



Republic of the Philippines
Department of Education
 REGION III
 SCHOOLS DIVISION OFFICE OF ANGELES CITY

DEPARTMENT OF EDUCATION
 SCHOOLS DIVISION OF ANGELES CITY
RELEASED
 BY: OCT 07 2024

7 Oct 2024

DIVISION MEMORANDUM
 No. 355 s. 2024

ADMINISTRATION OF THE SPECIAL PHILIPPINE EDUCATIONAL PLACEMENT TEST (PEPT)-ASSESSMENT NORMING

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 School Heads of Public and Private Secondary Schools
) Sto. Domingo Integrated School
) Angeles Elementary School
) Systems Plus College Foundation (Main)

All Others Concerned

1. Pursuant to the Letter of the Office of the Bureau of Education Assessment titled "Administration of The Special Philippine Educational Placement Test (PEPT)-Assessment Norming" will be on October 8-10, 2024.
2. The participating schools and schedule of administration in this activity are as follows:

School	Schedule
Angeles Elementary School	October 8, 2024
Sto. Domingo Integrated School	October 9, 2024
Systems Plus College Foundation (Main)	October 10, 2024

3. The letter from the Office of the Bureau of Education Assessment and the Assessment Norming Guidelines are attached for reference and guidance.
4. Immediate and wide dissemination of this Memorandum to all concerned is earnestly desired.

Engr. EDGARD C. DOMINGO, PhD, CESO V
 Schools Division Superintendent



Jesus St., Brgy. Pulungbulu, Angeles City 2009
 [\(045\) 901-9498/angeles.city@deped.gov.ph](mailto:(045) 901-9498/angeles.city@deped.gov.ph)



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Encl.: As stated
Reference: DepEd Memorandum DM-CT-2024-380
To be indicated in the Perpetual Index
under the following subjects:

PLACEMENT
VALIDATION
BASIC EDUCATION
SCHOOLS

ASSESSMENT
TESTING
LEARNERS
RULES AND REGULATIONS

CID-ESM/October 7, 2024



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Republic of the Philippines
Department of Education
BUREAU OF EDUCATION ASSESSMENT

Office of the Director

October 1, 2024

ENGR. EDGARD C. DOMINGO, PhD, CESO V
Schools Division Superintendent
Schools Division Office of Angeles City
Jesus St., Brgy. Pulungbulu, Angeles City 2009

Attention: **MA. ESPERANZA S. MALANG**
Division Testing Coordinator

Dear **Supt. Domingo**:

Greetings!

As part of the test development process stipulated in DepEd Order No. 55, s. 2016, titled "Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program", this Bureau will conduct an assessment norming activity in your Division from **October 7 to 11, 2024**. This activity aims to obtain the norm of the learners in the formal school and establish the average performance of learners with different academic abilities.

The SDO Angeles City meets the selection criteria for this activity; hence, we seek your support and cooperation for its successful conduct with the assistance of your Division Testing Coordinator (DTC). As an overview, here is the schedule of activities:



Day	Activity	Testing Session	Time	Grade Level
October 7 <i>Monday</i>	<i>Coordination/BEA staff's arrival to SDO</i>			
October 8 <i>Tuesday</i>	1 st Public Elementary School	AM	7:00-10:00	G1-G3
			10:00-12:00	G4-G6
	1 st Public Secondary School with Senior High School	PM	1:00-3:00	G7-G9
			3:00-5:30	G10-G11
October 9 <i>Wednesday</i>	2 nd Public Elementary School	AM	7:00-10:00	G1-G3
			10:00-12:00	G4-G6
	2 nd Public Secondary School with Senior High School	PM	1:00-3:00	G7-G9
			3:00-5:30	G10-G11
October 10 <i>Thursday</i>	Private Elementary School	AM	7:00-10:00	G1-G3
			10:00-12:00	G4-G6
	Private Secondary School with Senior High School	PM	1:00-3:00	G7-G9
			3:00-5:30	G10-G11
October 11 <i>Friday</i>	<i>Buffer Testing Day/BEA's return to its official station</i>			

We seek your assistance in selecting sample schools and learners for this activity. For your reference, kindly check the attachment for the guidelines. Our staff, **Ms. Janneth Joy Kassandra A. Dela Cruz**, Education Program Specialist II from the Education Assessment Division of this Bureau will coordinate with your DTC regarding the guidelines. She is also assigned to administer the norming activity in schools. Any kind assistance given to her will be highly appreciated. Her contact details are shown below:

Email : janneth.delacruz@deped.gov.ph
Contact Number : (02) 8631-2589

We look forward to your usual support of all programs of this Bureau.

