




Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**



Division Memorandum  
No. 89 s. 2021

**TO :** Members, Division Testing Committee  
Public Schools District Supervisors  
School Heads, Public Elem & Secondary Schools  
Test Examiners & Room Supervisors  
CB-EPT TWG members  
All Others Concerned

**FROM :**  **MA. LIZA R. TABILON** EdD, CESO V  
Schools Division Superintendent

**SUBJECT :** **ADMINISTRATION OF THE COMPUTER-BASED ENGLISH  
PROFICIENCY TEST (CB-EPT) 2021**

**DATE :** March 10, 2021

1. The Bureau of Education Assessment thru this Division announces the administration of the Computer-based English Proficiency Test (CB-EPT) in the six (6) identified testing centers, on **March 29-31, 2021** ;
2. Enclosed are the following Annexes, please find, for information and reference;
  - i. Annex 1 - Assessment Plan
  - ii. Annex 2 – Local CB-EPT Administrative Clauses
  - iii. Annex 3 – List of assigned Testing Centers and Testing Personnel
  - iv. Annex 4 - CB-EPT Readiness Checklist
  - v. Annex 5 - CB-EPT Monitoring Tool
3. Qualified to take the test are; 1.) new T-I applicants in this division 2. old applicants except those who already took the **September 3-4, 2020 CB-EPT** and the **November 24, 2019** schedule, since the results therefrom are valid for two (2) years reckoned from the date of test administration, pursuant to Section 2 of DepEd Memorandum No 106, s. 2019. Walk-in applicants or applicants from other divisions **SHALL NOT** be entertained.
4. There will be a virtual Orientation on CB-EPT administration with the Division Testing Committee Members, CB-EPT -TWG members including the Division/District IT Officers, Division Medical Officers and Field Nurses, Division/District DRRM Coordinators, PSDS/PICDs tapped as proctors, District Testing Coordinators, and the Host School Heads on **March 19, 2021, 1:30 PM @ [meet.google.com/pjm-vicc-aos](https://meet.google.com/pjm-vicc-aos)** .





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5. For your queries, please direct your text or call to the CB-EPT Hotlines, **0995-881-1881** (GLOBE) and **0938-737-625** (SMART);
6. Compliance with and widest dissemination of this Memorandum is desired.

Ref:

DepEd Order 55, s. 2016  
DepEd Order 7, s. 2015  
DepED Order 50, s. 2016  
DepEd Memo. No. 106, s. 2019

SGOD-SMME /WHM/MEMORANDUM/CB-EPT2021/ -005-03102021

N-avigating  
O-pportunities to  
R-eengineer for  
T-ransformation &  
E-mpowerment



Capitol Drive, Estaka, Dipolog City, 7100  
Tel No.: (065) 212-5843  
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## EPT Form 2 - Assessment Plan

**COMPUTER-BASED ENGLISH PROFICIENCY TEST  
Assessment Plan**

Region and Division Code: I-06  
 Region: Zamboanga Peninsula  
 Division: Schools Division of Zamboanga Del Norte

Testing Center	Total Number of Registrants	Number of Testing Room/s*	Number of Examinees per room**	Number of Computer Units to be used***	Number of Testing Sessions****	Proposed Date/s
Polanco National High School	247	2	20	76	6	March 29-31, 2021
Katipunan National High School	250	2	20	50	6	March 29-31, 2021
Slare John H. Roemer Memorial NHS	195	2	20	117	5	March 29-31, 2021
Salug National High School	203	2	20	95	5	March 29-31, 2021
Labason Central School	99	2	20	50	3	March 29-30, 2021
Siocon National High School	206	2	20	50	5	March 29-31, 2021

\*Max of 2 rooms only

\*\*Max of 20 persons only

\*\*\*Including buffer

\*\*\*\*Max of 2 sessions per day (AM and PM); continuous count if more than 2 sessions

Prepared by:

**WILSON H. BENDING**

Division Testing Coordinator

**JULIUS O. BELAGANTOL**

Division IT Officer

Approved by:

**MA. LIZA R. TABILON EdD, CESO V**  
 Schools Division Superintendent

**COMPUTER-BASED ENGLISH PROFICIENCY TEST  
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\*Max of 2 rooms only

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Prepared by:

