



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Office of the Schools Division
Superintendent**

MAY 19 2022

MEMORANDUM

**ADMINISTRATION OF THE COMPUTER-BASED ENGLISH PROFICIENCY TEST
(CB-EPT) FOR TEACHER-APPLICANTS BATCH 1, SY 2022-2023**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs
Administrative Officer V
All Others Concerned

1. This Office announces the conduct of the above-captioned activity on **May 27, 2022**, at the designated testing centers, with the schedule as follows:

Session	Time	Activity
Morning Session	7:00 to 8:30 a.m.	Assembly
	8:31 to 9:00 a.m.	Examinee Orientation
	9:01 to 11:00 a.m.	Test Administration
Afternoon Session	12:01 to 12:30 p.m.	Assembly
	12:31 to 1:00 p.m.	Examinee Orientation
	1:01 to 3:00 p.m.	Test Administration

2. The assigned Room Examiners are as follows:

Testing Center	Room Examiners
Tunasan National HS	Ms. CECILIA TERESA C. CLAUDEL
Muntinlupa Business HS - Main	Mr. MARK JOSEPH C. FERNANDEZ
Muntinlupa ES	Dr. YALEDEGLER C. MALIGAYA
Muntinlupa Science HS	Ms. ALYSSA V. AVENTURADO



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
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sdo.muntinlupa@gmail.com



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3. The Program Management Team (PMT) and Technical Working Group (TWG) shall be composed of the following:

Division Office	Schools (Testing Centers)
Ms. CARLEEN S. SEDILLA <i>Schools Division Superintendent</i> Dr. NERISSA ROXAS-LOMEDA <i>OIC, Asst. Schools Division Superintendent</i> Ms. MADELINE ANN L. DIAZ <i>Chief Education Supervisor, CID</i> Ms. MA. REGAELE A. OLARTE <i>Education Program Supervisor, SGOD</i> Ms. NOEMI A. VALDEZ <i>Administrative Officer V</i> Ms. MA. GISELLA F. VILLAMAYOR <i>OIC, Office of the Human Resource Administrative Officer II</i> Dr. ZOREN PEPITO GUBALANE <i>Senior Education Program Specialist Division Testing Coordinator</i> Mr. JOSEPH D. NILO <i>Education Program Specialist II, SMM&E</i> Ms. MA. TERESA S. INDAP <i>Nurse II</i> Ms. MAY L. BORJAL <i>Division ICT Coordinator Project Development Officer II</i> Mr. DIOSCORO M. VARGAS <i>Administrative Asst. II</i>	Muntinlupa Business HS - Main School Head: Ms. VILMA S. VILORIA ICT Coordinator: Mr. GREGORIO S. QUINERI Testing Coordinator: Dr. LEONAIIDA L. GUTIERREZ Nurse: Ms. ELAINE BELARO Tunasan National HS School Head: Dr. ADOR B. QUERUBIN ICT Coordinator: Mr. ROMEO NOBLES JR. Testing Coordinator: Ms. JANE CUAÑO Nurse: Ms. GERALDINE ELLAZO Muntinlupa ES School Head: Dr. MA. AURORA S. BARTOLABA ICT Coordinator: Ms. MARIA DIANA B. CARMONA Testing Coordinator: Ms. FE V. MALAHITO Nurse: Ms. STELLA V. GUZMAN Muntinlupa Science HS School Head: Dr. FLORANTE C. MARMETO ICT Coordinator: ALBERT MANALO Testing Coordinator: LINDSAY T. MARANAN Nurse: Ms. ANALYN P. MANGUSSAD

4. Attached are the List of Examinees and the Guidelines for the Administration of the CB-EPT for Teacher-Applicants provided by the Bureau of Education Assessment (BEA), for the information and guidance of all concerned. Queries and concerns regarding the conduct of the CB-EPT may be directed to the School Management, Monitoring, and Evaluation (SMME) Section, c/o Dr. Zoren Pepito L. Gubalane, through contact number, 8805-99-40.

5. Immediate and wide dissemination of this Memorandum is desired.


CARLEEN S. SEDILLA CESO V
 Schools Division Superintendent

Enclosure: As stated

References: None

To be indicated in the Perpetual Index

under the following subjects:

HIRING

ASSESSMENT

RECRUITMENT

EMPLOYMENT

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

Testing Center Requirements

- For large divisions, a testing center per district may be allowed, provided that it has passed all the technical/system specifications for conducting the test. (Strong/stable internet connection, at least 20 desktop computers and 1 buffer, no power interruption, etc.)
- Testing rooms should only accommodate 15-20 examinees, 1 room examiner, and 1 IT Officer/Coordinator.
- For testing center which needs to conduct multiple sessions, a holding area must be provided for teacher-applicants. It should be spacious enough to ensure social distancing.
- Examinees and testing staff should submit themselves to precautionary measures such as temperature check, wearing of masks, sanitizing, etc.
- Testing room should be disinfected after every session.
- Seek advice/clearance from local health authorities if it's safe to hold the test in the prospective venue.
- Secure communication lines with local health authorities before, during and after the test.
- Preorder health supplies and materials, including alcohols, sanitizers, disposable masks, etc.
- Have a transportation plan from the testing center to a health facility.
- Know quarantine procedures in case someone tests positive during or just after the testing day.

