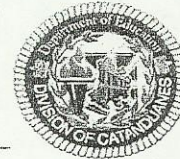




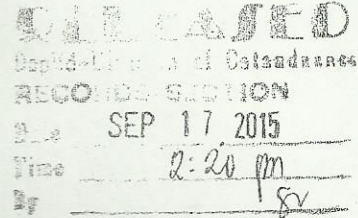
Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



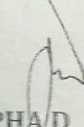
September 17, 2015

Memorandum To:

Chiefs (CID/SGOD)
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads



1. Pursuant to DepEd Order No. 75, s. 2015, Test of English Proficiency for Teachers (TEPT) and Process Skills Test (PST) in Science and Mathematics shall be administered to all Grade 5 and 6 public school teachers with permanent items on September 27, 2015 at the Virac Pilot Elementary School, Virac North District.
2. Grades 5 and 6 teachers who teach at least one subject in the said grade levels shall take the test.
3. There will be two testing sessions. Those teachers who are assigned from Room 1 up to Room 12 shall take the test in the morning, while those assigned in Room 13 to Room 21 shall take it in the afternoon. Room assignment of every examinee shall be posted/ displayed at the lobby of Virac Pilot Elementary School starting September 22, 2015 until September 27, 2015. This room assignment was based from the alphabetical listing of the examinees.
4. The test proper shall last for two hours and thirty minutes. Morning session shall begin at 7:30 in the morning and one o'clock for the afternoon session. There shall be no snacks break.
5. It is expected that every examinee shall bring pencil with lead no. 2, clean sheet of paper, sharpener, and must know his/her respective school ID.
6. Every teacher-examinee, school personnel and school official involved shall be given a one day service credit or compensatory overtime credit (COC) as provided in DepEd Order No. 53, s. 2003. They have to submit to the examiner 2 sheets of form 48 during the examination day.
7. Travel and other allowable expenses of the concerned school officials/personnel and examinees are chargeable against local/school funds subject to the usual auditing and accounting rules and regulations.
8. Widest dissemination of and compliance to this memorandum is enjoined.


NYMPHAD. GUEMO
Asst. Schools Division Superintendent
Officer In-Charge