



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY

Office of the Schools Division Superintendent

October 15, 2025

DIVISION MEMORANDUM

SGOD-2025-660

To : Division Chiefs
Public Schools District Supervisor
Education Program Supervisors
Public School Heads
Public School Teachers
All Others Concerned

Subject: **CONDUCT OF USEP ADMISSION TEST (USEPAT) FOR THE ACADEMIC YEAR 2026-2027**

1. This is in reference to the 1st Indorsement dated October 6, 2025, signed by Allan G. Farnazo, Director IV, the herein letter from Bonifacio G. Gabales, Jr., PhD, SUC President IV, University of Southeastern Philippines regarding the conduct of USEP Admission Test for Academic Year 2026-2027.
2. Participation in the activity should only be voluntary and prior arrangement of the concerned school heads and teachers shall be made in compliance with DepEd Order No. 9 s. 2005 re: "Instituting Measures to Increase Engaged Time-on Task and Ensuring Compliance Therewith" ensuring that no classes shall be disrupted and no DepEd funds shall be used.
3. Relevant details and information are provided in the enclosures.
4. Attendance/participation is on official time only.
5. For information and wide dissemination.

For and in the absence of the
Schools Division Superintendent

MARIA GENEVIEVE T. FRANCISQUETE, CESO VI

Assistant Schools Division Superintendent
Officer In-Charge

Enclosed: As stated.
SGOD/jsa

RELEASED
DATE: OCT 16 2025 TIME: 2:00 PM
BY: [Signature]



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082)553-8396 | (082)553-8376 | (082)553-9170
| (082)553-8375



Republic of the Philippines
Department of Education
DAVAO REGION



1025070453

1st Indorsement
October 06, 2025

Respectfully referred to the Schools Division Superintendents, the attached letter from **Bonifacio G. Gabales, Jr., PhD**, SUC President IV, University of Southeastern Philippines regarding the **conduct of USeP Admission Test (USePAT) for the Academic Year 2026-2027**. Participation of DepEd teachers and students in the activity is at the discretion of the Schools Division Superintendent, in line with the "No Disruption of Classes" policy as per DepEd Order No. 9, s. 2005. Additionally, no government funds will be involved.

ALLAN G. FARNAZO
Director IV

Re: Letter from Bonifacio G. Gabales, Jr., PhD
SUC President IV
University of Southeastern Philippines

Encl: As stated
ROC8/msa

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED

By:
Date: Time: Oct. 13, 2025
20088



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147
Email Address: region11@depd.gov.ph
Website: www.depedroxi.ph





UNIVERSITY OF SOUTHEASTERN PHILIPPINES

Office of the President

30 September 2025

DIR. ALLAN G. FARNAZO, CESO IV
Regional Director
Department of Education - Regional Office XI
Davao City

0 2025 2025

1025/120788
3.5

Dear **Dir. Farnazo**:

Greetings from the University of Southeastern Philippines (USEP)!

I am pleased to inform you that USEP will soon conduct the USEP Admission Test (USEPAT) for interested applicants to all undergraduate programs for the Academic Year 2026-2027. The **Online Admission Applications** will commence on **7 October 2025** and will end on **31 January 2026**.

Interested applicants are required to submit the following clear scanned documents:

- Permanent Record in Grade 11 with a Grade Point Average (GPA) of at least 85% (If applicant is currently enrolled in Grade 12)
- Permanent Record in Grade 12 with a Grade Point Average (GPA) of at least 85% (If, upon application, the applicant has already graduated in Senior High School but has not been enrolled in any college/university)
- A recent passport-size ID picture in a white background with a name tag
- A recent picture holding their valid/school ID
- PSA/NSO authenticated Birth Certificate
- Income Tax Return (ITR)/ Certificate of Low Income of Parents/Guardians from the Barangay
- Transcript of Records with GWA (for Transferee only)
- Solo Parent I.D. (If applicant is a solo parent)
- PWD I.D. (If applicant is a PWD)
- NCIP Certificate (If applicant is a member of the Indigenous Community)
- OWWA OFW e-card (If the parent/s of the applicant is/are OFW/s)

In line with this, we humbly request your good Office to encourage public senior high school principals, belonging to the division of schools under your supervision, to prioritize requests of Form 137 from interested applicants. We also seek your assistance to disseminate the information herein to all public senior high schools in the region.