Very truly yours,


KEVIN CARL P. SANTOS, PhD
Director IV 

Copy Furnished:

ATTY. REVSEE A. ESCOBEDO, Undersecretary for Operations
RONNIE S. MALLARI, PhD, CESO V, Regional Director of Region III, Central Luzon



Republic of the Philippines
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BUREAU OF EDUCATION ASSESSMENT

Education Assessment Division

**SPECIAL PHILIPPINE EDUCATIONAL PLACEMENT TEST (PEPT)
Criteria and Guidelines on the Conduct of Assessment Norming**

As stipulated in DepEd Order No. 55, s. 2016, titled "*Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program*", **Assessment Norming** aims to obtain the norm of the learners in the formal school and establish the average performance of learners with different academic abilities. The following are the criteria in selecting schools, learners, other requirements, and important reminder in conducting this activity:

A. Criteria in selecting schools

1. Four public schools (2 Elem and 2 HS) and two private schools (1 Elem and 1 HS) must be represented in each SDO. **If possible**, select integrated schools that have both Elementary, High School, including Senior High School.
2. If proximity permits, **at least two sample schools should come from different municipalities**. For logistical reasons and due to the timeframe for data collection, these six schools may come from at least three municipalities.
3. If possible, select private schools that have both Elementary and High School including Senior High School.
4. The sample schools to be tested should have more than **40 learners for every grade level**.

B. Criteria in selecting learners

1. One class/section is needed per grade level per school for both public and private school.
2. Select the class/section with a **heterogeneous** grouping of learners.

Note: Heterogenous sections have a mixture of high-, middle-, and low-ability students.

3. Exclude in the sample those classes with a homogeneous grouping of students (e.g., Regular sections with high-ability students).
4. Each testing room shall have 40 learners.

5. Each testing room shall have an equal number of male and female learners (i.e., **20 males, and 20 females**). In case this is not possible, additional male/female students may be sourced from other sections.

Note: If the actual enrollment cannot provide an equal distribution of sex per class/section, the BEA staff/researcher will proceed with the Norming activity as long as there are 40 students per room.

6. Using the class list, the first 20 male and first 20 female learners shall be sampled in the Norming. The excess students shall not participate in the activity.
7. The last names of the learners should be arranged alphabetically. **First the males, then the females.** Do this per class/section.
8. The final list of sample learners shall be submitted to the BEA staff/researcher.
9. **In School 1, the first group of learners from Grades 1 to 3** will take the test simultaneously in the morning at 7:00 – 10:00 and **the second group of learners from Grades 4 to 6** will take the test simultaneously at 10:00 – 12:00.
10. **In School 2, the first group of learners from Grades 7 to 9** will take the test simultaneously in the afternoon from 1:00 – 3:00 and **the second group of learners from Grades 10 to 11** will take the test simultaneously from 3:00 – 5:30. This same scheme will be applied for the remaining schools.

C. Other Requirements

1. Sample learners are required to bring a **pencil and an eraser** for the Norming activity.
2. The school is requested to provide an adequate number of **blank sheets of paper** for computation purposes only.

Note: The sheets of paper will be collected by the BEA staff/researcher after each testing session.

3. The rooms to be used for the activity should be adjacent to **8 x 5 seat plan**.
4. Preferably, the classrooms to be used as testing rooms are in a quiet and unpopulated area in the school and with a nearby accessible restroom for learner use.
5. These rooms should be conducive for the testing activity (e.g., spacious, well-lighted, and ventilated).



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D. Important:

1. Each BEA staff/researcher may have **one teacher assistant per room for Grade 3 to Grade 11 and two teacher assistants per room for Grade 1 and Grade 2.**
2. The teacher shall **arrange the learners' seating arrangement** per testing room following the prescribed seat plan.
3. The teacher shall require the learners to put their belongings in front of the room and **inspect that they do not have any electronic devices in their seats/pockets.**
4. The teacher shall be required to **sign a confidentiality agreement** that will be provided by BEA.
5. The teacher shall be asked to **stay at the corner near the door for classroom management** once the SASs and TBs are distributed to the students. He/she will assist the BEA staff in collecting the test materials.
6. Teachers or any school/SDO/RO personnel are **NOT ALLOWED** to see the contents of the TBs and take photos or have a copy/photocopy of any of the TMs.
7. **The test items are highly confidential.**

SCHOOL NUMBER 1: PUBLIC ELEMENTARY SCHOOL

	Room 1	Room 2	Room 3	Room 4
7:00 - 8:00	<i>Grade 1</i>	<i>Grade 1</i>	<i>Grade 2</i>	<i>Grade 2</i>
8:00 - 9:30	<i>Grade 3</i>	<i>Grade 3</i>	<i>Grade 4</i>	<i>Grade 4</i>
9:30 - 12:00	<i>Grade 5</i>	<i>Grade 5</i>	<i>Grade 6</i>	<i>Grade 6</i>

SCHOOL NUMBER 2: PUBLIC SECONDARY SCHOOL (with SHS)

	Room 1	Room 2	Room 3	Room 4	Room 5
7:00 - 9:30	<i>Grade 7</i>	<i>Grade 8</i>	<i>Grade 9</i>	<i>Grade 10</i>	<i>Grade 11</i>
9:30 - 12:00	<i>Grade 7</i>	<i>Grade 8</i>	<i>Grade 9</i>	<i>Grade 10</i>	<i>Grade 11</i>

SCHOOL NUMBER 3: PRIVATE INTEGRATED SCHOOL

	Room 1	Room 2	Room 3	Room 4	Room 5	Room 6
7:00 - 9:30	<i>Grade 1</i>	<i>Grade 2</i>	<i>Grade 3</i>	<i>Grade 4</i>	<i>Grade 10</i>	<i>Grade 11</i>
9:30 - 12:00	<i>Grade 5</i>	<i>Grade 6</i>	<i>Grade 7</i>	<i>Grade 8</i>	<i>Grade 9</i>	