



## DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City

September 4, 2015

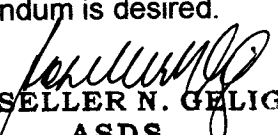
### DIVISION MEMORANDUM

No. 567 s. 2015

**TEST OF ENGLISH PROFICIENCY FOR TEACHERS (TEPT)  
AND PROCESS SKILLS TEST (PST) IN SCIENCE AND  
MATHEMATICS FOR GRADES 5 AND 6 TEACHERS  
SCHOOL YEAR (SY) 2015-2016**

**TO: Assistant Superintendent  
Division Supervisors/Coordinators  
District Supervisors/OICs  
Elementary School Heads**

1. Pursuant to DepEd Memorandum No. 75, s. dated July 16, 2015, the Department of Education (DepEd), through the National Education Testing and Research Center (NETRC) with the assistance of schools division will administer the **"Test Of English Proficiency For Teachers (TEPT) And Process Skills Test (PST) In Science And Mathematics For Grades 5 and 6 Teachers"** on **September 13, 2015** at **Minglanilla Central School, Minglanilla, Cebu.**
2. Relative to this, **there will be an Orientation to all Room Examiners on September 11, 2015 at Minglanilla Central School, Minglanilla, Cebu at 8:00 o' clock in the morning to 5:00 o' clock in the afternoon.**
3. The Division Testing Coordinator (DTC) will serve as Chief Examiner, while the Division Supervisors/ Coordinators and Elementary School Principals/Heads as Room Examiners.
4. District Supervisors/OICs are requested to submit their **District List Of Examinees (Names Of Grade 5 and 6 Teachers) arranged in alphabetical order regardless of gender on or before September 10, 2015.**
5. Teacher-examinees shall be given one day service credit as provided in DepEd Order No. 53, s. 2003 entitled "Updated Guidelines on Grant of Service Credits to Teachers".
6. Travel and other allowable expenses shall be charged to NETRC Funds subject to the usual accounting and auditing rules and regulations.
7. This Memorandum serves as "Authority to Travel" of Room Examiners.
8. Immediate and wide dissemination of this Memorandum is desired.

  
**ROSELLER N. GELIG**  
**ASDS**

  
**For ARDEN D. MONISIT, Ed. D.**  
**Schools Division Superintendent**



Republic of the Philippines  
**Department of Education**

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16 JUL 2015

DepEd MEMORANDUM  
No. **75**, s. 2015

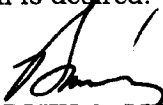
**ADMINISTRATION OF NATIONAL CAREER ASSESSMENT EXAMINATION (NCAE)  
AND TEST OF ENGLISH PROFICIENCY FOR TEACHERS (TEPT) AND PROCESS  
SKILLS TEST (PST) IN SCIENCE AND MATHEMATICS  
FOR THE SCHOOL YEAR (SY) 2015-2016**

To : Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Directors of Services, Centers and Heads of Units  
Regional Directors  
Schools Division Superintendents  
Heads, Public and Private Secondary Schools  
All Others Concerned

1. The Department of Education (DepEd), through the National Education Testing and Research Center (NETRC) with the assistance of schools divisions, and public and private secondary school personnel, shall administer the **School Year (SY) 2015-2016 National Career Assessment Examination (NCAE) to Grade 9 students on August 26, 2015** (Wednesday) in all public high schools and in private secondary schools with a DepEd permit to operate or government recognition as indicated in Enclosure Nos. 1 and 2, Paragraph 6 of DepEd Order No. 9, s. 2015 entitled *School Calendar for School Year (SY) 2015-2016*.
2. Likewise, the **Test of English Proficiency for Teachers (TEPT) and Process Skills Test (PST) in Science and Mathematics** shall be administered to **Grades 5 and 6 public school teachers** by cluster starting July 2015 until October 2015, on Saturdays and/or Sundays. The NETRC shall provide the dates, venues and clustering of regions.
3. The NETRC's authorized forwarder/courier shall deliver the test materials at least two weeks before the test administration, except for the schools division offices (SDOs) of the National Capital Region (NCR), which shall be delivered five days before the test administration. The same forwarder/courier shall retrieve all the test materials one week after the conduct of the test. Hence, all SDOs are instructed to ensure that the test materials are ready for pick-up/retrieval by the authorized forwarder/courier.
4. In the conduct of the TEPT and PST, the Division Testing Coordinator (DTC) will serve as Chief Examiner, while the Education Supervisors and Elementary School Principals as Room Examiners. The teacher-examinees shall be given one day service credit as provided in DepEd Order No. 53, s. 2003 entitled *Updated Guidelines on Grant of Vacation Service Credits to Teachers*.

5. Travel expenses and allowable expenses shall be charged to NETRC Funds subject to the usual accounting and auditing rules and regulations.

6. Immediate dissemination of this Memorandum is desired.

  
**BR. ARMIN A. LUISTRO FSC**  
Secretary

References:

DepEd Order: (Nos. 9, s. 2015; 53, s. 2003)

DepEd Memorandum Nos.: 153, s. 2011, 12 and 31, s. 2012

78, s. 2014; 222 and 111, s. 2013

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

CONFERENCE  
EXAMINATIONS

SCHOOLS  
STUDENTS

R:Alma/ DM administration of the 2015 NCAE, TEPT-PST  
0368-June 18/26/July 7, 2015