

Republic of the Philippines  
**DEPARTMENT OF EDUCATION**




Region XI  
**DIVISION OF DIGOS CITY**  
**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**  
Roxas Corner Lopez-Jaena Streets, Digos City, 8002, Philippines  
Telefax: 082 553 8396

**DIVISION MEMORANDUM**

No. 458, s. 2017

TO: **Ronilyn P. Nieves**  
**Chona A. Lasib**  
**Luzminda B. Jasmin**  
**Valeriano Y. Delos Reyes**  
**Analiza C. Almazan**  
**Ely G. Cataluna**

**Joejie Aguilar**  
**Esperidion Solatorio**  
**Antonia Ponce**  
**Noreliza A. Misal**  
**RosarioDiamante**

FROM:   
**WINNIE E. BATOON, Ed.D.**  
Officer-in-Charge  
Office of the Schools Division Superintendent

SUBJECT: **ORIENTATION OF TESTING OFFICIALS ON THE CONDUCT OF THE TEST OF ENGLISH PROFICIENCY FOR TEACHERS AND PROCESS SKILLS TEST (TEPT-PST) FOR GRADES 7 AND 8 TEACHERS TEACHING SCIENCE AND MATHEMATICS**

DATE: July 25, 2017

1. Relative to the administration of the **Test of English Proficiency for Teachers (TEPT)** and **Process Skills Test (PST)** in Science and Mathematics to all permanent public school teachers teaching Grade 7 and 8 Science and Mathematics on Sunday, July 30, 2017 from 8:00 o'clock in the morning to 12:00 noon at Digos City National High School, you are hereby directed to attend the orientation for all testing officials on **Thursday, July 27, 2017**, at 8:00 O'clock in the morning at the Division CID office.
2. Guidelines on the conduct of the test shall be discussed.
3. A Compensatory Overtime Credit of one (1) day shall be given to all testing staff and a one (1) day Service credit shall be given to Teacher-Examinees for the services rendered on July 30, 2017 as provided in DepED Order No. 53, s. 2003 entitled **UPDATED GUIDELINES ON GRANT ON VACATION SERVICE CREDITS FOR TEACHERS**.
4. Meals and transportation allowance of the participants shall be charged against the downloaded funds from BEA (OSEC-11-17-0481) subject to the usual accounting and auditing rules and regulations.
5. For guidance and compliance..

DepED Schools Division of Digos

**RELEASED**

7054  
Date: 25 JUL 2017 Time: 4:30

By: 1