

Republic of the Philippines
 Department of Education
 National Capital Region
DIVISION OF CITY SCHOOLS
 Quezon City, Metro Manila

July 29, 2008

DIVISION MEMORANDUM

No. 336, s. 2008

TO: Assistant Schools Division Superintendents
 Division / District Supervisors
 Public, Private Elementary & Secondary School Principals
 Officers-In-Charge
 School Guidance Teachers / Counselors / Coordinators
 All Concerned

2008 PHILIPPINE EDUCATIONAL PLACEMENT TEST (PEPT)

1. The registration for the 2008 Philippine Educational Placement Test will start on **July 30, 2008** until **September 26, 2008**. Forms are now available at the Planning Section, this Division.

2. **Qualified to take the test are as follows:**

*Last Level Completed (LLC)	Corresponding (LLC) Code	Corresponding Age Requirements
No formal schooling	0	Age 6 and above
Grade I	1	Age 7 and above
Grade II	2	Age 8 and above
Grade III	3	Age 9 and above
Grade IV	4	Age 10 and above
Grade V	5	Age 11 and above
Grade VI	6	Age 12 and above
First Year	7	Age 13 and above
Second Year	8	Age 14 and above
Third Year	9	Age 15 and above

Last Level Completed (LLC) means that all subjects were passed, and without back subjects.

3. Requirements for Registration:

- **1 X 1 Identical and recent ID pictures** (2 pcs.)-colored or black & white
- **Birth Certificate** NSO-/Civil Registrar-issued, duly authenticated by the school head and a photocopy thereof.
- **Form 137**-Transcript of Records with school seal and readable authorized signature/s and Photocopy of the same, duly authenticated by the school head.

Note:

Form 138-Report Card with school seal and readable authorized signatures, and its photocopy duly authenticated by the school head is acceptable substitute for Form-137 provided the Report Card is for the last School Year (SY 2007-2008) only.

- **Certificate or Record of Employment** (if any)
- **Additional Requirements for students/pupils from Private Schools:**
 - a. **School Clearance**-freeing the child from financial obligation/responsibilities
 - b. **DepED Permit Serial Number** of the school's permit to operate

- **Registration Fee** (P 50.00)

4. PEPT Division and School Registration Procedures:

a. For Out of School Pupils/Students

- The applicants shall bring all the requirements at the **Planning Section, 3rd flr, Division Office**, Misamis St., Brgy. Bago Bantay, Q.C.. He/She must be a Quezon City resident.

b. For In-School Pupils/Students:

b.1. Students shall be informed by the Guidance Counselor (GC) through their advisers of the forthcoming PEPT.

b.2. Pupil/Student applicants shall be screened by the school as to their qualifications for registration.

b.3. The school shall then take charge of the following:

- **Submit the list** of recommended pupils/students duly signed by the School Head;
- **Payment of registration fees** to be made upon the submission of the recommended list of students. Only then shall the Registration Forms (PEPT Form-1) be issued to the school.
- **Assisting the pupils/students** in accomplishing the forms.
- **School-level validation of the requirements:** every piece of document shall be certified by the school head as true copy of the original.
- **Submission of the accomplished forms** with the corresponding documents, **not later than September 26, 2008 (Friday).**

5. The **Examination Date** is tentatively scheduled on **November 16, 2008** (DepEd Order Number 22, s. 2008, entitled "Calendar for School Year 2008-2009). Any adjustments or confirmation of the said date will be announced later.

6. For wide dissemination.


VICTORIA Q. FUENTES
Schools Division Superintendent