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Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

2 JUNE 2021

DIVISION MEMORANDUM
No. 217 s. 2021

**ADMINISTRATION OF COMPUTER-BASED ENGLISH PROFICIENCY TEST (EPT)
FOR TEACHER APPLICANTS FOR 2021**

To: Chief Education Program Supervisors
Heads, Unit/Section
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. With reference to DepEd Memorandum No. 106 S. 2019 entitled "Administration of the English Proficiency Test for Teacher Applicants Nationwide" and the "Proposed Schedule for The Administration of Computer-Based/ Online EPT", the City Schools Division of the City of Tayabas announces the administration of Computer-Based Test on June 7-9, 2021 at Luis Palad Integrated High School located at Brgy. Ipilan, Tayabas City.
2. Participants to this activity are the members of the Division Testing Core Group for Computer-Based Test, teacher-applicants and all others concerned. Attached are Enclosure I for the Division Testing Core Group, Enclosure 2 for the Terms of Reference, Enclosure 3 for the Health Declaration Form and Enclosure 4 for the List of Teacher Applicants per session.
3. In compliance with Executive Order No. 14 s. 2020 known as the "Guidelines on the Required Health Standards in Basic Education Offices and Schools, the following are to be observed:
 - a. Only 19-59 years old are allowed to take the test;
 - b. Pregnant women, those with comorbidities, immunodeficiency and other health risks are not allowed to take the test;
 - c. Examinees detected with a temperature of 37.5 with three consecutives checking will not be allowed to take the test.
 - d. Only 20 examinees are allowed to enter the testing center in a shift to observe physical distancing;
 - e. There will be 2(two) shifts, morning and afternoon, to accommodate the examinees in the given period;



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- f. A Health Declaration Form is to be filled out before an examinee is allowed to enter the testing center; and
 - g. An examinee should use a face mask at all times.
4. Orientation of the Technical working Group is on June 4, 2021 at 3:00 pm via google meet.
5. Incompliance with DepEd Order No. 14 s. 2020 known as "Guidelines on the Required Health Standards in Basic Education Offices and Schools", required minimum health standards must be strictly followed to ensure protection and safety of teachers and personnel and prevent further transmission of COVID 19.
6. Teacher applicants are expected to bring facemask, face shield, alcohol, ballpen, snacks, accomplished Health Declaration Form and respective medical certification from the barangay of residency.
7. Immediate dissemination of this memorandum is desired.


GERLIE M. ILAGAN, CESO VI
Schools Division Superintendent

Enclosure 1: **Division Testing Core Group**

GERLIE M. ILAGAN, CESO VI	– Schools Division Superintendent
DR. EDWIN R. RODRIGUEZ	– SGOD Chief
JOAN KATHLEEN T. BRIZUELA	– Division Testing Coordinator
MARIA CORAZON L. BORBON	– SEPS M&E
KENDICK C. CABRIGA	– ITO
JOSEFINA OABEL	– Human Resource Management Officer
GRACIELA HERNANDEZ	– Registration Assistant
JENNELYN M. MIRANDILLA	– Registration Assistant
ALELIE PADILLO	– Nurse
LOUIE L. FULLEDO	– Room Examiner
SANCHO CALATRAVA	– Room Examiner
NICOLE MAY R. LAGAR	– Division DRRM Coordinator
DR. GENER C. DELOS REYES	– Chief Examiner
REYNALDO ZUBIETA	– School Testing Coordinator
MARLON VILLA	– ICT Coordinator
JAYSON DALMACIA	– Utility/Security in Charge
TRISTAN LADINES	– Utility/Security in Charge

Enclosure 2: **Terms of References**

The Testing Staff and Their Roles shall:

- a. Responsible for the smooth conduct of the test in the division
- b. Designate Room Examiners who are reliable, competent, experienced in the conduct of testing program.

1. Schools Division Superintendent

- a. Responsible for the smooth conduct of the test in the division;
- b. Assigns one of the division supervisors as DTC; and
- c. Designates REs who are reliable, competent, experienced in the conduct of the national examination.

2. Assistant Schools Division Superintendent

- a. Assist the SDS in the designation of the testing staff.
- b. Provides Technical Assistance to the Division Testing Committee.

3. SGOD Chief

- a. Overviews and supervises administration of the examination.
- b. Provides Technical Assistance to the Division Testing Committee in terms of logistics.

4. The Division Testing Coordinator

- a. Prepares and submit Form 1 and 2.
- b. On behalf of the SDS, the DTC chooses REs who are credible, trustworthy and with testing experience.
- c. Orients the Division Testing Core Group prior the test administration.
- d. Coordinates with the members of the Division Testing Core Group and External Partners for the test administration.

