



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 103, s. 2021

To: OIC, Assistant Schools Division Superintendent
Chief Education Supervisors, CID & SGOD
Education Program Supervisors & Specialists
Public Elementary & Secondary School Heads
All Others Concerned

From: FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent

Subject: CONDUCT OF 2022 COMPUTER-BASED ENGLISH PROFICIENCY TEST
(CB-EPT) FOR TEACHER-APPLICANTS

Date: April 8, 2022

Pursuant to DM-CI-2019-00343 RE: Resumption of the Administration of the English Proficiency Test (EPT) for Teacher I Applicants, a **Computer-Based English Proficiency Test (CB-EPT)** shall be administered to teacher applicants by the Bureau of Educational Assessment (BEA) on May 2-5, 2022 in a venue to be announced in a separate advisory, at 7:00 A.M in the morning session and @ 1 P.M in the afternoon session.

Examinees are advised to bring with them their Barangay Health Certificates and Health Declaration Forms to be presented at the entrance triage during the testing day.

The identified division personnel, nurses, Division ITO and select School ITOs are advised to report on the said dates and testing venue.

For queries, please contact Dr. Nueva A. Andag, SEPS, through Mobile Phone No. 09054174354 and email at nueva.andag@deped.gov.ph.

Attached are the Lists of Room Examiners, IT In-charge, CB-EPT Testing Committee and other personnel.

Expenses relative to the conduct of the activity shall be charged against the Division Regular MOOE subject to the usual accounting and auditing rules and regulations.

Immediate dissemination of this memorandum is desired.

Department of Education
Division of Dapitan City

RELEASED

NO 103 DATE 4/12/2022
TIME 3:40 BY [Signature]



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DIVISION COMPUTER-BASED ENGLISH PROFICIENCY TEST (CB-EPT) COMMITTEE

Position		Responsibilities
Chair	Sherlito E. Sagapsapan CES SGOD	Oversee the conduct of the CB-EPT
Co-Chair	SEPS Nueva A. Andag Division Testing Coordinator (DTC)	<ol style="list-style-type: none"> 1. Provide the following to BEA: List of Testing Centers, Assessment Plan, Masterlist of Examinees, Accomplished User Registration Form for the enrolment of the examinees in the online platform 2. Upload the accomplished user registration form in the online platform 3. Ensure that the testing center is issued with clearance from the CHO 4. Make sure that all health and safety protocols are properly observed 5. Oversee the test administration and report any untoward incidents to BEA 6. Ensure that the confidential test materials are kept in a secure place at all times 7. Provide the list of examinees per testing room and attendance sheet for the Room Examiner (RE).
	Johann Andrei A. Ladera EPS II Room Supervisor	<ol style="list-style-type: none"> 1. Oversee the test administration in all the testing rooms 2. Make sure that the room examiners have all the necessary materials before the start of the testing session 3. Account the forms from the RE to be submitted to the DTC 4. Report to the DTC any untoward incident
Members	Education Program Supervisors Room Examiners	<ol style="list-style-type: none"> 1. Attend the orientation to be conducted by the DTC. 2. Coordinate closely with the DTC for assessment plans and materials 3. Set up the testing room according to the testing center requirements 4. Protect the security of the test materials, including forms and log in details of the examinees 5. Conduct assessment session according to the script and instructions in the Room Examiner's handbook 6. Accomplish forms as prescribed in the handbook
	Lauriel A. Balucan, ITO I Vicente Ramon V. Suarez, EPSII June Rey E. Abila, T2 Luzilito T. Daan, T2 IT Team	<ol style="list-style-type: none"> 1. Conduct initial and final inspection of the testing rooms prior to the testing day 2. Certify that the computer units in the testing room are working and have passed the requirements set by BEA 3. Assist the Room Examiner in troubleshooting of the computer units during the conduct of the test
	Dr. Glenn E. Mohametano Gwilym C. Elumba Mary Rose C. Galan Marita A. Gaburno Joyce S. Martillano Silvan Elmer S. Gemperoso Narcelle Bacatan Leopold Jacinto	<ol style="list-style-type: none"> 1. Check the validity of the health clearance/certificate of the examinees and testing staff 2. Make sure that all necessary health supplies and materials are readily available 3. Ensure that health and safety measures are strictly observed at all times on the testing day 4. Initiate execution of response plan in case of emergency



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	Dante Narvaez Support Staff	<ol style="list-style-type: none"> 1. Maintain security and safety in the testing center 2. Record the time of log in and out of the testing staff and examinees, including their temperature log for health and safety reasons 3. Disinfect the testing rooms, holding area and frequently touched surfaces and objects before and after the testing sessions 4. Make sure that all signages on health and safety measures, way to the testing room, holding area and comfort rooms are posted conspicuously 5. Put health supplies and materials in their appropriate places within the testing center
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SCHEDULE OF CB-EPT AND LIST OF ROOM EXAMINERS AND IT IN-CHARGE

Day	Date	Room Examiner	IT Incharge
1	May 2, 2022 (AM/PM)	Jephone P. Yorong & Florence S. Gallemit	Lauriel A. Balucan, Vicente Ramon V. Suarez II Luzilito T. Daan , June Rey E. Abila
2	May 3, 2022 (AM/PM)	Ma. Perga A. Cadiente & Ann J. Agda	Lauriel A. Balucan, Vicente Ramon V. Suarez II Luzilito T. Daan , June Rey E. Abila
3	May 4, 2022 (AM/PM)	Germanico C. Malacat & Dr. Esmeralda A. Bagaipo	Lauriel A. Balucan, Vicente Ramon V. Suarez II Luzilito T. Daan , June Rey E. Abila
4	May 5, 2022 (AM/PM)	Dr. Luna Luz B. Racho & Lindo O. Adasa, Jr.	Lauriel A. Balucan, Vicente Ramon V. Suarez II Luzilito T. Daan , June Rey E. Abila

Prepared by:

Nueva A. Andag
 NUEVA A. ANDAG
 SEPS-SMME
 Division Testing Coordinator

Noted by:

Sherlito E. Sagapsapan
 SHERLITO E. SAGAPSAPAN
 CES-SGOD

Approved by:

Felix Romy A. Triambulo
 FELIX ROMY A. TRIAMBULO, CESO V
 Schools Division Superintendent



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