



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**

13 Apr 2022

DIVISION MEMORANDUM  
No. 164, s. 2022

**ISSUANCE OF CERTIFICATION ON ENGLISH  
PROFICIENCY TEST (EPT) RESULTS**

To: **Asst. Schools Division Superintendent**  
**Chief CID, SGOD**  
**PSDS, Education Program Supervisors**  
**All Public Elementary & Secondary School Heads**  
**All Others Concerned**  
This Division

1. This is to inform the field that this Division shall no longer issue certification on English Proficiency Test (EPT) results. Results will be directly forwarded to the Division Selection Committee (DSC) to serve as reference in assigning points for Communication Skills of the applicants. In lieu of the EPT Certification, applicants shall attach a letter informing the DSC relative to their EPT (*enclosed is the suggested template for the letter*).
2. All are reminded that this Office adheres to the Equal Opportunity Principle (EOP). Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
3. Immediate and wide dissemination of this memorandum is desired.

  
**OLGA C. ALONSABE, PhD, CESO V**  
Schools Division Superintendent

To be indicated in the Perpetual Index  
Under the following subjects:

HIRING                      RECRUITMENT                      SELECTION                      TESTS



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 557-5375  
Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net) | Email: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)



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Enclosure No. 1 of Division Memorandum 104, s. 2022  
*Suggested template for Letter informing DSC re EPT Results*

\_\_\_\_\_  
 (Date)

**OLGA C. ALONSABE, PhD, CESO V**  
 Schools Division Superintendent  
 DepEd Division of El Salvador City  
 Poblacion, El Salvador City

Attn: Division Selection Committee (DSC)

Dear **SDS Alonsabe**:

This is to inform you that I am an applicant for an entry level teaching position at the Division of El Salvador City. Below are the details of my English Proficiency Test (EPT).

I have not taken any English Proficiency Test (EPT) in any Division and I am not yet scheduled for EPT in any Division yet

I have not taken any English Proficiency Test (EPT) in any Division but I am scheduled for EPT in \_\_\_\_\_ (state Region and Division) on \_\_\_\_\_ (EPT Schedule) at \_\_\_\_\_ (Testing Center).

I have taken my English Proficiency Test (EPT), details to wit:  
 "(Indicate in the table below the details of the recent EPT taken)"

Region & Division:	
Testing Center/Venue:	
Schedule (Date and Time):	

Sincerely yours,

\_\_\_\_\_  
 Signature over printed name of applicant



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