



Office of the City Schools
Division Superintendent

Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



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February 8, 2019

DIVISION MEMORANDUM

No. 108, series of 2019

**2018 ACCREDITATION AND EQUIVALENCY TEST REGISTRATION AND
ADMINISTRATION**

TO: Chief Education Supervisors (CID & SGOD)
Public Schools District Supervisors
Division Testing Coordinator
Assistant Division Testing Personnel
Division ALS Coordinator
Education Program Specialist II – ALS
Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd), through the Bureau of Education Assessment (BEA), informs the field that the registration period for and administration of the 2018 Accreditation and Equivalency (A&E) Test.

2. A&E Test applicants may register from **January 3 to February 11, 2019** at the Schools Division Offices (SDOs) or District Offices (DOs) as registration centers. Pursuant to DepEd Order No. 55, s. 2016 entitled "Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program, the following may take the A&E Test:

- a. learners in the Alternative Learning System (ALS) and Nonformal Education Programs;
- b. out-of-School children and youth who are prepared for assessment; and
- c. adults seeking Certification of Learning.

3. The conduct of the A&E Test will be on **March 3, 2019** to the following centers:

- a. Digos City National High School;
- b. Provincial Rehabilitation Center; and
- c. Bureau of Jail Management and Penology

4. The examination shall start at 7:00 o'clock in the morning.

5. All examinees are advised to bring lead pencil No. 2 with eraser, snacks, and applicant's copy of A&E Registration Form



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3. Other details regarding the said examination are contained in the attached DepEd Memorandum No. 006, s. 2019 entitled "2018 Accreditation and Equivalency Test Registration and Administration".

4. Immediate dissemination of this Memorandum is desired.

FOR AND IN THE ABSENCE OF:

WINNIE E. BATOON, EdD
Officer-In-Charge
Office of the Schools Division Superintendent

Melanie Estacio
MELANIE ESTACIO, Ph.D.
OFFICER-IN-CHARGE
OFFICE OF THE ASSISTANT SCHOOLS DIVISION SUPERINTENDENT

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED 19-28298

DATE: **FEB 08 2019** TIME: **11:48 AM**

BY: *[Signature]*



Republic of the Philippines
Department of Education

31 JAN 2019

DepEd MEMORANDUM

No. **006** s. 2019

**2018 ACCREDITATION AND EQUIVALENCY TEST
REGISTRATION AND ADMINISTRATION**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Public Elementary and Secondary Schools Heads
All Others Concerned

1. The Department of Education (DepEd), through the Bureau of Education Assessment (BEA), announces the registration period for and administration of the **2018 Accreditation and Equivalency (A&E) Test**.
2. A&E Test applicants may register from **January 03 to February 11, 2019** at the Schools Division Offices (SDOs) or District Offices (DOs) identified by the Schools Division Superintendent (SDS) as registration centers. Pursuant to DepEd Order 55, s. 2016 entitled **Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program**, the following may take the A&E Test:
 - a. learners in the Alternative Learning System (ALS) and Nonformal Education Programs;
 - b. out-of-School children and youth who are prepared for assessment; and
 - c. adults who are seeking Certification of Learning.
3. Applicants shall be at least 12 years old for the A&E elementary level and at least 16 years old for the A&E Junior High School level on the examination day.
4. Registration requirements are as follows:
 - a. original and photocopy of Certification of ALS Program Completion issued by the Learning Facilitator (For ALS Learners only);
 - b. original and Photocopy of Birth Certificate issued by the Philippine Statistics Authority (PSA) formerly National Statistics Office (NSO);
 - c. if copy of Birth Certificate from the PSA/NSO is not available, any of the following documents can be presented:
 - i. Baptismal Certificate;
 - ii. Voter's ID (with picture, signature, and date of birth);
 - iii. Valid Passport;
 - iv. Valid Driver's License; and
 - v. Any legal document bearing the applicant's picture, name, signature, and date of birth (e.g. NBI Clearance, Police Clearance)

d. Two 1x1 or 2x2 identical ID Photo (white background with name tag)

5. The SDS, through the Division Testing Coordinator (DTC), shall assign personnel who will manage the registration process and evaluation of applicants' documents and will serve as Chief Examiners, Room Supervisors and Room Examiners during the test administration. All personnel should have a proven very satisfactory performance in the conduct of BEA testing program and should have no records of violations relating to national examination policies.

6. All DTCs are required to orient the Registration Officers (ROs) on the registration process and evaluation of applicants' documents. All ROs are liable to any irregularities on the required age and documents of test applicants.

7. ALS mobile Teachers and ALS coordinators/focal persons in the SDOs and DOs may help in the dissemination of information and distribution of registration form. They are also requested to facilitate the issuance of Certificate of ALS Program Completion for ALS learners.

8. Regional Testing Coordinators (RTCs), along with other Regional Office personnel, may monitor the registration process, orientation of testing personnel and test administration subject to the availability of local funds. There should be only one monitor per SDO or DO.

