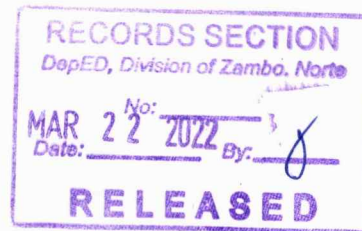




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Memorandum
No. 106 s. 2022

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 : **VIRGILIO P. BATAN, JR., CESO VI**
Schools Division Superintendent

SUBJECT : Addendum to the Division Memo No. 81, S. 2022, re: **Administration of the Computer-Based English Proficiency Test (CB-EPT) 2022**

DATE : March 15, 2022

1. In relation to the conduct of the Computer-based English Proficiency Test (CB-EPT) in the five (5) identified testing centers, on **March 29-31, 2022**, all concerned are hereby directed to the following enclosures, for information, reference and guidance ;
 - i. Annex 1 – Local CB-EPT Administrative Clauses
 - ii. Annex 2 – List of assigned Testing Centers and Testing Personnel
 - iii. Annex 3 - CB-EPT Readiness Checklist
 - iv. Annex 4 - 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 **March 29-31, 2021** 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, the Host School Heads, and all Teacher Applicants/Examinees on **March 24, 2022, 9:00 thru FB Livestream** (link will be provided).
5. For your queries, please direct your text or call to the CB-EPT Hotlines, **0995-881-1881 (GLOBE)** and **0938-737-625 (SMART)**;





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Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

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/JANWHI/MEMORANDUMMCB-EPT2022/-13-15032022

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



Capitol Drive, Estaka, Dipolog City, 7100
Tel No.: (065) 212-5843
e-mail address: zn.division@deped.gov.ph



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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**, 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 five (5) 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 NO VACCINATION CARD, NO ENTRY” policy shall be imposed in each of the testing centers. However, examinees who are not yet vaccinated may present their RT-PCR Test result taken within 48 hours (2 days) prior to the examination date before they can enter the testing center premises.
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 accessories, 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 are not allowed.
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.





Republic of the Philippines
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Region IX, Zamboanga Peninsula
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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 administration, shall be chargeable against division MOOE or local school funds, as the case may be, subject to the usual accounting rules and regulations;





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

ANNEX 2

List of Testing Personnel, Assigned Proctors and Testing Centers

DIVISION TESTING COMMITTEE

Chairperson: VIRGILIO P. BATAN, JR., CESO VI
Asst. Chairperson: MA. JUDELYN J. RAMOS, CESO VI
JUDITH V. ROMAGUERA, CESO VI
Members: LILIA E. ABELLO
JOY E. LETRAN-SINGSON
WILSON H. INDING
JULIUS O. BELAGANTOL
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 | 1A(morning) | Glenda Gudmalin | District ICT of Piñan | |
| | 2 | 1B(morning) | Vivian Ricardo | District ICT of Rizal | |
| | 1 | 2A(afternoon) | Gerardo Montilla Jr. | District ICT of S.O. I | |
| | 2 | 2B(afternoon) | Elvis Adavan | District ICT of S.O. II | |
| | 1 | 3A(morning) | Antonina Gallo | District ICT of Polanco I | |
| | 2 | 3B(morning) | Carina Piamonte | District ICT of Polanco III | |
| | 1 | 4A(afternoon) | Reynaldo Magtuba | District ICT of Sibutad | |
| | 2 | 4B(afternoon) | Nestor Lanit | District ICT of La Libertad | |
| | 1 | 5A(morning) | Josephine Crisostomo | District ICT of Mutia | |
| | 2 | 5B(morning) | Rey Teotimo Tambolero | District ICT of S.O. III | |
| | 1 | 6A(afternoon) | Ronnie Enoy | District ICT of Polanco II | |
| | Katipunan National High School | 1 | 1A(morning) | Dennipher Rillera | District ICT of Roxas I |
| | | 2 | 1B(morning) | Marlou Elcamel | District ICT of Manukan I |
| | | 1 | 2A(afternoon) | Ferlisa Eguia | District ICT of Manukan II |

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Transformation &
Empowerment



Capitol Drive, Estaka, Dipolog City, 7100
Tel No.: (065) 212-5843
e-mail address: zn.division@deped.gov.ph

