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
     Rosario Diamante

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.