5. SEPS M&E

- a. In charge of monitoring the conduct of test administration in compliance to the set standards.
- b. Conduct Ocular Inspection of the testing room and holding area with the Division ITO, Chief Examiner and ICT Coordinator 1 day before the examination.
- c. Monitors proper accomplishment of the different forms by the RE while the test proper is in progress;
- d. Prepare and submit report, findings and recommendations after the conduct of the examination.

6. HRMO

- a. coordinate with teacher applicant for his test schedule, venue, mode of administration and documentary requirements;
- b. Lead the registration team in the preparation of documentary requirements and coordination of the teacher applicants.



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7. REGISTRATION ASSISTANT

- a. Prepares accurately, the registration of examinees, List of Examinees per Testing Rooms, Master list and Attendance Sheet using the prescribed format and corresponding guidelines.
- b. Collect Health Declaration Form and assist teacher applicants in accomplishing attendance sheet and check identity of teacher applicant based on the veracity of the submitted identification and other documents.
- c. Usher the teacher applicants to the respective holding areas and testing center during examination.

8. SECRETARIAT

- a. Prepares Appearance and other document requirements prior to the conduct of the examination.
- b. Assist the DTC during the orientation and examination.

9. Division ITO

- a. Check all computer units and internet conduct speed test;
- b. Connect computer units to designated modems to distribute traffic load of internal connections;
- c. Certify computer units in the Testing Room are working and have passed requirements set by BEA;
- d. Assist ICT coordinator during the test administration.

10. NURSE

- a. Check validity of health clearance/ certificates of examinees and testing staff;
- b. Check health history prior to entry to school premises of teacher-applicants;
- c. Make sure all necessary health supplies and materials are available;
- d. Ensure that health and safety measures are;
- e. Initiates execution of response plan in case of emergency.

11. UTILITY

- a. Prepares the room before the examination which includes cleaning, setting up the chairs and posting of the necessary documents such as Room Number, List of Examinees, etc.
- b. Cleans, re-arrange and disinfect the rooms before and after the conduct of each session.

12. SECURITY

- a. Safeguards the testing center during examinations.
- b. Maintain peace and order in the testing centers.
- c. Observe health protocols and standards such as use of foot bath,



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temperature check, alcohol sanitation and etc.

- d. Record the time log in and out of testing staff and examinees including their temperature log for health and safety reasons.

13. DRIVER

- a. Drives the testing core group.

14. Chief Examiner (School Head of the Testing Center)

- a. Check all procedures and protocols at the school level before conduct of the CBT;
- b. Orients every member of the testing core group in his/her respective school on the guidelines and health standards and protocols;
- c. Ensure availability of Hand washing Facility, foot bath, thermometer, alcohol and other medical supplies;
- d. Check Registration, Distribution, ICT, Isolation and Holding Areas;
- e. Check Seating Arrangements and posting of List of Examinees per Room;
- f. Make sure all signage's as health safety measures way to testing rooms, holding area comfort rooms are posted conspicuously;
- g. Provide and put health supplies and materials in their appropriate places within testing centers.

15. Room Examiner

- a. Attend Orientation;
- b. Protect security of test materials;
- c. Accomplish forms prescribed in the handbook;
- d. Conduct session according to instruction on the RE Handbook;
- e. Follows strictly the EH during test administration.

16. School Testing Coordinator

- a. Attends the orientation at the division level in the absence/in behalf of the SH.
- b. Assists the CE in all the testing activities including orientation and test administration.

17. School ICT Coordinator

- a. Certify computer units in the Testing Room are working and have passed requirements set by BEA;
- b. Initial and final inspection of testing rooms w/ SEPS M&E to testing day.
- c. Certify computer units in the Testing Room are working and have passed requirements set by BEA;
- d. Assist room Examiner in trouble shooting of the computer units during conduct of test.



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18.DRRM Coordinator

- a. Monitor security in the observation of health protocols and standards such as use of foot bath, temperature check, alcohol sanitation and logging of each teacher applicant as they enter the testing center;
- b. Coordination w/ LGU for the presence of PNP, DRRM and BFP;
- c. Ensure availability of Ambulance;
- d. Facilitation of transport plan should the need arise.



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Enclosure 3: **Health Declaration Form**



HEALTH DECLARATION FORM

Dahil sa pandemya ng COVID-19, ang City Schools Division of the City of Tayabas ay nagsasagawa ng HEALTH DECLARATION SURVEY upang masiguro ang kaligtasan at pagkalat ng sakit sa mga empleyado at kliyente.

