



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
No. 785

November 3, 2025

ADMINISTRATION OF THE REGULAR PHILIPPINE EDUCATIONAL PLACEMENT TEST

To: Assistant Schools Division Superintendent
Public and Private Elementary and Secondary School Heads
All Others Concerned

1 This Office, through the Schools Governance Operations Division (SGOD), hereby announces the **Administration of the Regular Philippine Educational Placement Test (PEPT) in December 2025** for select testing centers.

2. The PEPT is a nationally administered assessment for learners in special circumstances. The result of this assessment will allow these learners to access or resume schooling and/ or obtain certification of completion by grade level in the DepEd formal system.

3. The target registrants for PEPT are the following:

- a. Learners from Schools without government permits,
- b. Learners from nonformal and informal education programs,
- c. Learners who have incomplete or no record of formal schooling,
- d. Learners with back subjects,
- e. Learners who need grade-level standards assessment, and
- f. Learners who are overage for their grade levels.

4. Pursuant to Section 6 (Grade Level Placement Assessment) of DepEd Order No. 55. s.2016 titled Policy Guidelines on the National assessment of Student Learning for the K to 12 Basic Education Program, the placement of the Regular PEPT qualifiers shall take effect to the next subsequent school year, not during the current school year when the test was administered.

5. The Regular PEPT Registration Form can be downloaded from <https://bit.ly/BEAREgularPEPT> (refer to Enclosure No. 2).

6. Indicated below are the requirements for the specific types of test registrants:

a. **For new test takers**

- i. Original and one photocopy of the **birth certificate** duly authenticated and issued by the Philippine Statistics Authority (PSA) or by the Local Civil Registrar.
- ii. Certified True Copy of the **permanent school record** (e.g SF 10 / Form 137) signed by the school principal/ registrar/ school administrator with dry seal.



Address: H. Zamora St., Dampas, Tagbilaran City, Bohol
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177
(038)427-6718; (038)544-2147
Email Address: tagbilarancity.division@deped.gov.ph

- iii. **Certificate of attendance in intervention programs** or any proof of schooling (if applicable).
- iv. Two identical and recently taken 1x1 colored **ID pictures** with name tags.
- v. One copy of the accomplished **Regular PEPT Registration Form**.



b. For test retakers and PEPT passers

- i. Original and one photocopy of the **PEPT Certificate of Rating**.
- ii. Two identical and recently taken 1x1 colored **ID pictures** with name tags.
- iii. One copy of the accomplished **PEPT Registration Form**.

7. Examinees whose test score in one subject is lower than 75% may be allowed to retake the failed subtest within six months from the date of examination. On the other hand, examinees whose test scores in two or three subjects are lower than 75% are required to retake all the subjects.

8. Health and safety protocols must be followed in all activities.

9. Immediate dissemination of this Memorandum is desired.


WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent 

Annex A



Republic of the Philippines
Department of Education
BUREAU OF EDUCATION ASSESSMENT

LEM's Copy

2024 REGULAR PHILIPPINE EDUCATIONAL PLACEMENT TEST (PEPT)
REGISTRATION FORM

Name of Registrant/ Examinee		Last Name		First Name		M.I.	
Mailing Address		No., Street, Barrio, Town, Province/City		Age	Sex	Person with Disability (PWD)	
Date of Birth (Month/Date/Year)		Contact Number		Date of Examination (Month/Date/Year)			
Name and Address of School Last Attended		Last Grade Level Completed		Grade Level/s to Take (check all that applies)			
Purpose		To be filled out by the Division Testing Coordinator		To be filled out by the Division Testing Coordinator			
<input type="checkbox"/> Placement <input type="checkbox"/> Validation <input type="checkbox"/> Subject Completion		<input type="checkbox"/> No Schooling <input type="checkbox"/> Kindergarten <input type="checkbox"/> Grade 1 <input type="checkbox"/> Grade 2 <input type="checkbox"/> Grade 3 <input type="checkbox"/> Grade 4		<input type="checkbox"/> Kindergarten <input type="checkbox"/> Grade 1 <input type="checkbox"/> Grade 2 <input type="checkbox"/> Grade 3 <input type="checkbox"/> Grade 4 <input type="checkbox"/> Grade 5 <input type="checkbox"/> Grade 6 <input type="checkbox"/> Grade 7 <input type="checkbox"/> Grade 8 <input type="checkbox"/> Grade 9 <input type="checkbox"/> Grade 10 <input type="checkbox"/> for retake, indicate the grade level/s and subject/s to take			
Place and Date of Registration				Examination Center			
<p>INSTRUCTIONS TO THE PEPT TESTING COORDINATOR</p> <p>1. Before signing this form, please ensure that all entries on Age, Last Grade Level Completed, and Grade Level/s to Take are legible and correct.</p> <p>2. Detach Admission Slip and give it to the applicant.</p> <p>3. Keep the LEM's Copy and give it to the Chief Examiner on examination day for the applicant verification purposes.</p> <p>4. NO REGISTRATION FEE.</p>				<p>To be filled out by the Division Testing Coordinator</p> <p>For NEW PEPT REGISTRANTS</p> <input type="checkbox"/> Original and Photocopy of Birth Certificate (NSO/PSA or Local Civil Registrar) <input type="checkbox"/> Certified True Copy of Schools Records with dry seal (SF10/F137 signed by the School Principal/Registrar/Administrator) <input type="checkbox"/> Identical and recently taken 1x1 colored ID pictures with name tag (2 pcs)			
<p>I hereby declare under oath that I have personally accomplished this Registration Form and that by affixing my name below, I am certifying that all documents attached to this application are a faithful reproduction of the original, and that all statements and information provided therein are complete, accurate, and correct to the best of my knowledge. I am assuming full responsibility and accountability for the correctness of the details provided and for the document's authenticity.</p> <p>Signature over Printed Name of Registrant/Examinee</p>				<p>For retakes and PEPT passers only</p> <input type="checkbox"/> Certificate of Rating (COR) <input type="checkbox"/> Identical and recently taken 1x1 colored ID pictures with name tag (2 pcs)			
<p>1"x1" Picture</p>				<p>Additional Requirements for PEPT Validation Purposes only</p> <input type="checkbox"/> Endorsement Letters: <input type="checkbox"/> Regional Office <input type="checkbox"/> Schools Division Office			



Republic of the Philippines
Department of Education
BUREAU OF EDUCATION ASSESSMENT

Registrant's Copy

2024 REGULAR PHILIPPINE EDUCATIONAL PLACEMENT TEST (PEPT)
ADMISSION SLIP

Name of Registrant/ Examinee		Last Name		First Name		M.I.	
Date of Birth (Month/Date/Year)		Age		Date of Examination (Month/Date/Year)			
Examination Center		Last Grade Level Completed		Grade Level/s to Take			
		To be filled out by the Division Testing Coordinator		To be filled out by the Division Testing Coordinator			
<p>NOTES:</p> <p>1. Upon registration, the Registration Officer will inform you of the examination date and venue.</p> <p>2. Complete all the information in the Registration Form.</p> <p>3. On the examination day, the examinee must be in the venue at 7:30 A.M. Bring this slip and at least two (2) pieces of No. 2 pencils.</p>		<p>Certified True and Correct:</p> <p>Signature over Printed Name of Division Testing Coordinator</p>					
<p>1"x1" Picture</p>							

R