



Address: Alunan Avenue, Koronadal City, South Cotabato 9506  
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6. PEPT materials are available at <https://bit.ly/PEPTmaterials2023> for more information.
7. For retakers and PEPT passers, only original and one photocopy of the PEPT Certificate of Result (COR) and requirements (a) and (d) shall be submitted.
8. The registrants must be at least one (1) year average for their supposed grade level in the formal school system as displayed in the table:

LLC	Normal Age (at the end of SY)	Age on the date of Exam	Grade Level to Take
No Schooling	-	At least 6 years old	Kinder
Kinder	6 years old	At least 7 years old	Grade 1
Grade 1	7 years old	At least 8 years old	Grade 2
Grade 2	8 years old	At least 9 years old	Grade 3
Grade 3	9 years old	At least 10 years old	Grade 4
Grade 4	10 years old	At least 11 years old	Grade 5
Grade 5	11 years old	At least 12 years old	Grade 6
Grade 6	12 years old	At least 13 years old	Grade 7
Grade 7	13 years old	At least 14 years old	Grade 8
Grade 8	14 years old	At least 15 years old	Grade 9
Grade 9	15 years old	At least 16 years old	Grade 10

9. The list of testing personnel for 2024 Special PEPT shall be identified through a separate memorandum.
10. For services rendered on Holidays, Saturday and Sunday, all teachers, school heads, and division personnel concerned are entitled to Compensatory Time Off (CTO) or Service Credits in accordance with Civil Service and DBM Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered or DO 53, s. 2003 on Updated Guidelines on Grant of Vacation Service Credits to Teachers.
11. Food, transportation and other incidental expenses of the testing personnel and support staff shall be chargeable against NASBE Fund subject to the usual accounting and auditing rules and regulations.
12. Immediate dissemination of this memorandum is directed.

**LEONARDO M. BALALA, CESO V**  
Schools Division Superintendent



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Encl: None

Reference: As stated

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

ASSESSMENT

LEARNERS

SCHOOLS

RHC/DM-administration of the 2024 special philippine educational placement test (PEPT)

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