Pangalan: _____ Edad: _____ Kasarian: _____ Temperatura

Contact #: _____ Unit/Office na pupuntahan: _____

Paaralan na Pinag-aplayan: _____

Lagyan ng tsek ang mga sumusunod na katanungan	OO	HINDI
Ikaw ba ay nasuri sa COVID 19?		
May travel history ka ba s loob ng labing-apat (14) na araw?		
Ikaw ba ay nanggaling sa lugar na may positibo sa COVID-19?		
Ikaw ba ay may direct contact sa taong positibo sa COVID-19?		
Ikaw ba ay nakaranas ng mga sumusunod na sintomas?		
Lagnat (37.5°C pataas)		
Pagtatae o pagsusuka		
Hirap sa paghinga		
Iba pang sintomas ng sakit sa baga		
Masakit ang ulo		
Trangkaso na may mga sumusunod na sintomas:		
• Panginginginig ng katawan		
• Masakit ang kasu-kasuan o kalamnan		
• Masakit ang lalamunan		
• Runny Nose o Pagbahing		
• Ubo o sipon		
• Walang panlasa o pang-amoy		
• Discharge sa mata		
• Pagkakaroon ng rashes		

Ako ay sumasang-ayon na ang lahat ng impormasyon na aking ibinigay ay **TAMA** at **TOTOO**.

Pirma: _____ Petsa at Oras: _____

Binibigyan ko ng autorisasyon ang DepEd TAYABAS na kolektahin at iproseso ang mga datos na nakatala para sa pagkontrol ng COVID-19. Batid ko na ang aking mga personal na impormasyon ay protektado ng RA 10173, Data Privacy Act of 2012, at ako ay kailangang bigay ng datos batay sa RA 11469 o Bayanihan Heal As One Act.



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Enclosure 4: **List of Teacher-Applicants per Session**

Region and Division Code: IV-A D-25
Region: IV-A CALABARZON
Division: TAYABAS CITY
Testing Center: LUIS PALAD INTEGRATED HIGH SCHOOL
Testing Date: JUNE 7, 2021
Room Number: Room I
Testing Session: Session I

No.	NAME		
	Last	First	Middle Initial
1	ABADICIO	MAYRELL	C.
2.	ABORDE	IVY GRACE	J.
3	ALISON	ALERA	R.
4	ALMOSARA	VIVIAN	D.
5	ALVINEZ	JESSARAH	D.
6	AMBAS	SARIAH LETZ	E.
7	AMORA	JAY ANN	P.
8	AÑOSO	ARVIE	A.
9	ANTONIO	NOREEN	C.
10	ARAGON	KARL ALDWIN	A.
11	AVENDAÑO	MELANIE	N.
12	BAASIS	MICHELLE	D.
13	BALAURO	ARNEL	M.
14	BALAURO	LEIZL	P.
15	BALBAROSA	DERICK	A.
16	BANTAYAN	HYZEL NOREEN	V.
17	BARAO	MIA KATRINE	N.
18	BEBIDA	IVY CHREZELL	Y.
19	BERNAL	AILEEN	M.
20	BERNAL	ANGELICA	M.

Prepared By:

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Division Testing Coordinator



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Region and Division Code: IV-A D-25
Region: IV-A CALABARZON
Division: TAYABAS CITY
Testing Center: LUIS PALAD INTEGRATED HIGH SCHOOL
Testing Date: JUNE 7, 2021
Room Number: Room I
Testing Session: Session 2

No.	NAME		
	Last	First	Middle Initial
1	BIDES	JEREMI	N.
2	BUTIONG	HANNAH SHANNEN	O.
3	CAAGBAY	APRIL MAE	M.
4	CABAÑAS	JECCEL	N.
5	CADAQ	RENALYN	R.
6	CALUPIG	CARLA JOY	D.
7	CANGAS	JESETTE	N.
8	CANTOS	CHARRITY	P.
9	CARILLO	TRISHA MONICA	B.
10	CASERES	LYKA	C.
11	CLAVERIA	EDRISEL	C.
12	COMIA	MARIEL	P.
13	CUETO	CASCelyn	G.
14	DALDE	LIZA	S.
15	DAVID,	JEANETTE	A.
16	DAYHOP	CHERILYN	L.
17	DE GUZMAN	MARY JOY	Q.
18	DE LOS SANTOS	JONA	R.
19	DE MESA	JERIFER	M.
20	DE RAMA	MARICEL	L.

