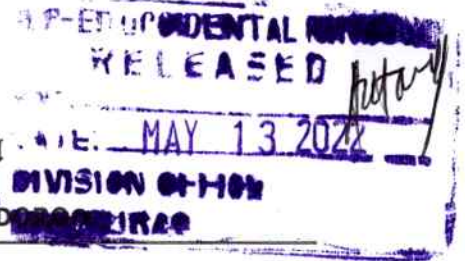




Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF OCCIDENTAL MINDORO



Office of the Schools Division
Superintendent

May 12, 2022

DIVISION MEMORANDUM

No. 000189, s. 2022

**ADMINISTRATION OF THE COMPUTER-BASED ENGLISH PROFICIENCY
TEST (CB-EPT) FOR 2022 TEACHER-APPLICANTS**

To : Chief Education Supervisors
SDO Unit/Section Heads
Education Program Supervisors
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
New Teacher-Applicants
All Others Concerned

1. In line with the selection process of new teacher-applicants, the Bureau of Education Assessment (BEA) through the Schools Division of Occidental Mindoro shall administer the Computer-Based English Proficiency Test (CB-EPT) for School Year 2022-2023 at the BEA-designated Testing Centers from May 16-20, 2022 (see Enclosure I).
2. All monitoring and testing personnel (Enclosure II) involved shall be reminded to strictly follow the CB-EPT guidelines (Enclosure III).
3. The final approved list of examinees coming from the BEA shall be released through the official FB page (**DepEd Tayo Occidental Mindoro**) before May 16, 2022.
4. In addition, there will be an orientation for the Testing Personnel who are the Public Schools District Supervisors (Room Examiner), School ICT Coordinators, School Testing Coordinators, District Nurses and District Administrative Officers II on May 13, 2022, 2:00 PM to 5:00 PM via Zoom.

SGOD/SMME/SVJ



📍 Brgy. Payompon, Mamburao, Occidental Mindoro
☎ 0906-550-1840/0929-630-1538
✉ occidental.mindoro@deped.gov.ph
📘 DepEd Tayo Occidental Mindoro

5. Traveling and other incidental expenses relative to this activity shall be charged to local funds subject to the usual budgeting, accounting, and auditing rules and regulations.
6. For further queries, please contact Simplicia V. Javate, Division Testing Coordinator, Senior Education Program Specialist, SGOD-School Management Monitoring and Evaluation at 09186215743 and 09051823327.
7. Immediate and widest dissemination of the content of this memorandum is earnestly desired.

LYNN G. MENDOZA

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

By Authority of the OIC-SDS:



ANICETO N. PAROJINOG

Chief Education Supervisor
School Governance and Operations Division

Sablayan Comprehensive High School	National High School	141	May 16 to 19, 2022	Marilyn S. Pille, PhD	PSDS District Nurse, AO, School ICT Coor, School Testing Coor	Room Examiner Members
				Cecile V. Jose, PhD	PSDS District Nurse, District AO of Calintaan and Rizal, School ICT Coor, School Testing Coor	Room Examiner Members
Rizal National High School	National High School	86	May 16 to 18, 2022	Menia Gamboa	PSDS District Nurse, AO, School ICT Coor, School Testing Coor	Room Examiner Members
				Ferdinand T. Gotoy, EDD	PSDS District Nurse, AO, School ICT Coor, School Testing Coor	Room Examiner Members
Magsaysay National High School	National High School	47	May 16 to 17, 2022	Evelyn Barrientos	PSDS District Nurse, District AO of Loooc and Lubang, School ICT Coor, School Testing Coor	Room Examiner Members
Lubang Vocational High School	Vocational High School	16	May 16, 2022			

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Enclosure II

ADMINISTRATION OF THE COMPUTER-BASED ENGLISH PROFICIENCY TEST (CB-EPT) FOR 2022 TEACHER-APPLICANTS

List of Monitoring and Testing Personnel

1. Lynn G. Mendoza, OIC, Office of the SDS
2. Rodel S. Magnaye, OIC, Office of the ASDS
3. Aniceto N. Parojinog, CES, SGOD
4. Raquel P. Girao, PhD, CES, CID
5. Dennis Micheal Abeleda, PhD, AO V
6. Sherwin Victor R. Iledan, ITO
7. Simplicia V. Javate, SEPS
8. Ma. Luisa F. Vasquez, Cashier

Testing Center	Total Number of Registrants	Date/s	Name	Designation	
Occidental Mindoro National High School	123	May 16 to 19, 2022	Emmanuel Flores, PhD	PSDS District Nurse, AO of Mamburao, Abra de Ilog and Paluan, School ICT Coor, School Testing Coor	Room Examiner Members
			Rosalie Tuizen, PhD	PSDS District Nurse, AO, School ICT Coor, School Testing Coor	Room Examiner Members
Sta Cruz National High School	51	May 16 to 17, 2022			

**ADMINISTRATION OF THE COMPUTER-BASED ENGLISH PROFICIENCY
TEST (CB-EPT) FOR 2022 TEACHER-APPLICANTS**

CB-EPT GUIDELINES

- The said examination shall be administered online from May 16-20, 2022 at the BEA-designated Testing Centers
- Only teacher-applicants included in the official list shall be allowed to take the exam, **NO** walk-in takers shall be accommodated.
- All examinees should know how to use or manipulate a desktop computer
- Test takers should be on time in the assigned testing center should bring a government issued ID, extension cord, mobile data for their hotspot
- The test shall start at exactly 7:00 AM in the morning (AM Session) and 12:30 in the afternoon (PM Session) after a brief orientation. Late examinees will not be allowed to take the test.
- The schools must be compliant with the existing health protocol including the availability of spacious holding area for EPT.
- Testing personnel are Education Program Supervisor I and PSDS (Room Examiner), School Head, ICT Coordinator, School Testing Coordinator, District Nurse and District Administrative Officer II.
- All personnel and takers who will be involved in this activity should strictly follow the minimum health standards
- On temperature of the personnel involved in the activity, the following must be observed
 - Those who will have a temperature reading of 37.6 degree Celsius above shall not be allowed to enter the testing area premises.
 - those who will have a temperature reading of 37.4 degree Celsius or lower should fill up and submit the duly signed and pre accomplished Health Declaration form to the Triage;
 - those who will have a reading temperature of 37.5 degree Celsius should be asked to take a rest in an isolated area

outside the school entrance gate for 5 minutes and shall have a temperature recheck afterwards.

- If temperature reading is still 37.5 degree Celsius, the takers will be referred to the nearest health care facility needs for further assessment
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- Each testing room should only accommodate 15-20 examinees, 1 room examiner and 1 IT officer/coordinator
 - The School Testing Coordinator should assist in the processes required in the administration of the test
 - Testing room should be disinfected after the morning session in the preparation for the afternoon session
 - The School ICT Coordinator will set up the Safe Exam Browser (SEB) in 20 units of desktop computer. They should lead in resolving other problem which may arise out of the system specification process during and after the test administration