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**DIVISION MEMORANDUM**

**No. 214, s. 2016**

To: Heads, Public Secondary Schools  
School Guidance/Testing Coordinators  
All Others Concerned

Subject: **SUBMISSION OF LIST OF GRADES 7 & 8 TEACHERS TEACHING SCIENCE AND MATHEMATICS TO TAKE THE TEST OF ENGLISH PROFICIENCY FOR TEACHERS AND PROCESS SKILLS TEST IN SCIENCE & MATHEMATICS (TEPT-PST)**

Date: October 17, 2016

1. Relative to DepEd Memorandum No. 127, s. 2016 re: Administration of Test of English Proficiency for Teachers and Process Skills Test in Science & Mathematics for SY 2016-2017, this Office hereby requests public secondary schools to submit the list of Grades 7 & 8 teachers in Science & Mathematics on October 24, 2016.
2. The exact date of the conduct of TEPT-PST is yet to be determined by the Bureau of Education Assessment (BEA). According to the said DepEd Memo, it could either be a Saturday or Sunday of November/December 2016 or January 2017.
3. The submission of the list of teachers shall come in two form:
  - a. Soft copy of the list to be sent thru email address: ronap713@gmail.com
  - b. Hard copy (A4) thru the Division Records Section Attention: Division Testing Coordinator Roberto D. Napere Jr., Ph.D.
4. Only nationally-funded/regular permanent teachers shall take this test. The schools can make use of the suggested template below for their report:

School & School ID	Name of Grades 7 & 8 Teachers in Science & Mathematics	Subject/s Taught in Grades 7 & 8 (Science, Math or Both)	Level Handled (Grade 7 or Grade 8 or Both)

5. Immediate dissemination of this Memorandum is desired.

  
**RANDOLPH B. TORTOLA, CESO VI**  
Schools Division Superintendent