



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

Office of the Schools Division
Superintendent

07 Oct 2024

DIVISION MEMORANDUM
SGOD No. **118** s. 2024

CONDUCT OF 2024 SPECIAL PHILIPPINE EDUCATIONAL
PLACEMENT TEST (PEPT)

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors/Principals In-Charge
Private and Public Secondary and Elementary School Administrators
All Others Concerned

1. In reference to Division Memorandum SGOD No. 072, s. 2024 titled, **Administration of 2024 Special Philippine Educational Placement Test (PEPT)**, the School Governance and Operations Division (SGOD) through the School Management Monitoring and Evaluation (SMME) Section shall facilitate the administration of the 2024 Special Philippine Educational Placement Test (PEPT).
2. These are the identified personnel who shall report at Tupi Central Elementary School on Sunday, October 13, 2024, before 7:30 a.m.

No.	Name	School/Office
1	Leonardo M. Balala	SDS
2	Levi B. Butihen	ASDS
3	Rodel H. Catubay	DTC
4	Cristopher T. Frusa	SGOD Chief
5	Sally A. Jabido	EPS
6	Marilil Ortiz	Tupi CES
7	Fabiana S. Rojas	Tupi CES
8	Georlyn C. Basan	Tupi CES
9	Erma C. Jibala	Tupi NHS
10	Lorie Mae Ende	Bukay Pait ES
11	Jett A. Javellana	SGOD-SMME
12	Queenie Lorenzo	SGOD
13	Jonald Dajay	SGOD-HRDS
14	Kate Abu	SGOD



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3. Further, there shall be an orientation to all identified testing personnel at Tupi Central Elementary School on Saturday, October 12, 2024, at 8:00 a.m. to 5:00 p.m.
4. For services rendered on holidays, Saturdays and Sundays, identified testing coordinators, school heads, and division personnel are entitled to Compensatory Time-Off (CTO) or Certificate of Compensatory Overtime Credit (COC) in accordance with Civil Service and DBM Joint Circular No. 2, s. 2004 on **Non-Monetary Remuneration for Overtime Service Rendered** and DO 13, s. 2024 on the **Revised Guidelines on the Grant of Vacation Service Credits for Teachers**.
5. 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.
5. Immediate dissemination of this memorandum is desired.


LEONARDO M. BALALA, CESO V
Schools Division Superintendent

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

ASSESSMENT LEARNERS SCHOOLS

RHC/DM- conduct of 2024 special philippine educational placement test (PEPT)
0000/October 07, 2024



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