Office of the Schools Division Superintendent

AUG 09 2022

MEMORANDUM

ADMINISTRATION OF THE COMPUTER-BASED ENGLISH PROFICIENCY TEST (CB-EPT) FOR TEACHER-APPLICANTS BATCH 2, 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 **August 11, 2022**, 8:00 a.m. at Muntinlupa Business High School – Main.

2.   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, CESO V *Schools Division Superintendent*	**Muntinlupa Business HS - Main** School Head: Ms. VILMA S. VILORIA ICT Coordinator: Mr. GREGORIO S. QUINERI Testing Coordinator: Dr. LEONAIDA L. GUTIERREZ Nurse: Ms. ELAINE BELARO Room Examiner: Mr. MARK JOSEPH C. FERNANDEZ
Dr. NERISSA ROXAS-LOMEDA *OIC, Asst. Schools Division Superintendent*	
Ms. MADELINE ANN L. DIAZ *Chief Education Supervisor, CID*	
Ms. MA. REGAELE A. OLARTE *Education Program Supervisor, SGOD*	
Ms. NOEMI A. VALDEZ *Administrative Officer V*	
Dr. ZOREN PEPITO GUBALANE *Senior Education Program Specialist Division Testing Coordinator*	
Mr. JOSEPH D. NILO *Planning Officer III*	
Ms. MA. TERESA S. INDAP *Nurse II*	
Ms. MAY L. BORJAL *Division ICT Coordinator Project Development Officer II*	
Mr. DIOSCORO M. VARGAS *Administrative Asst. II*	

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Certified No: 18.1519.026

3.   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.

4.   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

JDN/Administration of the Computer-Based English Proficiency Test (CB-EPT) for Teacher-Applicants Batch 2, SY 2022 -2023
__255___ /August 8, 2022

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.

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: _____MUNTINLUPA BUSINESS HS - MAIN_____
Testing date: _____8/11/2022_____
Testing Room No. _____1_____
Testing session: _____MORNING_____

No.	Name		
	Last name	First Name	M.I.
1	ARCEO	ALFREDO	
2	AVILLA	MARJORIE	
3	BELEN	REGINA FLOR	T
4	CARNO	NOVELLINE	D
5	CASTRO	CHRISTIAN JEROME	P
6	DE GUZMAN	THALIA ANNE	C
7	DE MESA	CHARMINE	S
8	DELFIN	ALVIN	
9	FERNANDO	MARIBEL	
10	GUBALANE	CRISTINA	M
11	HANSOR	RENATO	P
12	MADRIAGA	BENLEE	S
13	MEDENILLA	REINRHEN	
14	MENOR	DENEDICT	T
15	MORTOS	MARIMAR	M
16	PAGHID	STELLA ANN	C
17	SEMBRAN	CHERYL	S
18			
19			
20			

Prepared by:

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Division Testing Coordinator