**WILSON H. YNDING**  
 Division Testing Coordinator

**JULIUS O. BELAGANTOL**  
 Division IT Officer

Approved by:

**MA. LIZA R. YABILON EdD, CESO V**  
 Schools Division Superintendent



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**ANNEX 2**

**LOCAL CB-EPT ADMINISTRATIVE CLAUSES**

Consistent with the applicable provisions of DepEd Order No. 55, s. 2016; re: Policy Guidelines on the National Assessment of Student Learning for the K to 12 Education Program, provisions specific in the CB-EPT Handbook, and other governing issuances, the following stipulations and terms of reference are hereby set forth, for reference of all concerned, to wit:

- 1. Compliance With The Minimum Health And Safety Standards.** Throughout the entire duration of the test administration, all test personnel, examinees and school staff are required to observe social distancing, **wear face mask/ face shield**, undergo health protocols being set up in each of the testing centers.
  - 1.1. The SDO, thru the DTC –TWG, shall procure medical supplies and consumables to be provided to each testing center and test personnel. In addition to the medical provisions to be procured by the SDO, the testing center/host school is enjoined to provide supplementary medical supplies/consumables to be used during the test. The SDO shall likewise deploy its office and field medical personnel to the six (6) testing centers
  - 1.2. The host school/testing center is directed to prepare the testing room such that the computer sets be re-arranged to observe at least one (1) meter distance between examinees. The school is likewise expected to set up holding area/ room(s) for waiting examinees, isolation area in case an examinee/s is/are found to have experienced flu, fever and other symptoms of diseases. Non-examiners and other un-authorized persons shall not be allowed entry in the school premises.
  - 1.3. The “NO FACE MASK and FACE SHIELD, NO ENTRY” policy shall be imposed in each of the testing centers.
- 2. Reminders To The Examinees.** Each examinee is expected to be in his/her assigned testing center at least one (1) hour before scheduled time of test. An examinee who comes late by at least fifteen (15) minutes shall be replaced by a buffer examinee. Aside from bringing and wearing health and safety goggle, he/she is expected to bring valid identification ID card, snacks/lunch. Cellphones, wrist watch and other gadgets which may be used to break the integrity of test material.
- 3. Selection of Testing Personnel.** Per CB-EPT Guidelines, The Education Program Supervisor or Public Schools District Supervisors, with experience in proctorship of national examinations, with basic computer literacy skills, shall act as room examiners. For reason of fitness however, the SDS may exercise prerogative to tap the secondary school head, preferably from nearby schools, to assume the responsibility of a room examiner. The office, thru the Division Testing Coordinator, must be notified of substitution or replacement at least one (1) week before the test.





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4. **Delegated Responsibilities.** The following field personnel are delegated with responsibilities, relative to the smooth and orderly test administration, to wit:
  - A. **Select District Testing Coordinators** – In close working collaboration with the PSDS and school head of host school, the dDTC shall :
    1. Coordinate with the Municipal Health Unit/Municipal IATF for information of the conduct of this activity as approved by the Provincial IATF, and for concomitant monitoring and technical assistance. Provide them a copy of the approved request and assessment plan.
    2. To coordinate with the school testing personnel to ensure readiness of rooms and materials for the test, including but not limited to the posted list of takers on the doors of the examination room, prepared seating arrangement and the holding area prepared.
    3. Immediately report to the Division Testing Committee, any update in the coordination efforts before the test conduct, or any incident during the test administration, to mitigate potential problem.
  - B. **Concerned District/School Nurse** – Under the supervision of the Division Medical Officers, and with working collaboration with the school head of the host school, shall make representation at the local municipal health unit for the request of pre-test ocular inspection, disinfection of the rooms every after use, health monitoring and medical assistance.
  - C. **District/School DRRM Coordinator** - In coordination with the school head of the host school, shall coordinate with the Barangay Council, for the provision of security in the premises, to ensure order in the premises by regulation the potential traffic of vehicles and persons in the vicinity of the school entrance.
5. **Contingency In case of Brown Out.** Since the test administration is dependent of electricity, contingency over the possibility of power interruption should have been prepared. To this effect, the host school is enjoined to provide stand-by generator, and its consumables thru outsourcing, rental and/or procurement using school local funds, whenever applicable, subject to the availability of funds;
6. **Provision of Food and Materials.** The host school is enjoined to cover against their local school funds the provisions of food for the testing personnel, medical personnel and DTC-TWG members as well as those who may be tapped by the school head to augment the workforce of the division office, as well as the common office supplies and office consumables which may be utilized during the test conduct, subject to the availability of funds and to the usual COA auditing and accounting rules and regulations;
7. **Expenses of Travel.** Travel expenses that may be incurred by the members of the DTC-CB-EPT Task Force, testing, medical and support personnel pursuant to this test