Interested applicants may direct their queries to the Office of the University Registrar-Admissions Unit via email at admissionsunit@usep.edu.ph. Applicants are also advised to constantly monitor updates and further announcements to be posted on the USEP official website (www.usep.edu.ph) and Facebook page.

**VISION: PREMIER RESEARCH UNIVERSITY TRANSFORMING
COMMUNITIES IN THE ASEAN AND BEYOND**

University of Southeastern Philippines (082) 227-8192 local 255-256
Inigo St., Bo. Obrero, Davao City www.usep.edu.ph
Philippines 8000 president@usep.edu.ph



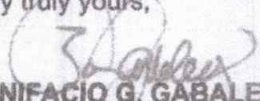
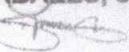
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www.tuv.com
ID: 900032053

Attached hereto is the prescribed procedure on the admission applications and the schedule for the actual conduct of the USePAT for the undergraduate programs, for your ready reference.

We are hoping for your favorable response to this request. On behalf of the University, I thank the Department for its continued support and assistance.

Very truly yours,


BONIFACIO G. GABALES, JR., Ph.D.
SUC President IV 

Enclosure:

USeP Procedures on the Undergraduate Admission Applications AY 2026-2027

Copy furnished:

*Office of the University Registrar
Office of the Secretary of the University
and the University Records' Office*



UNIVERSITY OF SOUTHEASTERN PHILIPPINES

Office of the University Registrar

Online Undergraduate Admission Applications for the Academic Year 2026-2027
(For Grade 12 Senior High School and Transferees)

Application/Registration Period: October 7, 2025, to January 31, 2026

Schedule of the University of Southeastern Philippines Admissions Test (USEPAT)

Testing Center	Month	Date
Obrero Campus	November 2025	21, 22, 28 & 29
	December 2025	5, 6, 12 & 13
	January 2026	9, 10, 16, 17, 23, 24, 30 & 31
	February 2026	6, 7, 13, 14, 20 & 21
Tagum Campus	November 2025	21, 22, 28 & 29
	January 2026	16, 17, 30 & 31
	February 20256	13, 14, 20 & 21
Malabog Extension Campus	March 2026	12 & 26

Procedures:

Step 1. Register and submit online clear-scanned copies of the following requirements through this link <http://register.usep.edu.ph/>

- Permanent Record in Grade 11 with a Grade Point Average (GPA) of at least 85% (If applicant is currently enrolled in Grade 12)
- Permanent Record in Grade 12 with a Grade Point Average (GPA) of at least 85% (If upon application, the applicant has already graduated in Senior High School but has not been enrolled in any college/university)
- A recent Passport size I.D Picture in white background with a name tag
- A recent picture holding their valid/school ID
- PSA/NSO authenticated Birth Certificate
- Income Tax Return (ITR)/ Certificate of Low Income of Parents/Guardians from the Barangay
- Transcript of Records with GWA (for Transferees only)
- Solo Parent I.D. (If applicant is a solo parent)
- PWD I.D. (If applicant is a PWD)

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Inigo St., Bo. Obrero, Davao City www.usep.edu.ph
Philippines 8000 registrar@usep.edu.ph



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www.tuv.com
ID 3005032953

- j. NCIP Certificate *(If applicant is a member of Indigenous Community)*
- k. OWWA OFW e-card *(If the parent/s of the applicant is/are OFW/s)*

Step 2. After **three (3) to seven (7) days** from the date of filing the application, log in again to the same registration link to view the result of the application. If found to be qualified to take the test, download from the system the **Permit to Take the Test** and print a copy of it.

Step 3. Report to the assigned testing center during the scheduled date and time of the examination. Present the hardcopy of the **Permit to Take the Test** to the room examiner.

Reminders:

- The applicants must take note of the **REGISTRATION CODE** assigned to them by the system upon access. They shall use the said code to log in again later to view the individual results of their applications.
- Applicants for admission to the undergraduate programs are advised to constantly monitor the official USEP Website and Official Facebook Page for the announcement of the release of the individual results of the application.
- Applicants must clearly identify themselves whether they are **SENIOR HIGH SCHOOL OR TRANSFEREES** upon filling out the online application form. Any misrepresentation in the application shall be a ground for automatic denial of the admission application to the undergraduate program.

Should you have further inquiries, please don't hesitate to email:
admissionsunit@usep.edu.ph