



DEPARTMENT OF EDUCATION  
DIVISION OF ZAMBOANGA DEL NORTE  
1401 Zamboanga City

Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region IX, Zamboanga Peninsula  
**DIVISION OF ZAMBOANGA DEL NORTE**  
Dipolog City

**RELEASED**

DATE: 04 NOV 2016

NAME / SIGNATURE

November 3, 2016

**DIVISION MEMORANDUM**


No. 412, s.2016

**ADMINISTRATION OF TEST OF ENGLISH PROFICIENCY FOR TEACHERS AND PROCESS SKILLS  
TEST IN SCIENCE AND MATHEMATICS FOR  
SCHOOL YEAR 2016-2017**

To: Schools District Supervisors  
Public Secondary Principals  
All Concerned

1. Pursuant to DepEd Memorandum No. 127, s. 2016, the Department of Education through the Bureau of Education Assessment (BEA) shall administer the Test of English Proficiency for Teachers (TEPT) and Process Skills Test (PST) in Science and Mathematics to all Grade 7 and 8 public school teachers by cluster from September to December 2016 on Saturday of Sunday. The BEA shall provide the date, venues and clustering of regions through DepEd Advisories.
2. In this connection, all public Secondary School Principals are required to submit the list of all grades 7 and 8 teachers in Mathematics and Science in hard copies or just email to the Division Testing Coordinator Ismael K. Yusoph with the email address iyusoph@yahoo.com not later than November 18, 2016.
3. In the conduct of the TEPT and PST, the Division Testing Coordinator will serve as the Chief examiner, while the Program Education Supervisor and Secondary School Principals of First and Second Congressional Districts as room examiners. The teacher examinees from third congressional district shall be given two-day service credit, While the first and second congressional districts teacher examinees shall be given one day service credit as provided in the DepEd Order No. 53, s. 2003 entitled "Updated Guidelines on Grant of Vacation Service".
4. Travel and allowable expenses of teacher examinees, room examiners and chief examiner shall be charged to school/division MOOE Funds subject to the usual accounting and auditing rules and regulation.
5. Immediate dissemination of this memorandum is desired.

*Please act on this  
Memo. immediately*

  
**NATIVIDAD P. BAYUBAY, CESO VI**  
Officer-In-Charge  
Office of the Schools Division Superintendent