The Examinees (Teacher-Applicants)

- Qualified examinees are the ones in the list provided by the Human Resource Unit.
- Come to the designated testing center at least 30 minutes before the start of the computer-based examination.
- Dress properly (no shorts and slippers) and wear a face mask.
- Bring a valid identification card (preferably PRC), own ball pen, and sanitizer.

Not Allowed to Take the Test

- Any person below 21 years old and those who are 60 and above
- Those with comorbidities, immunodeficiency, or other health risks
- Pregnant women

Testing Staff

- Division/School Testing Coordinator (DTC/STC)
- Room Examiners (EPS & PSDS)
- IT Officer/IT Coordinator
- Nurse or Medical Officer (Two in each batch)
- Security personnel
- Support staff (Limit the number - as needed only)

Responsibilities of the Testing Coordinator

- Upload the accomplished user registration form in the computer-based platform (DTC only).
- Ensure that the testing centers are issued with clearance from the local health office.
- Make sure that all health and safety protocols are properly observed.
- Oversee the test administration and report any untoward incident to BEA.
- Ensure that the confidential test materials are kept in a secure place at all times.

Responsibilities of the Room Examiners

- Attend the orientation conducted by the Division.
- Coordinate closely with the DTC for assessment plans and materials.
- Set up the testing room according to the testing center requirements.
- Protect the security of the test materials, including forms and log in details of the examinees.
- Conduct assessment session according to the script and instructions in the Room Examiner's handbook.
- Accomplish forms as prescribed in the handbook.

Responsibilities of the IT Coordinators

- Conduct initial and final inspection of the testing rooms prior to the testing day.
- Certify that the computer units in the testing room are working and have passed the requirements set by BEA.
- Assist the Room Examiner in troubleshooting of the computer units during the conduct of the test.

Responsibilities of the Nurse/Medical Officer

- Check the validity of the health clearance/certificate of the examinees and testing staff.
- Make sure that all necessary health supplies and materials are readily available.
- Ensure that health and safety measures are strictly observed at all times on the testing day.
- Initiate execution of response plan in case of emergency.

Responsibilities of the Support Staff

- Maintain security and safety in the testing center.
- Record the time of log in and out of the testing staff and examinees, including their temperature log for health and safety reasons.
- Disinfect the testing rooms, holding area and frequently touched surfaces and objects before and after the testing sessions.
- Make sure that all signages on health and safety measures, way to the testing room, holding area and comfort rooms are posted conspicuously.
- Put health supplies and materials in their appropriate places within the testing center.

COMPUTER-BASED ENGLISH PROFICIENCY TEST**List of Examinees per Testing Room**

Region and Division Code:	M07
Region:	NCR
Division:	MUNTINLUPA
Testing center:	MUNTINLUPA BUSINESS HS - MAIN
Testing date:	5/27/2022
Testing Room No.	1
Testing session:	MORNING

No.	Name		
	Last name	First Name	M.I.
1	ABAD	GEMMA	S
2	ABALIN	ANITA	B
3	ALLEGRO	LINDA	F
4	AMANTE	ELAINE	C
5	AÑONUEVO	GABRIELA ELIZA	B
6	AZCUETA	RUZHERRY ANGELI	T
7	BAJA	GLAIZA	L
8	CAYABYAB	VIRGINIA	V
9	CLIMA	JENNIFER	C
10	CONSTANTINO	LOISA	R
11	CONSUELO	JENIFER	P
12	DAJONAN	DANHYKKA DENNISSE	S
13	DELA CRUZ	MA. SHAIRA	D
14	DELIVA	BEA FRANCIA	A
15	DOLIGON	LOIDA	A
16	EDRIZA	ROJINE	A
17	ENGUERRA	CREST ANN	V
18	ESCAÑAN	ALJEAN MAE	B
19	ESPEJO	VIC	A
20	ICAWAT	GLEN	B

Prepared by:

ZOREN PEPITO L. GUBALANE DPA

Division Testing Coordinator

COMPUTER-BASED ENGLISH PROFICIENCY TEST**List of Examinees per Testing Room**

Region and Division Code:	M07
Region:	NCR
Division:	MUNTINLUPA
Testing center:	MUNTINLUPA BUSINESS HS - MAIN
Testing date:	5/27/2022
Testing Room No.	1
Testing session:	AFTERNOON

No.	Name		
	Last name	First Name	M.I.
1	IRIOLA	JOCHRIS	P
2	JUROJURO	MIKA	N
3	LASIAN	MA. ESFER	R
4	LERIN	AL	R
5	LISONDRA	JOHNDY MHAR	G
6	MACALINDONG	CATHERINE MAE	C
7	MAGALLANES	RYAN MICHAEL	B
8	MAGUDDAYAO	KAREN	A
9	MANALILI	JAYCIE	S
10	MOSLARES	JOEBERT	S
11	PAGTALUNAN	MHEL RHOSE	L
12	PASCUAL	MARICRIS	F
13	PORMILOS	RUTH	B
14	RONATO	MERLIN	D
15	SAHAGUN	DIANA	B
16	SANORJO	JEREMY	M
17	TABADA	ANTONETTE	
18	VINGNO	SHERMAINE	F
19	YALONG	PAT	A
20	ZULUETA	APRIL JOY	A

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Division Testing Coordinator

COMPUTER-BASED ENGLISH PROFICIENCY TEST**List of Examinees per Testing Room**

Region and Division Code:	M07
Region:	NCR
Division:	MUNTINLUPA
Testing center:	MUNTINLUPA ELEMENTARY SCHOOL
Testing date:	5/27/2022
Testing Room No.	1
Testing session:	MORNING

No.	Name		
	Last name	First Name	M.I.
1	ESCOPETE	LADY DIANE	R
2	ESCUDERO	ROSALYN	
3	EUSEBIO	LELIBETH	G
4	GABRIEL	DIXIE JOY	M
5	GALANG	DIONELYN	B
6	GALLANO	RINA CATHERINE	M
7	GALLETO	SAMPAGUITA	B
8	GANACE	JESSA	P
9	GARCIA	JAYNELYN	A
10	GERONIMO	LOVELYN	C
11	GEVERO	GENNY	F
12	HAYO	HAZEL	P
13	HILLE	RHEA	A
14	ICARO	MADELEINE	M
15	ILUMIN	ALJOY	S.
16	KIBASEN	JONNALYN	M
17	LAGARE	SHIRLEY	M
18	LARAZO	MA. LOURDES JOECELENE	E
19	LASAR	NINO URGEL	U

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Division Testing Coordinator

COMPUTER-BASED ENGLISH PROFICIENCY TEST**List of Examinees per Testing Room**

Region and Division Code:	M07
Region:	NCR
Division:	MUNTINLUPA
Testing center:	MUNTINLUPA ELEMENTARY SCHOOL
Testing date:	5/27/2022
Testing Room No.	1
Testing session:	AFTERNOON

No.	Name		
	Last name	First Name	M.I.
1	LEBUNA	JENNELLE	D
2	LLANDER	JOHN KEVIN	
3	LOPEZ	FERDINAND	E
4	LOROYA	LEILA MARIE	C
5	MALINAO	RONA	A
6	MALVAS	LAWRENCE	T
7	MAMARIL	JESSIELY JOY	A
8	MANABAT	QUEEN DANIELLE	C
9	MANALO	RHEA CARLA	M
10	MAPUTE	KIMBERLY	B
11	MARISTELA	MARIANE	G
12	MARQUINA	CHARMAINE	A
13	MATA	ARLHA	C
14	MATER	MELONIE	D
15	MENDOZA	RIZZA MIE	O
16	MI-OT	JOHN SWAIN	D
17	MORFIEL	GLYCEL	
18	NAVAL	JOSIE LINDA ISABEL	C
19	OCAMPO	MA. KATREENA	

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Division Testing Coordinator

COMPUTER-BASED ENGLISH PROFICIENCY TEST**List of Examinees per Testing Room**

Region and Division Code:	M07
Region:	NCR
Division:	MUNTINLUPA
Testing center:	MUNTINLUPA SCIENCE HIGH SCHOOL
Testing date:	5/27/2022
Testing Room No.	1
Testing session:	MORNING

