DIVISION MEMORANDUM
No. 535, s. 2016

TO: CID Chief
    Public Schools District Supervisors
    Education Program Supervisors
    Public Secondary School Heads

FROM: DEE D. SILVA, DPA, CESO VI
      Schools Division Superintendent

SUBJECT: ADMINISTRATION OF THE TEST OF ENGLISH PROFICIENCY FOR
          TEACHERS AND PROCESS SKILLS TEST IN SCIENCE AND
          MATHEMATICS FOR THE SCHOOL YEAR 2016-2017

DATE: September 22, 2016

1. Pursuant to DepEd Memorandum No. 127, s. 2016, the Department of Education
   through the Bureau of Education Assessment (BEA) with the assistance of the
   division and school personnel, shall administer the Test of English Proficiency for
   Teachers (TEPT) and Process Skills Test (PST) in Science and Mathematics to
   all Grades 7 and 8 public school teachers in Science and Mathematics from
   September to December 2016 on Saturdays and/or Sundays. The BEA shall
   provide the date of the examination while the testing center be determined by the
   Schools Division Superintendent.

2. With this, you are hereby directed to submit List of Teachers handling Science and
   Mathematics in Grade 7 and Grade 8 in alphabetical order regardless of sex by
   grade level following the attached template on or before October 7, 2016.

3. In the conduct of the TEPT and PST, the Division Testing Coordinator (DTC)
   will serve as the Chief Examiner, while Education Program Supervisors and
   Secondary 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.

4. The test shall last for 3 hours and 30 minutes. Each examinee should bring lead
   pencils No. 2, clean sheet of paper and a sharpener and must know the School ID
   of his/her respective school.

5. For more information, attached is a copy of the rationale of the test.

6. Immediate dissemination of this Memorandum is desired.
DepEd MEMORANDUM
No. 127, s. 2016

ADMINISTRATION OF TEST OF ENGLISH PROFICIENCY FOR TEACHERS AND PROCESS SKILLS TEST IN SCIENCE AND MATHEMATICS FOR THE SCHOOL YEAR 2016-2017

To: Undersecretaries
   Assistant Secretaries
   Bureau and Service Directors
   Regional Directors
   Schools Division Superintendents
   Public Secondary School Heads
   All Others Concerned

1. The Department of Education (DepEd), through the Bureau of Education Assessment (BEA) with the assistance of schools divisions and public secondary schools personnel, shall administer the Test of English Proficiency for Teachers (TEPT) and Process Skills Test (PST) in Science and Mathematics to all Grades 7 and 8 public school teachers in Science and Mathematics by cluster from September to December 2016 on Saturdays and/or Sundays. The BEA shall provide the dates, venues, and clustering of regions.

2. The BEA’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, where the delivery shall be 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.

3. In the conduct of the TEPT and PST, the Division Testing Coordinator (DTC) will serve as the Chief Examiner, while the Education Supervisors and Secondary 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.

4. Prior to the conduct of the TEPT-PST, a national conference will be held to ensure proper and standardized test administration and resolve related concerns. BEA shall inform all schools divisions of the schedule and venue.

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

6. Immediate dissemination of this Memorandum is desired.

LEONOR MAGTOLIS BRIONES
Secretary

DepEd Complex, Meralco Avenue, Pasig City 1600
<table>
<thead>
<tr>
<th>NO</th>
<th>FAMILY NAME</th>
<th>FIRST NAME</th>
<th>MIDDLE INITIAL</th>
<th>SEX</th>
<th>GRADE LEVEL</th>
<th>SUBJECT TAUGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>SCIENCE</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>MATH</td>
</tr>
</tbody>
</table>

Prepared by:

School Testing Coordinator

NOTED:

School Principal
Teacher's English Proficiency Test (TEPT) and Process Skills Test (PST) in Science and Mathematics

TEPT-PST: Overview

2016

Rationale

The administration of the TEPT-PST to teachers nationwide is significantly meant to identify baseline information on the training needs of the said teachers in the implementation of the K to 12 Program of the Department especially in the use of English as a medium of instruction in teaching the major subjects.

Teacher's English Proficiency Test (TEPT)

Description

- It is an English proficiency test which is administered for one hour and thirty minutes.
- It is a multiple-choice type of test comprising of 90 items distributed in three subtests as follows: Structure (15 items), Written Expression (25 items), and Reading Comprehension (50 items).

- Structure. This measures how the parts of speech are used and put together or organized as a modifier or used in the sentence.

- Written Expression. This subtest is designed to assess one's ability and skill in the use of English in written form (e.g. use of present progressive form of verb, etc.).

- Reading Comprehension. This measures the ability to understand what has been stated directly, to analyze, interpret and criticize what has been read; to recognize reasonable application of principles or opinions expressed by the author; to make inferences, generalizations and conclusions; and to detect and evaluate the means by which the author tries to put his ideas across.

Process Skills Test (PST) in Science and Mathematics

Description

- It measures the general or basic knowledge and ability of the teacher in science and mathematics.
- It is a 40-item multiple choice test with a one-hour time allotment.
- It focuses on 13 process skills such as observing; classifying; inferring; predicting; measuring; quantifying; communicating; interpreting data; analyzing data; evaluating; experimenting; making conclusions; making models; and defining operationally.

Target Examinees and Timeline

<table>
<thead>
<tr>
<th>Target Examinees*</th>
<th>School Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades 7 and 8</td>
<td>2016-2017</td>
</tr>
</tbody>
</table>

* Only public school teachers with permanent positions (nationally funded)