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administration, shall be chargeable against division MOOE or local school funds, as the case may be, subject to the usual accounting rules and regulations;

8. **Provision of ICT Equipment and Tools.** In view of the necessity to have stable internet connection to each of the computer units or laptops to be used during the test, the school head of the host school, in close coordination with the host PSDS, and the district/school ICT Coordinators are enjoined to facilitate the borrowing of modems from nearby schools or districts for the aforesaid purpose. Expenses incurred by the borrower/ee school for the pre-paid internet load may be reimbursed using the division funds, subject to the usual accounting and auditing rules and regulations;
9. **Pre- EPT Preparations.** The DTC-TWG, in coordination with the Division ICT and his select ICT field counterparts are directed to conduct ocular inspection from March 23-26, 2021, to each testing center to ensure readiness of the computer sets, and the rooms to be used during the test, and to coordinate with office concerns, including but not limited to the school heads, barangay council, and/or municipal health unit, to cover the contingencies that may arise during the test administration.
10. **Service Credits/Compensatory Time-Off.** Per Joint CSC-DBM Circular No. 2, s. 2004, service credits or the Compensatory Overtime Credit, as the case may be, shall be given to the concerned division and field personnel who may have rendered services during a holiday, weekend, or beyond the official time pursuant to the preparatory and post-administration activities of CB-EPT. To this effect, the concerned school head, or the designated district testing coordinator is authorized to sign, in behalf of the division testing coordinator, in the DTR of the requesting personnel.





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**ANNEX 3**

**List of Testing Personnel, Assigned Proctors and Testing Centers**

**DIVISION TESTING COMMITTEE**

**CHAIRPERSON:** MA. LIZA R. TABILON, EdD, CESO V  
**ASSISTANT CHAIRPERSON:** JUDELYN J. RAMOS, CESE  
**MEMBERS:** JUDITH V. ROMAGUERA, CESE  
 LILIA E. ABELLO, EdD  
 JOY E. LETRAN-SINGSON, EMD  
 WILSON H. INDING (DTC)  
 ITO JULIUS O. BELAGANTOL (DIC)  
**PROVISIONAL MEMBERS:** 60 DESIGNATED DISTRICT TESTING  
 COORDINATORS  
**SECRETARIAT:** JED A. NIEVES  
 J AURON M. VELASCO

**CB-EPT TECHNICAL WORKING GROUP**

**MEDICAL/Health Committee** - **Dr. SONIA Y. Uy ( Head )**  
**DR. CHERYL V. OCUPE ( Alternate Head )**  
 Field Nurses ( Members )

**ICT Technical Support** - **JULIUS O. BELAGANTOL ( Head )**  
 Select District ICT Coordinators  
 Host School ICT Coordinators

**DRRM** - **EUNICE D. JANOLINO ( Head )**  
 Select Dist/Sch DRRM Coors ( Members )

TESTING CENTERS	Room Number	Testing Session	Testing Examiner	Support Staff
Polanco National High School	1	1 A	Glenda Gudmalin	District ICT of Piñan
	2	1 B	Vivian Ricardo	District ICT of Rizal
	1	2 A	Gerardo Montilla	District ICT of S.O. I
	2	2 B	Elvis Adavan	District ICT of S.O. II
	1	3 A	Antonina Gallo	District ICT of Polanco I
Katipunan National High School	2	3 B	Carina Piamonte	District ICT of Polanco III
	1	1 A	Dennipher Rillera	District ICT of Roxas I
	2	1 B	Marlou Elcamel	District ICT of Manukan I
	1	2 A	Ferlisa Eguia	District ICT of Manukan II
	2	2 B	Celsa Feras	District ICT of Katipunan II