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Region and Division Code: IV-A D-25
Region: IV-A CALABARZON
Division: TAYABAS CITY
Testing Center: LUIS PALAD INTEGRATED HIGH SCHOOL
Testing Date: JUNE 8, 2021
Room Number: Room I
Testing Session: Session I

No.	NAME		
	Last	First	Middle Initial
1	DEAUNA	KRISMEL MAURICE	P.
2	DEMANDANTE	ARJOY	C.
3	DEODORES	WYNONA	M.
4	DURANTE	MAICA	P.
5	GAELA	MARIBETH	D.
6	GALAPATI	HONEY MAE	C.
7	GALAPATI	ELKA CASANDRA	A.
8	GIGANTONI	ALLYSA JOY	R.
9	GUCON	GILLIANE	L.
10	HUTALLA	PAUL DANIEL	S.
11	JADER	TYRONE	D.
12	JUMAWAN	APRIL	H.
13	LLANERAS	CHRISTINE JOY	C.
14	LOPEZ	THERESA ALTHEA	D.
15	LOSAÑEZ	JOHN MICHAEL	G.
16	LUCE	ARMAN JOSEPH	G.
17	MAALIW	DEXTER	C.
18	MABILIN	REGINA EMMA	R.
19	MADLA	CASSANDRA JEAN	S.
20	MAGPANTAY	ANALYN	C.

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Region and Division Code: IV-A D-25
Region: IV-A CALABARZON
Division: TAYABAS CITY
Testing Center: LUIS PALAD INTEGRATED HIGH SCHOOL
Testing Date: JUNE 8, 2021
Room Number: Room I
Testing Session: Session 2

No.	NAME		
	Last	First	Middle Initial
1	MANGAOANG	ROSE ANN	L.
2	MARQUEZ	EDSEL	R.
3	MASONGSONG	AILEEN	M.
4	MINDANAO	MARIA TERESA	G.
5	MORILLO	GIRLEY JANE	R.
6	NANEA	MELANI	
7	NARZOLES	VENUS	S.
8	NAVAJAS	GLAZY KAE	N.
9	OABEL	JOHN RENYL	D.
10	OBCIANA	ROMYSOL	A.
11	ORINDAY	CHARISSA	J.
12	PADERES	MARIELLE	H.
13	PADILLA	ANNA LIZA	D.
14	PADUA	KIM	R.
15	PADUA	MAUREEN	C.
16	PAGDONSOLAN	ANJELLO	R.
17	PONTIVEROS	JAMIECA	C.
18	PORNASA	ABBIE ELAINE	G.
19	PURIGAY	VENDRICK	D.
20	QUIJANO	ANDREA VEATRICE	B.

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Region and Division Code: IV-A D-25
Region: IV-A CALABARZON
Division: TAYABAS CITY
Testing Center: LUIS PALAD INTEGRATED HIGH SCHOOL
Testing Date: JUNE 9, 2021
Room Number: Room I
Testing Session: Session I

No.	NAME		
	Last	First	Middle Initial
1	QUIJANO	FATIMA JOY	V.
2	QUIMIO	LORINZ	E.
3	QUINTERO	PAMILA	J.
4	QUINTO	ABIGAIL	N.
5	QUIRANTE	VERONICA	R.
6	RANILLO	ANGELICA MAE	P.
7	REGALA	ERRIENE GRACE FATMAH	A.
8	REYES	SHARA LOU	P.
9	REYES	JUDY ANNE	C.
10	REYES	NIÑA CARLA	A.
11	REYES	SAIRA	M.
12	REYES	SHIELA MAE	P.
13	RICARO	JANESSA CARLA	F.
14	ROSALDO	KENNETH	V.
15	ROSALES	JOAN	V.
16	SALDIVIA	CYRINELLE	C.
17	SALIPANDE	MARK CHUCK ALFERT	D.
18	SONCADOS	LAILANE	S.
19	TAN	HERMIE	JR D.
20	TRINIDAD	MARY ROSE	C.

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Region and Division Code: IV-A D-25
Region: IV-A CALABARZON
Division: TAYABAS CITY
Testing Center: LUIS PALAD INTEGRATED HIGH SCHOOL
Testing Date: JUNE 9, 2021
Room Number: Room I
Testing Session: Session 2

No.	NAME		
	Last	First	Middle Initial
1	TUTOR	SHAIRA DIMPOL	I.
2	URSUA	JHUDA	A.
3	USTARE	LOUIE	A.
4	VILLAVERDE	RENIEL	T.
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