9. The DTCs shall use the Enclosure No. 5 in preparing the list of testing centers and the total of examinees per level. The copy of this report, in MS Excel format, shall be submitted to the BEA through email address: bea.ead@deped.gov.ph by the DTC on or before **February 12, 2019**.

10. In compliance with DepEd Memorandum 121, s. 2017, portfolio assessment will not be required for the 2018 A&E Test and it will not be a part of the final rating. Hence, the test is multiple-choice type only. The passing rate is still 60% as provided in DM 76, s. 2018.

11. The following enclosures shall guide and be utilized by the DTCs and Registration Officers:

- a. Enclosure No. 1 – Registration and Test Administration Guidelines and Procedures
- b. Enclosure No. 2 – Registration form to be accomplished personally by the applicant.
- c. Enclosure No. 3 – Certification of ALS Program Completion to be issued by the learning facilitator to his/her individual learner.
- d. Enclosure No. 4 – List of Registrants to be accomplished by the Registration Committee.
- e. Enclosure No. 5 – List of Testing Centers to be accomplished by the DTC.
- f. Enclosure No. 6 – List of Examinees to be accomplished by the Registration Committee.

12. Only the registered applicants with complete requirements shall be allowed to take the A&E Test at the testing centers approved by BEA on **February 24, 2019** for Luzon cluster and **March 3, 2019** for the Visayas and Mindanao clusters.
13. One week before the examination, all DTCs are required to orient all testing personnel on the standardized test administration. Only those who attended the orientation shall be allowed to serve as testing personnel.
14. Only testing personnel and test monitors approved by DepEd officials are allowed on the testing center premises during the examination day.
15. The SDS is required to conduct an investigation on breach of security should irregularities in the test registration and administration arise. The report on the investigation must be submitted to the DepEd Regional Office and BEA.
16. For more information, contact the Bureau of Education Assessment-Education Assessment Division (BEA-EAD) at telephone no. (02) 631-2589 or through email address: bea.ead@deped.gov.ph.
17. Immediate dissemination of this memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Encls.:
As stated

References:
DepEd **M**emorandum Nos. 211, s. 2017 and 76, s. 2018

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

ACCREDITATION
ALTERNATIVE LEARNING SYSTEM
EXAMINATIONS
LEARNERS
SCHOOLS
TEST

I. CONDUCT OF THE A&E TEST REGISTRATION	
1. How to register?	The test applicant shall: 1. go to the designated Registration Center and secure a registration form from the Registration Committee; 2. personally accomplish the Registration Form; 3. present the accomplished Registration Form, together with the complete requirements to the Registration Committee for evaluation and verification; 4. receive the applicant's copy (lower portion of the registration form) for safekeeping and presentation to the room examiner on the testing day. Learning facilitators may gather applicants from far-flung areas in one assembly and assist them in the registration. They shall secure the accomplished forms and the required documents for submission to the Registration Committee in the SDO or DO. After the evaluation of documents, learning facilitators shall keep all the applicants' copy to be given to the examinees a day before or on the testing day. This is to avoid misplacement of applicant's copy which is needed to present on the testing day. Non-DepEd ALS Program Providers may also adapt this procedure to facilitate the registration of their learners. <u>NO PAYMENT SHALL BE COLLECTED</u> by anyone involved in the A&E Test Registration, Administration and issuance of certificate of rating.
2. What is the composition of the Registration Committee and its functions?	The SDS shall designate a Registration Committee, which consists of a Registration Officer, a co-registrar and a support staff. They should be oriented by the DTC on the registration process and evaluation of applicants' documents. The committee will manage the registration process, including the evaluation and verification of the submitted documents. Specifically, the committee will: a. report to the Registration Center from January 03 to February 11, 2019 from 8:00 AM to 5:00 PM; b. interview the prospective applicants to determine if they are qualified to register;

	c. distribute the registration forms to qualified applicants; d. explain how the registration form will be accomplished (but will not accomplish it for the applicant); e. check if the registration forms are duly accomplished by the applicant, making sure that there are no blank spaces and errors in the form; f. certify that all information supplied in the registration form are based on the submitted documents; g. immediately inform the applicants with incomplete or questionable requirements to submit the necessary documents before the end of the registration period; h. fill out the name of the testing center in the registration form; i. detach the lower part of the registration form (applicant's copy) and return it to the registrant for use as an admission document on the testing day; j. group the registrants into Elementary and Junior High School Levels using Enclosure No. 4. k. prepare the official list of examinees per testing room using Enclosure No. 6 based on the list of registrants; and l. sign and submit the lists of examinees per testing center to the DTC. Only applicants with complete requirements shall be included in the master list. The Registration Committee is liable to any issues which may arise relating to applicants' documents, age, and test qualifications. Expenses for the reproduction of registration forms shall be charged against the contingency funds for the A&E test.
3. What shall the Registration Committee do with the applicants' documents?	After the registration period, the registration committee shall, a. arrange the applicants' documents by testing room based on the lists of examinees per testing center; b. the first copy of the applicants' documents, including the upper part of the registration form (Registration Officer's copy) shall be given to the room examiner during the examination day; c. the second copy of the applicants' documents shall be kept secured at the registration centers or at the DTC's office.