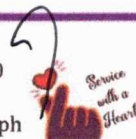


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| | | | | |
|-----------------------------|---|---------------|----------------------|-----------------------------------|
| | 2 | 2B(afternoon) | Celsa Feras | District ICT of Katipunan II |
| | 1 | 3A(morning) | Rodelyn Jumawan | District ICT of Katipunan IV |
| | 2 | 3B(morning) | Leo Cudas | District ICT of Katipunan III |
| | 1 | 4A(afternoon) | Rysa Intic | District ICT of Katipunan I |
| | 2 | 4B(afternoon) | Benedicto Tomales | District ICT of Roxas II |
| | 1 | 5A(morning) | Antonio Acedo | District ICT of Roxas III |
| | 2 | 5B(morning) | Merilyn Tabarno | District ICT of Manukan III |
| Siare John H. Roemer NHS | 1 | 1A(morning) | Nheyross Sugod | District ICT of Sind. North II |
| | 2 | 1B(morning) | Miela H. De Gracia | District ICT of Sind. Central III |
| | 1 | 2A(afternoon) | Rowena H. Bulandres | District ICT of Siayan II |
| | 2 | 2B(afternoon) | Jalderita Dublico | District ICT of Siayan III |
| | 1 | 3A(morning) | Carmelito Bongcawel | District ICT of Sind. South I |
| | 2 | 3B(morning) | Bezer Crampatanta | District ICT of Sind. Central I |
| | 1 | 4A(afternoon) | Ma. Theresa Imperial | District ICT of Sind. Central II |
| | 2 | 4B(afternoon) | Roseminda Valera | District ICT of Sind. South II |
| | 1 | 5A(morning) | Judith L. Pepito | District ICT of Sind. North I |
| | 2 | 5B(morning) | Rizaldo Castillon | District ICT of Siayan I |
| Salug National High School | 1 | 1A(morning) | Julia Oidi | District ICT of Liloy III |
| | 2 | 1B(morning) | Jennifer Bulanon | District ICT of Tampilisan II |
| | 1 | 2A(afternoon) | Armand Manlosa | District ICT of Godod II |
| | 2 | 2B(afternoon) | Simlo Lomarda | District ICT of Godod I |
| | 1 | 3A(morning) | Lecita Tubal | District ICT of Salug II |
| | 2 | 3B(morning) | Elda Evangelista | District ICT of Salug III |
| | 1 | 4A(afternoon) | Eddie Refugio | District ICT of Liloy II |
| | 2 | 4B(afternoon) | Antonio Gumela | District ICT of Liloy I |
| | 1 | 5A(morning) | Algie Alcala | District ICT of Kalawit I |
| | 2 | 5B(morning) | Loida Gimang | District ICT of Tampilisan I |
| | 1 | 6A(afternoon) | Amelita Sappal | District ICT of Salug I |
| Siocon National High School | 1 | 1A(morning) | Susan Felizarta | District ICT of Sirawai I |
| | 2 | 1B(morning) | Danilo Alga | District ICT of Gutalac I |
| | 1 | 2A(afternoon) | Alfred Descallar | District ICT of Siocon II |
| | 2 | 2B(afternoon) | Araceli Tomboc | District ICT of Siocon III |
| | 1 | 3A(morning) | Alfie Ontong | District ICT of Sirawai II |
| | 2 | 3B(morning) | Rosenda Miranda | District ICT of Gutalac II |
| | 1 | 4A(afternoon) | Annie Billones | District ICT of Siocon I |
| | 2 | 4B(afternoon) | Arnold Dinglasa | District ICT of Baliguian |





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 Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

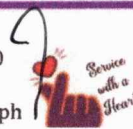
ANNEX 4

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

Name of Testing Center: _____

| No. | Provision | / | x | Remark |
|---|---|---|---|--------|
| Health & Safety | | | | |
| 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 | | | |
| Test Materials & related equipment | | | | |
| 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/Vaccine , 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



COMPUTER BASED- ENGLISH PROFICIENCY TEST (CB-EPT) 2022 VIRTUAL ORIENTATION

OPENING PROGRAM

March 24, 2022

I. Preliminaries

II. Opening Remarks

JOY E. LETRAN-SINGSON
Chief Education Supervisor, SGOD

III. Acknowledgment of Participants

JED A. NIEVES
Education Program Specialist II

IV. Superintendent's Time

VIRGILIO P. BATAN, JR., CESO VI
Schools Division Superintendent

PROGRAM PROPER

| TIME | SESSION TOPIC | RESOURCE PERSON |
|----------------|--|--------------------------------------|
| 9:30-10:00 AM | The Test Administration Guidelines | Wilson H. Inding, SEPS, SMM&E |
| 10:00-10:30 AM | Health and Safety Protocols | Dr. Sonia Y. Uy, Medical Officer III |
| 10:30-10:45 AM | Orientation on the use of Computers for the Test | Julius O. Belagantol, ITO |
| 10:45-11:30 AM | Administrative Issues and Concerns | Jed A. Nieves, EPS II, SMM&E |
| 11:30-12:00 PM | Closing Activities(Open Forum) | |