



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF SAGAY CITY

SGOD - 4690

DIVISION MEMORANDUM

FEB 04 2026

No. 013 s., 2026

ADMINISTRATION OF THE REGULAR PHILIPPINE EDUCATIONAL PLACEMENT TEST (PEPT)

To: Assist. Schools Division Superintendent
Chiefs of CID & SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All others concerned

1. Pursuant to DepEd Memorandum No. 098, s. 2025 titled "Administration of the Regular Philippine Educational Placement Test (PEPT), the Schools Division Office of Sagay City through the School Management Monitoring and Evaluation (SMME) Unit, will administer the **Regular Philippine Educational Placement Test (PEPT)** at Maria Lopez Elementary School. The testing schedule will be announced in a separate memorandum.
2. The PEPT is a nationally administered assessment for learners in special circumstances. The results 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 schooling.
3. The target registrants for PEPT are the following:
 - a. Learners from schools without government permits,
 - b. Learners from non-formal 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. **No test registration fee** shall be collected from the test registrants. **No walk-in policy** shall be strictly implemented on the day of test administration to ensure test security, accurate evaluation, and completeness of documentary requirements, and orderly flow of services.
5. The PEPT Registration Form can be accessed using the link. <https://tinyurl.com/formPEPT>
6. The Division Testing Coordinator shall be in-charge of the evaluation the documents. 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 Local Civil Registrar
 - ii. Certified True Copy of the permanent school record (SF10) signed by the school principal/registrar/school administrator with dry seal
 - 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.





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- v. One copy of the accomplished Regular PEPT Registration Form.
- b. For PEPT test retakers
- 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 Regular PEPT Registration Form
7. The documentary requirements shall be submitted to the SMME section on or before **February 9, 2026**.
8. Transportation, Orientation expenses, and Examination day subsidy of the Division Testing Coordinator, Support Staff, School Heads, and other testing personnel shall be charged against the NASBE Program Support Funds (PSF), while the meals of the Room Examiners and testing materials for the learners are chargeable against the School MOOE subject to the usual accounting and auditing rules and regulations.
9. It is understood that in the conduct of this activity, there shall be no discrimination of participants on account of age, school, gender, civil status, disability, religion, or other similar factors/personal circumstances that run counter to the principles of equal opportunity.
10. Immediate and widest dissemination of this Memorandum is desired.

DANNIE CLARK M. UGUIL
 OIC- Schools Division Superintendent



Number of pages including this document:
 Encl: None
 References: DO 007, s. 2024, Regional Memorandum No. 216, s. 2025, Division Memorandum No. 206, s. 2025,
 To be indicated in the perpetual index
 Under the following subjects:

ASSESSMENT

SGOD/M&E

