



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

November 20, 2025

DIVISION MEMORANDUM

No. 351, s. 2025

ADMINISTRATION OF THE REGULAR PHILIPPINE EDUCATIONAL PLACEMENT TEST (PEPT)

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors and Division Coordinators
Public Schools District Supervisors and OIC-PSDSs
All Public Elementary and Secondary School Heads
Private Elementary and Secondary School Administrators
Public and Private Elementary and Secondary School Teachers
All Others Concerned

1. Pursuant to **Regional Memorandum No. 01455, S. 2025**, this Office would like to inform all qualified and interested learners and their parents, and all public and private school personnel that the **Regular Philippine Educational Placement Test (PEPT)** shall be administered in **December 2025** at **Gubat National High School**. Final schedule of the Regular PEPT administration shall be disseminated through a separate issuance.
2. The PEPT is a nationally administered assessment intended for learners in special circumstances who need to access or resume schooling and/or obtain certification of completion by grade level.
3. The target registrants for the PEPT include, but are not limited to, the following categories of learners:

Target Clientele	Example
a. Learners from schools without government permits	- Learners who completed his/her grade level/s from schools that do not have a government permit to operate
b. Learners from non-formal and informal education programs	- Non-graduates from the Alternative Learning System (e.g. ALS Elementary Completer with Certificate Program Completion and A&E Test results or Presentation of Portfolio Assessment (PPA)) - Learners from local daycare centers or from non-government organizations
c. Learners who have incomplete or no record of formal schooling	- Learners who dropped out of school - Out-of-school youth (OSY) returning to a formal school - Learners who took a gap year or did not enroll in a formal school



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	- Learners from foreign schools who did not complete this year
d. Learners with back subjects	- Learners with not more than two (2) subjects not yet taken or is/are subject for retake from a previous grade level, in either English, Mathematics, Science, Filipino, or Araling Panlipunan, after attending the school remediation program.
e. Learners who need grade level standing assessment	- Independently homeschooled - Homeschooled learners from non-DepEd-accredited providers - Non-graded SPED
f. Learners who are overage for their grade levels	- Learners whose age is a year or more older than the appropriate admission age in the respective grade level.

4. The following registration guidelines must be strictly observed by all concerned:
- **Registration Period:** Registration **shall commence immediately** upon the publication of this Memorandum until **one week before** the test administration. The specific date of the test administration will be announced in a separate advisory.
 - **Registration Fee: No test registration fees** shall be collected from the registrants.
 - **Capacity Limit:** This Division is allocated with **182** test materials, and hence, will accept the first 182 registrants. Once the maximum limit is reached, registrants shall be redirected to a designated nearby division with remaining slots.
 - **No Walk-in Policy:** A **strict No Walk-in policy** shall be implemented on the day of the test administration.
 - Non-readers are **not** eligible to take the test.
5. All interested and qualified registrants are advised to submit the documentary requirements to the Guidance Office of any public or private schools where they are connected. From the release of this memorandum until a week before the test administration, Mondays through Fridays (excluding holidays) from 8:00am-4:00pm. Below are the requirement for specific types of test registrants.

5.1 For new test-takers:

6.1.1 Original and one photocopy of the **birth certificate** duly authenticated and issued by the Philippines Statistics Authority (formerly National Statistics Officer) or by the Local Civil Registrar.

5.1.2 Certified True Copy and one photocopy of the **permanent school record** e.g. SF10/Form 137, School Report Card/ECCD/Checklist/Diploma



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for registrants whose Last Level Completed is Kindergarten) signed by the school principal/registrar/school administrator with dry seal

5.1.3 **Certificate of attendance in intervention programs**, or any proof of schooling (if applicable)

5.1.4 Two identical and recently taken 1x1 colored **ID pictures** with name tags

5.1.5 One copy of the accomplished **PEPT Registration Form** (accessible via: <https://bit.ly/BEARegularPEPT>)

5.2 For test retakers and PEPT Passers:

5.2.1 Original and one photocopy of the **PEPT Certificate of Rating** (for applicants who need to retake a PEPT subtest)

5.2.2 Two identical and recently taken 1x1 colored **ID pictures** with name tags

5.2.3 One copy of the accomplished **PEPT Registration Form** (accessible via: <https://bit.ly/BEARegularPEPT>)

6. The placement of the special PEPT qualifiers shall take effect in the **next or subsequent year, not** during the current school year when the test was administered, 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.
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 subject areas are lower than 75% are required to retake all the subjects.
8. School Heads and District Supervisors are enjoined to disseminate this Memorandum widely and refer interested learners and their guardians to the Division Testing Coordinator for the official registration process.
9. For relevant queries, you may coordinate with **Ms. Maribel B. Daradar**, Division M&E Coordinator/Division Testing Coordinator, at **09933500495**.
10. Immediate and strict compliance with this Memorandum is highly enjoined.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent

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