

# DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City

February 3, 2014

DIVISION MEMORANDUM

No. 052, s. 2014

## **ADMINISTRATION OF THE 2014 ENGLISH PROFICIENCY TEST (EPT) FOR TEACHER APPLICANTS BY DISTRICT**

To: OIC, Assistant Superintendents  
Division Supervisors/ Coordinators  
District Supervisors/ OICs  
Elementary and Secondary School Heads

1. This Office announces the **Administration of the 2014 English Proficiency Test (EPT) for Teacher-Applicants by District** on Saturday, February 15, 2014.
2. This 100-item test shall cover such areas as reading comprehension, correct usage, vocabulary, speech and will last for an hour and one-half. Only pencil number 2 shall be used in answering this test.
3. Documents, such as certification from the principal who received and validated applicant's documents and 2" x 2" ID picture shall be shown to the room examiner who shall check the examinee's identity before the start of the test.
4. The test-taker shall be required to have one 2" x 2" ID picture pasted on the upper right hand corner of the test paper (page 1) and consequently affix his/her signature over printed name on the last page.
5. The PSDS/OIC shall be the Chief Examiner, while the principals and head teachers shall serve as the room examiners and proctors who are all required to be at the Testing Center on or before 8:00 AM.
6. Area Consultants are therefore enjoined to ensure the smooth conduct of this test in their respective districts. However, arrangements may be made between and among them to make possible the monitoring of contiguous areas.
7. However, those with valid reasons (as stated in the letter-request) and bringing with them the necessary documents (certification from the lead principal/PSDS, 2"x 2" ID picture) can take the aforementioned test on Friday, February 14<sup>th</sup> at the Division Office.
8. Thus, District Supervisors and Lead Secondary Principals are directed to submit the list of their teacher-applicants to the Division Office on or before February 7, 2014 (Attention: Mr. Roseller N. Gelig).
9. Immediate dissemination of this Memorandum to all concerned is desired.

**ARDEN D. MONISIT, Ed.D.**  
Schools Division Superintendent