4. Can Non-ALS learners register?	Non-ALS applicants are required to present documents that they undergone non-formal academic program similar to home schooling. They may also be referred to the ALS Education Program Specialists and ALS focal persons at the SDOs for assessment using the existing tool for Functional Literacy and Recognition of Prior Learning.
5. Can learners currently enrolled in the formal schools register?	Learners from formal schools are advised to take the Philippine Educational Placement Test (PEPT) if they are qualified. For the qualifications and requirements for the PEPT, refer to Section 6 of D.O. 55, s. 2016.
6. Are applicants with special needs allowed to register?	Applicants with special needs shall be allowed to register subject to the registration requirements. On the examination day, the test shall be facilitated by a Room Examiner assigned by the DTC.
7. Are applicants with age of 16 years old and above but do not have any Elementary Level certification from either formal or non-formal program allowed to take the A&E Junior High School level?	They are advised to take and pass the A&E Elementary Level first.

II. Test Administration Guidelines

Suggested Timeline	Activity	Person Responsible
One week before the examination	Orientation of all testing personnel	DTC, Asst. DTC
Examination Day		
6:00 - 7:00 AM	1. Briefing of all testing personnel 2. Distribution of Test Materials 3. Distribution of Applicants' documents to Room Examiners 4. Inspecting Testing Rooms 5. Calling in Examinees based on the official list of examinees	Chief Examiner Chief Examiner, Room Supervisor Chief Examiner, Room Supervisor Room Examiner, Room Supervisor Room Examiner
7:00 - 7:30 AM	Orientation of Examinees, distribution of answer sheets and test booklets, and Reading of General Directions from the hand book.	Room Examiner
7:30 - 8:00 AM	Filling out information in the answer sheet	Examinees
8:00 - 10:00 AM (Elementary Level)	Accomplishing Examinee's Descriptive Questionnaire (EDQ) and Learning Strands I and II	Elem Examinees
8:00 - 9:50 AM (Junior High School Level)	Accomplishing EDQ and Learning Strand I English and Filipino	JHS Examinees
9:50 - 10:05 AM (Junior High School Level)	Break	Examinees
10:00 - 10:15 AM (Elementary Level)	Break	Examinees

10:10 AM – 12:50 PM (Junior High School Level)	Accomplishing Learning Strands II, III, IV and V	JHS Examinees
10:20 – 11:55 AM (Elementary Level)	Accomplishing Learning Strands III, IV, and V	Elem Examinees
11:55 AM – 12:30 PM (Elementary Level)	Retrieval of Test Materials	Chief Examiner, Room Supervisor, Room Examiner
12:50 PM – 1:25 PM (Junior High School Level)	Retrieval of Test Materials	Chief Examiner, Room Supervisor, Room Examiner
2:00 – 5:00 PM	Submission of Test Materials to SDOs.	Chief Examiner, DTC, SDO staff assigned by the DTC
A day after the examination	Retrieval of Test Materials by BEA authorized forwarder.	BEA authorized forwarder, DTC or SDO staff assigned by the DTC

(Enclosure No. 3 to DepEd Memorandum No. 006, s. 2019)



Republic of the Philippines
Department of Education
Division of _____
Region _____

CERTIFICATE OF ALS PROGRAM COMPLETION

This is to certify that _____ of _____
(Name) (Address)

_____ has satisfactorily completed _____
(Specify ALS Course Completed)

at _____ in _____
(Learning Center) (Address of Learning Center)

This certification is issued as one of the requirements for Accreditation and Equivalency (A&E) Test application.

Signature over Printed Name
ALS Mobile Teacher/Learning Facilitator

(Enclosure No. 4 to DepEd Memorandum No. 006, s. 2019)



Republic of the Philippines
Department of Education

Region _____

Division of _____

Accreditation and Equivalency (A&E) Test

List of Registrants



Testing Center: _____

Address: _____

Region & Division Code: _____

A&E Test Level: _____

Summary of Registrants

M _____

Total: _____

F _____

No.	Name	Age	Birth date	Gender	Documents Submitted (Check the appropriate Column)			Program
					ALS Course Certificate	Proof of Identity	Proof of Birth	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
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22								
23								
24								
25								
26								
27								
28								
29								
30								

Prepared by: _____

Signature Over Printed Name

Republic of the Philippines
Department of Education
Region _____
Division of _____

Accreditation and Equivalency (A&E) Test

SDO Address: _____

List of Testing Centers

[illegible]

Prepared by:

Signature Over Printed Name of DTC

(Enclosure No. 6 to DepEd Memorandum No. 006, s. 2019)



Republic of the Philippines
Department of Education

Region _____

Division of _____

Accreditation and Equivalency (A&E) Test
List of Examinees



Testing Center: _____

Room No. _____

A&E Level: _____

Summary

M

F

Total: _____

No.	Name	Age	Birth date	Gender	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
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Prepared by: _____

Signature Over Printed Name