

March 24, 2017

Division Memorandum

No. 202 s. 2017

**SCHEDULE OF THE OF THE ADMINISTRATION OF THE 2017 ENGLISH
PROFICIENCY TEST (EPT) FOR THE ELEMENTARY, JUNIOR
AND SENIOR HIGH SCHOOL TEACHER I APPLICANTS**

To: Assistant Superintendents
Education Program Supervisors/Coordinators
District Supervisors
Elementary and Secondary School Heads

1. This Office hereby informs the field that the **Administration of the English Proficiency Test (EPT) for the Elementary, Junior and Senior High School Teacher 1 Applicants will be on April 1, 2017 (Saturday)**, at Minglanilla Central School, Minglanilla District I, Cebu.


2. The examination will be divided into three (3) sessions, as follows:


Session	Time Starts	Time Ends
1 st Session	8:00 AM	10:00 AM
2 nd Session	10:00 AM	12:00 NN
3 rd Session	1:00 PM	3:00 PM

3. Examinees are advised to bring the following on the day of the examination:

- a. Identification Card (Company's ID/Driver's Licence/PRC ID/SSS ID)
- b. lead pencil
- c. blue and black pen
- d. pack lunch/snacks

4. The registration and giving of priority numbers to examinees will start at 6:00 o'clock in the morning.
5. The District Supervisor and the Central School Principal of Minglanilla District I is advised to prepare the testing venue specifically, testing rooms and holding areas of the examinees.
6. The Division Testing Coordinator will act as Chief Examiner. Elementary and Secondary Lead School Principals will be utilized as Room Examiners while Division Supervisors/Coordinators will serve as Room Supervisors.
7. Travelling and other expenses such as snacks, lunch and accommodation of the Bureau of Educational Assessment (BEA) and of all personnel involved in the administration of the EPT shall be charged against the Division Funds, subject to its availability and the usual accounting and auditing rules and regulations.
8. Immediate and wide dissemination of this Memorandum is directed.


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Schools Division Superintendent



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