No.	Name		
	Last name	First Name	M.I.
1	ABSALON	HANNAH MAE	F
2	ALCANTARA	JENALYN	S
3	AMAN	CATHERINE MAE	D
4	ANDALEZA	ELLA GRACE	A
5	ARAO	JANRY	A
6	ARAT	ROLYN MAE G	
7	ARDINA	JOHN BRYAN	P
8	ARIATE	JULIE ANN	B
9	ARINEZ	ANNALYN	R
10	AZCARRAGA	ALFREDO JR	M
11	BALAGUER	JAMES	G
12	BALANQUIT	MARY JANE	
13	BALDOVINO	DHANICA	R
14	BALOLOY	KRISTINE JOY	S
15	BAMBA	CANDIE JOY	E
16	BARROS	SARAH CHRISTINE	C
17	BASCO	JEAMI	M
18	BORJA	JOMARI	V
19	BUÑALES	JESSICA	G
20	BUSTALINO	CHRISTIAN CAMEDA	T

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Division Testing Coordinator

COMPUTER-BASED ENGLISH PROFICIENCY TEST**List of Examinees per Testing Room**

Region and Division Code:	M07
Region:	NCR
Division:	MUNTINLUPA
Testing center:	MUNTINLUPA SCIENCE HIGH SCHOOL
Testing date:	5/27/2022
Testing Room No.	1
Testing session:	AFTERNOON

No.	Name		
	Last name	First Name	M.I.
1	CABANIG	JOBERT	R
2	CABILES	CHELECA ROSE	L
3	CANLAS	SHELLY ANN	A
4	CANOY	PAUL CEDRIC	D
5	CAPISTRANO	JERALD	E
6	CARLOS	JANE VALERIE	M
7	CASTEÑARES	ROCHEL	A
8	CASTRO	APPLE	S
9	CATLI	MARY GRACE	B
10	COQUIA	TESSA	T
11	CORDOVA	NICA MARIE	C
12	CORNELIO	MICHAEL HENRY	
13	CRISTO	EVELYN	A
14	CRUZ	MARIA ESTELLA	J
15	CRUZATA	ANNIELIN	A
16	DACQUEL	KARINA MARRI	U
17	DE JESUS	LEAH MARIE	A
18	DEPUTO	CHARLENE JOY	P
19	ESAYAS	VERNADETE	D
20	ESCALERA	CHERALYN	E

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Division Testing Coordinator

Form 4- List of Examinees per Testing Room

COMPUTER-BASED ENGLISH PROFICIENCY TEST**List of Examinees per Testing Room**

Region and Division Code:	M07
Region:	NCR
Division:	MUNTINLUPA
Testing center:	TUNASAN NATIONAL HS
Testing date:	5/27/2022
Testing Room No.	1
Testing session:	MORNING

No.	Name		
	Last name	First Name	M.I.
1	ODTOJAN	JURIZ	P
2	OLOROSO	CLEA PATHRESE	D
3	PABIZ	JOSHUA	M
4	PADAAN	DANTE	B
5	PAGKALINAWAN	MARLO NICO	Z
6	PALOCA	CARMELLA	D
7	PAMARAN	RELIZA	N
8	PASCUA	AIMEE	S
9	PAYUYO	ROSALINDA	G
10	PERCANO	MARY ROSE	
11	PETILOS	MERELLEVEY	
12	PLACER	ROSE ANN	C
13	PLOPENIO	CHRISTINE JOY	B
14	QUIÑOS	LEAH JOY	V
15	REBANIO	LEYBA	V
16	RECACHO	MARY JANE	V
17	REGIDOR	MARI JANE	D
18	REYES	SHAIRA MAE	B
19	RICALDE	JESELLE	A
20	RIVERA	SHAIRYNE MARICHARIZENELLE	A

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Division Testing Coordinator

COMPUTER-BASED ENGLISH PROFICIENCY TEST**List of Examinees per Testing Room**

Region and Division Code:	M07
Region:	NCR
Division:	MUNTINLUPA
Testing center:	TUNASAN NATIONAL HS
Testing date:	5/27/2022
Testing Room No.	1
Testing session:	AFTERNOON

No.	Name		
	Last name	First Name	M.I.
1	ROM	CAMILLE	G
2	SABDAO	JONAH DAVID	V
3	SAFRA	RUSSEL	
4	SAN JOSE JR.	MELANIO	
5	SANCHEZ	JESSA MAE	
6	SANTOS	NICA JEAN	G
7	SARMIENTO	RICA ALYZZA	T
8	SEDANO	MARY NIÑA JESUSA	C
9	SOLANO	EDLENE ALLYNA	S
10	SOMONTINA	JULIE	A
11	SOSA	NIA KATHLEEN	P
12	STA. TERESA	SANDRA	S
13	TALIPING	MICHIE MAY	A
14	TUYOGON	SHERLEY	P
15	URBINO	MARIEL MAY	D
16	VALENCIA	AQUISINUR HENSON	
17	VALLESPIN	MA. CRISTINA	V
18	VIDAL	BENEDICT	L
19	VIVO	ARA ANISSA	T
20	Yael	SHEENA	H

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Division Testing Coordinator