



## Division Memorandum

No. 250, S. 2018

To : **OIC-Asst. School Division Superintendents  
Public Schools District Supervisors  
All Public Elementary School Heads**

From : **OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

Subject: **Administration of English Proficiency Test (EPT) for Special Ranking of  
Elementary Teacher Applicants SY 2018-2019**

Date : **June 22, 2018**

1. This office announces the conduct of **English Proficiency Test (EPT)** for Special Ranking of teacher applicants in Elementary for SY 2018-2019 on **June 24, 2018** (Sunday) at **Mexico Elementary School**, Mexico, Pampanga.
2. The test shall be conducted in the morning which will start at exactly 8:00 am to 12 pm, names of the examinees and their assigned rooms will be posted in the lobby of the venue.
3. Applicants are requested to bring pencils with lead no. 2 and their own snacks since there will be no break during the test.
4. Principals and Teachers who will serve as Room Examiners/Supervisors are entitled to 1.5 days compensatory time –off leave per CSC and DBM Circular No. 2 s. 2004 or one (1) day service credit as per Dep Ed No. 53, s. 2003.
5. Immediate and wide dissemination of this memorandum is earnestly desired.

**LEONARDO D. ZAPANTA, Ed.D. CESO VI**  
Office of the Schools Division Superintendent