



Republic of the Philippines
Department of Education
REGION XI

SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

CID-2025- 570

To : Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Schools District Supervisors (PSDS)
School Heads of Public & Private Elem. & Secondary Schools
All Others Concerned

Subject : **GUIDELINES ON THE REGISTRATION AND ADMINISTRATION
OF THE 2025 REGULAR PHILIPPINE EDUCATIONAL
PLACEMENT TEST (PEPT)**

Date : November 11, 2025

Pursuant to DepEd Memorandum No. 098, s. 2025, the Schools Division of Digos City announces the conduct of the **2025 Regular Philippine Educational Placement Test (PEPT)** scheduled for **December 2025**. This assessment is intended for learners in special circumstances to validate grade-level competencies and facilitate appropriate placement in the formal education system.

I. Salient Points

1. Target Registrants:

- Learners from schools without government permits
- Learners from nonformal/informal education programs
- Learners with incomplete or no formal schooling records
- Learners with back subjects
- Learners needing grade-level standards assessment
- Learners overage for their grade level

2. Registration Period:

- Registration shall be open from the date of issuance of this memorandum until **one week prior to the scheduled test administration**. The final date of the examination will be announced through a separate issuance.

3. Testing Center:

- **Digos City High School (DiCNHS)** is the designated testing center for the division.

4. Slot Allocation:

- The Division of Digos City has been allocated **only 15 slots** for PEPT registrants.

- **Acceptance is on a first come, first serve basis**, subject to **complete submission of documentary requirements**.
- 5. **Submission Venue:**
 - All complete requirements must be submitted to the **Records Section of the Division Office**.
- 6. **No Walk-In Policy:**
 - Strictly no walk-in applicants will be accommodated on the day of the test.

II. Registration Requirements

For New Test-Takers:

- Original and photocopy of PSA/NSO or Local Civil Registrar-issued birth certificate
- Certified true copy of school records (SF10/Form 137) with dry seal
- Certificate of attendance in intervention programs (if applicable)
- Two identical 1x1 colored ID photos with name tag
- Accomplished PEPT Registration Form

For Retakers and PEPT Passers:

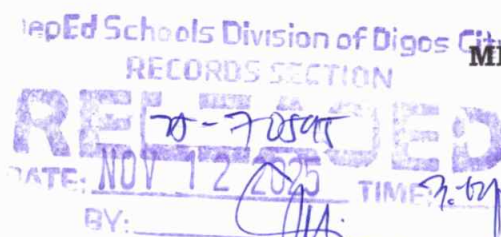
- Original and photocopy of PEPT Certificate of Rating
- Two identical 1x1 colored ID photos with name tag
- Accomplished PEPT Registration Form

III. Additional Notes

- No registration fee shall be collected.
- Examinees who fail one subject may retake the subtest within six months; those who fail two or more subjects must retake all.
- A Certificate of Rating (COR) will be issued to each test-taker.
- Details of the virtual orientation for testing personnel will be announced in a separate advisory.

For additional information and reference, please see the attached DepEd Memorandum along with the PEPT Registration Form.

The immediate dissemination of this memorandum is highly recommended.



MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent

Enclosed: As stated.
CID/PSDS/EDM



Republic of the Philippines
Department of Education

DepEd MEMORANDUM
No. **098**, s. 2025

OCT 28 2025

ADMINISTRATION OF THE REGULAR PHILIPPINE EDUCATIONAL PLACEMENT TEST

To: Undersecretaries
Assistant Secretaries
Minister, Basic, Higher, and Technical Education, BARMM
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
Attached Agencies
All Others Concerned

1. The Department of Education (DepEd), through the Bureau of Education Assessment (BEA), announces the **Administration of the Regular Philippine Educational Placement Test (PEPT) in December 2025** for select testing centers. The specific details for administration shall be announced in a separate advisory.
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 in the next or subsequent school year, not during the current school year when the test was administered.

Test Registration

5. **No test registration fees** shall be collected from the test registrants.
6. The test registration shall be done in select schools division offices (SDOs) starting from the date this Memorandum is published until **a week before the test administration**.

7. **No walk-in policy** shall be strictly implemented on the day of test administration to ensure test security, accurate evaluation, completeness of documentary requirements, and orderly flow of services.

8. The number of registrants shall not exceed the allocated test materials per testing center. Attached is the list of allocations of test materials and testing centers (refer to Enclosure No. 1).

9. In cases where registration in a particular division has reached full capacity, registrants shall be redirected to a designated nearby division with allocated test materials. No exceptions shall be allowed once the maximum limit per division has been reached.

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

11. The Division Testing Coordinators (DTCs) shall be in charge of the evaluation of documents and ensure that the documentary requirements of each registrant are complete. Below are the requirements for 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. (formerly National Statistics Office) or by the Local Civil Registrar.
- ii. Certified True Copy of the **permanent school record** (e.g., SF10/Form 137) 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**.