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	1	3 A	Rodelyn Jumawan	District ICT of Katipunan IV
	2	3 B	Leo Cudas	District ICT of Katipunan III
Siare John H. Roemer Memorial NHS	1	1 A	Nheyross Sugod	District ICT of Sindangan North II
	2	1 B	Miela H. De Gracia	District ICT of Sindangan Central III
	1	2 A	Rowena H. Bulandres	District ICT of Siayan II
	2	2 B	Jalderita Dublico	District ICT of Siayan III
	1	3 A	Carmelito Bongcawel	District ICT of Sindangan South I
Salug National High School	1	1 A	Amelita Sappal	District ICT of Salug I
	2	1 B	Rizaldo Castillon	District ICT of Bacungan I
	1	2 A	Algie Alcala	District ICT of Kalawit I
	2	2 B	Loida Gimang	District ICT of Tampilisan I
	1	3 A	Lecita Tubal	District ICT of Salug III
Labason Central School	1	1 A	Eddie Refugio	District ICT of Labason II
	2	1 B	Reynaldo Alcala	District ICT of Labason III
	1	2 A	Mary Jane Acedo	District ICT of Labason I
Siocon National High School	1	1 A	Susan Felizarta	District ICT of Sirawai I
	2	1 B	Alfred Descallar	District ICT of Siocon III
	1	2 A	Alfie Ontong	District ICT of Sirawai II
	2	2 B	Annie Billones	District ICT of Siocon I
	1	3 A	Araceli Tomboc	District ICT of Siocon III





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**ANNEX 4**

**COMPUTER-BASED ENGLISH PROFICIENCY TEST (CB-EPT)  
 READINESS CHECKLIST**

Name of Testing Center: \_\_\_\_\_

No.	Provision	/	x	Remark
<b>Health &amp; Safety</b>				
1	Testing personnel & staff in appropriate health and safety wear, e.g. facemask/faceshield/PPE			
2	Every examinee wearing face mask/shield			
3	Alcohol/ hand sanitizer			
4	Foot bath ( triage)			
5	Health declaration sheets			
6	Thermal scanner			
7	Hand wash facility			
8	Provisions for disinfection of rooms before and after sessions			
9	Spacious holding area/s with chairs at least 1.5 –m apart			
10	Testing area with units/chairs at least 1.5 –m apart			
11	Isolation room, if any			
12	Relevant H & S signages posted			
<b>Test Materials &amp; related equipment</b>				
1	20 or 40 Computer sets inspected and ready			
2	Buffer computer sets ready			
3	System checklist attached t each computer unit			
4	Attendance sheets			
5	List of examinees posted on the door/wall outside the testing room.			
6	Log in stubs ( with countersing of dDTC and Proctor concerned)			
7	Printed Test Hanbooks for each Proctor			
8	White/chalkboard clean, with Important Info like time and reminders to examinees			
9	Ventilation and lighting			
10	Clean solution sheets for examinees			

Assessed by : \_\_\_\_\_





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ANNEX 5

**CB – EPT MONITORING TOOL**

Name of testing Center: \_\_\_\_\_ Date : \_\_\_\_\_  
 Name of Proctor: \_\_\_\_\_ Time: \_\_\_\_\_  
 Room No. : \_\_\_\_\_ Batch No. \_\_\_\_\_

Number of Registrants: \_\_\_\_\_ Number of Actual Examinees: \_\_\_\_\_

No.	Indicator	/	x
1	The no Face Mask/Shield , No entry policy is strictly observed.		
2	The proctor and his/her ICT support staff come early.		
3	Pre-test briefing is done by the proctor with the examinee		
4	Valid Id is presented by examinee, and is ascertained by the examiner.		
5	Log-In stub is given to the examinee upon entering the room.		
6	Bags and things of examinees are placed in front beneath the chalk/white board or at the back.		
7	No other unnecessary things can be seen around the computer units used for the test.		
8.	The test started on time.		
9.	Instructions were given verbatim/based on the Handbook.		
10.	Computer glitches, if any, are timely attended by the ICT support staff.		
11	Late comers/ buffers, if any, are accordingly accommodated.		
12	Ventilation and lighting in the room are satisfactory.		
13	There is evidence of diligence and responsibility of test personnel to safeguard the integrity of the test.		
14	Relevant forms are accomplished/reminders timely given.		
15	The test ended on time.		

Monitored by :

\_\_\_\_\_  
 Test Supervisor/ DTC

