



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division Office of Abra
Bangued, Abra



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July 22, 2020

Division MEMORANDUM
No. 131, s.2020

Preparation, Orientation and Administration of Computer-Based English Proficiency for Teacher Applicants

To: All EPS/Action Officers
All PSDS
Public Elementary and Secondary School Heads
All District Mathematics Coordinators

1. The Schools Division of Abra will be administering the Computer-Based English Proficiency (CB-EPT) for teacher applicants for the calendar year 2020 on August 24 and 25, 2020.
2. Guidelines in holding work related events will be observed in compliance with the World Health Organization WHO, EO 112, Omnibus Guidelines in the implementation of Community Quarantine and Deped Order no. 14 s. 2020: Guidelines on the Required Set of Health Standard in Basic Education offices and Schools during the preparation and conduct of CB-EPT.
3. There are 358 registered examinees for EPT 2020. Walk-in examinees will not be allowed to take the test. The identified testing centers are stated in enclosure # 01. Testing rooms should only accommodate 15-20 examinees, 1 room examiner and 1 IT Officer/Coordinator. Names of room examiners, IT officers, utility aide, nurses, security guards and their respective assignments and Division Monitoring Team are stated in *Enclosure #01*.
4. On July 27,28 & 29, the preparation stage, IT officers/coordinators shall install programs and software to the 150 tablets to be used during the examination day. IT officers shall set-up the testing room ready for examination day. 25 wifi units and 150 tablets will be borrowed from identified schools. Room examiners are Education program supervisors (EPS) and Public Schools District Supervisors (PSDS) identified by the Schools Division Superintendent.
5. There shall be a one day orientation of testing personnel (8 Room Examiners, 8 school ITO, 4 utility aides, 8 nurses, 4 security guards and 8 monitoring team) on July 31, 2020, 8:30 AM at 3rd floor conference hall, Division Office.
6. Meals and snacks the whole duration of the activity shall be chargeable to Division MOOE/ Local funds subject to usual accounting and auditing procedures.
7. All division and field personnel are requested to cooperate in the successful conduct of this activity.
8. Immediate dissemination and compliance of this memorandum is desired.

GLORIA B. BUYA-AO
Schools Division Superintendent

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