



Republic of the Philippines  
**Department of Education**  
Region V

**SCHOOLS DIVISION OFFICE OF CAMARINES SUR**

Freedom Sports Complex, San Jose, Pili, Camarines Sur



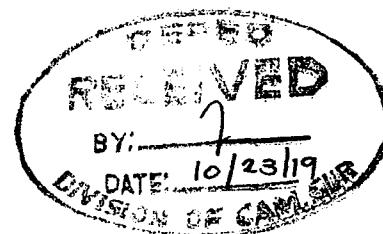
October 23, 2019

**DIVISION MEMORANDUM**

No. 395, s. 2019

**ADMINISTRATION OF THE ENGLISH PROFICIENCY TEST (EPT) FOR TEACHER I APPLICANTS**

To: Assistant Schools Division Superintendent  
Chief/OIC-Chief, CID and SGOD  
Education Program Supervisors  
Elementary Public Schools District Supervisors  
Public Elementary School Heads  
Elementary Teacher- I applicants  
All others concerned



1. Relative to DM-CI-2019 00343 entitled: **Resumption of the Administration of the English Proficiency Test (EPT) for Teacher I Applicants**, all Elementary Teacher I applicants are hereby informed of the **English Proficiency Test (EPT)** scheduled on **November 10, 2019, 8:00 a.m.** at **Rodriguez National High School**, Cadlan, Pili, Camarines Sur. This EPT will be administered by the representative of the Bureau of Education Assessment (BEA) with the assistance from the School Management Monitoring and Evaluation (SMME) personnel.
2. Relative to this, all Elementary Public Schools District Supervisors are requested to facilitate the online registration of all examinees to the herein link <https://bit.ly/EPTNov102019> on or before November 6, 2019.
3. All applicants who took EPT last March 16, 2019 are **exempted to take the EPT**.
4. EPT examinees are advised to bring their valid ID, pencil (lead #2) and report to the examination center before their scheduled time.
5. This Office authorizes the granting of one-day Compensatory Time-Off (CTO) to DepEd personnel, Room Supervisors, Room Examiners and support staff per CSC and DBM Joint Circular No. 2, s. 2004. On the other hand, teaching personnel included in the team shall be entitled with one-day service credits in accordance with the provisions of DepEd Order No. 19, s. 2012 and DepEd Order No. 53, s. 2013.
6. Enclosure 1– List of Examinees, Enclosure 2 – List of Room Examiners, Enclosure 3 – Advisory Committee, Management and Support Staff.
7. Travel expenses and other incidental expenses relative to this activity shall be charged against school/division MOOE subject to the usual accounting and auditing rules and regulations.
8. Immediate dissemination of this memorandum is desired.

*[Signature]*