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**.

Testing Centers, Test Materials, and Number of Actual Registrants

12. The testing centers shall be located in select SDOs.

13. Some SDOs shall have more than one testing center.

14. BEA shall provide the number of test materials per SDO and designated testing center.

15. The DTCs are required to submit to BEA the actual number of Regular PEPT registrants a week before the test administration.

16. The Excel template to be used in the submission of the **actual number of test registrants** per testing center and updated names of testing centers (if applicable) can be downloaded from bit.ly/2025RegularPEPT_Template.

Handwritten signature and initials
COT

17. The Excel and signed PDF copy shall be submitted to this link: **bit.ly/2025RegularPEPT_Submission** using the filename: **[Region] [Division] 2025 Regular PEPT**.

Test Results

18. 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.

19. A Certificate of Rating (COR) shall be issued to each test-taker. Information regarding the release of results shall be announced in a separate Memorandum.

Virtual Orientation

20. BEA shall schedule a virtual orientation for the evaluation of PEPT documentary requirements and test administration guidelines. The orientation shall be attended by the Regional Testing Coordinators, DTCs, and other key testing personnel who will be involved in test administration. The virtual orientation details shall be announced in a separate Advisory.

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

22. For more information, please contact the **Bureau of Education Assessment-Education Assessment Division**, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City, through email at bea.ead@deped.gov.ph or at telephone number (02) 8631-2589.

23. Immediate dissemination of this Memorandum is desired.

By Authority of the Secretary:

ATTY. FATIMA LIPP D. PANONTONGAN
Undersecretary and Chief of Staff

Encls.:

As stated

References:

DepEd Order (No. 55, s. 2016)

DepEd Memorandum No. 008, s. 2024

To be indicated in the Perpetual Index
under the following subjects:

ASSESSMENT
BASIC EDUCATION
CERTIFICATION
FEES

LEARNERS
RULES AND REGULATIONS
SCHOOLS
TEST





Republic of the Philippines
Department of Education
 BUREAU OF EDUCATION ASSESSMENT

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XI	K02	Digos City	1	DIGOS CITY HIGH SCHOOL	15
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XI	K04	Davao Oriental		E. MORALIZON NVHS	62
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XI	K05	Davao Del Sur	1	HAGONOY HS	29
XI	K06	Panabo City	1	PANABO NATIONAL HIGH SCHOOL	44
XI	K07	Tagum City	1	MAGUGPO PILOT CES	50
XI	K09	Island Garden City Of Samal	1	NIEVES VILLARICA NHS	69
XI	K10	Mati City	1	MATI NCHS	229

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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
			☐ Male ☐ Female	Person with Disability (PWD) ☐ Yes ☐ No
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 ☐ Placement ☐ Validation ☐ Subject Completion		To be filled out by the Division Testing Coordinator ☐ No Schooling ☐ Grade 5 ☐ Kindergarten ☐ Grade 6 ☐ Grade 1 ☐ Grade 7 ☐ Grade 2 ☐ Grade 8 ☐ Grade 3 ☐ Grade 9 ☐ Grade 4		To be filled out by the Division Testing Coordinator ☐ Kindergarten ☐ Grade 6 ☐ Grade 1 ☐ Grade 7 ☐ Grade 2 ☐ Grade 8 ☐ Grade 3 ☐ Grade 9 ☐ Grade 4 ☐ Grade 10 ☐ Grade 5 ☐ for retake, indicate the grade level/s and subject/s to take
Place and Date of Registration			Examination Center	
1" x 1" Picture INSTRUCTIONS TO THE PEPT TESTING COORDINATOR - 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. - Detach Admission Slip and give it to the applicant. - Keep the LEM's Copy and give it to the Chief Examiner on examination day for the applicant verification purposes. NO REGISTRATION FEE 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. _____ Signature over Printed Name of Registrant/Examinee To be filled out by the Division Testing Coordinator For NEW PEPT REGISTRANTS ☐ Original and Photocopy of Birth Certificate (NSO/PSA or Local Civil Registrar) ☐ Certified True Copy of Schools Records with dry seal (SF10/F137 signed by the School Principal/Registrar/Administrator) ☐ Identical and recently taken 1x1 colored ID pictures with name tag (2 pcs) For retakes and PEPT passers only ☐ Certificate of Rating (COR) ☐ Identical and recently taken 1x1 colored ID pictures with name tag (2 pcs) Additional Requirements for PEPT Validation Purposes only ☐ Endorsement Letters ☐ Regional Office ☐ Schools Division Office				



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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
1" x 1" Picture NOTES: - Upon registration, the Registration Officer will inform you of the examination date and venue. - Complete all the information in the Registration Form. - 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. Certified True and Correct: _____ Signature over Printed Name of Division Testing Coordinator			