



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

CID-2024- 495

To : CID Chief
Division ALS Focal Person
Public Schools District Supervisors
ALS Teachers
BPOSA Coordinator and Facilitators
Community ALS Implementers
Division Testing Coordinator – Reyzen Monserate
Registration Testing Officer – Elvie E. Timon
Cherry Lyne V. Gonzaga

Subject : CONDUCT OF THE 2024 ACCREDITATION AND EQUIVALENCY (A&E)
TEST REGISTRATION

Date : October 23, 2024

In reference to the attached National Advisory, dated October 21, 2024, re: Guidelines on the Conduct of the 2024 Accreditation and Equivalency Test Registration, this office announces the registration period relative to A&E Test Administration shall be on October 21-December 2, 2024.

All officials mentioned above, and ALS personnel concerned are expected to have adequately disseminated the information on dates and venues of said activities to concerned ALS learners.

For other important details, kindly refer to the advisory and matrix attached.

For proper guidance and compliance.

MELANIE P. ESTACIO, PhD CESO VI
Schools Division Superintendent

Enclosed: As stated.
CID/ALS/grs

DepEd Schools Division of Digos City

RECORDS SECTION

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BY: [Signature]



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

Matrix on Conduct of 2024 National A&E Test Registration

Date	Activity	In-Charge	Tasks	Modality
October 21, 2024	Selection of Testing Personnel for the A&E Test Registration	SDS, DTC, Div. ALS Focal Person	Selection of the testing personnel for the Test Registration.	
October 21-25, 2024,	Preparation of documents and materials	ALS Teachers and EPSA's	- Conduct assessment of Portfolio as basic requirements for the A&E test registration - Validate if learners are enrolled in the LIS for SY 2024-2025 on or before October 31, 2024. - Printing of A&E registration forms - Start the registration of potential A&E test takers	Face-to-Face except in BJMP to be conducted by the Jail Officer
October 28 to December 2, 2024	Continue the A&E Test registration	ALS Teachers and EPSA's	-The EPSA's continue the assessment of portfolio and registration - Turnover the accomplished A&E Test registration with complete attachment to the Test Registration Officer for Review and Approval	Face-to-Face
December 3-5, 2024	Submission of report to Report to the DTC	EPSA's and RTO	-Facilitate the submission of report of Test registrants to the Division Testing Coordinator -Conduct final checking and review of documents of the test registrants	Face to face
December 6, 2024	Submission of report to CO	DTC	Facilitate the submission of report of completers with complete signature of authorities	Face to face



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**SCHEDULE ON THE CONDUCT OF THE A&E TEST REGISTRATION BY
COMMUNITY LEARNING CENTER**

DATE	NAME CLC	TEACHER
October 21-23, 2024	ALS Doña AURORA EXTENSION	Elmer A. Ardiente
	ALS PUROK MANGGA	
	ALS APLAYA	
October 24-25, 2024	SAN AGUSTIN COMMUNITY LEARNING CENTER	Ma. Christine Beltran
	PANGGOY RESIDENCE	
	REMEDIOS SAPLALA ELEMENTARY SCHOOL CLC	
	PUROK 6 MANGGAHAN	
October 28-30, 2024	PUROK WHITESAND CLC	MANUEL A. CANIBAN
	BRIONES COMPOUND CLC	
	SINAWILAN BARANGAY HALL CLC	
October 29-30, 2024	PRK. BANGUS GYM CLC	ELENITA R. DIGNADICE
	ALS PILOT CLC	
November 3-4, 2024	PUROK YELLOW BELL	JIEMART S. ESTRADA
	TALISAY CLC	
	BARANGAY ZONE I CLC	
	DIGOS CITY CENTRAL ELEMENTARY SCHOOL CLC	
November 7-8, 2024	HOPE	ELMER R. GODINEZ, JR.
	PUROK CALACHUCHI CLC	
	ABANTE	
	SK BUILDING COMMUNITY LEARNING CENTER	
November 11-12, 2024	LAMINOSA COMMUNITY LEARNING CENTER	MUSANEPH G. INDATUAN
	BARANGAY ZONE 1 CLC	
November 13-14, 2024	PUROK GEMELINA CLC	JOSELITO L. LIM
	ALS CHAPTER 7-A CLC	
	ALS APLAYA	
November 16, 2024	COLORADO BARANGAY GYM CLC	SHIRLEY R. OLANDRIA
	SAN ROQUE CLC	
	PIER UNO CLC	
November 17, 2024	MAHAYAHAY GYM CLC	Jean Elizabeth C. Rebato
	DULANGAN ES CLC	
	DATOC RIVERSIDE CLC	
	BARANGAY ZONE I CLC	
November 18, 2024	GOMA CLC	Rosemell L. Saavedra
	ALFEREZ CLC	
	BAGSAKAN TRES DE MAYO CLC	



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	BARANGAY ZONE 1 CLC	
November 20, 2024	ALS KAPATAGAN CLC	Dennis Salarda
November 21, 2024	BJMP CLC	Sheryl P. Bendisula
	ALS DMMES CLC	
	ALS APLAYA CLC	
Nov. 22, 2024	PUROK 6 MANGGAHAN CLC	Romel H. Wenceslao
November 23-24, 2024	GKK SAN VICENTE CLC	Ernielyn S. Diaz
	PROVINCIAL REHABILITATION CENTER	
	LAPEMA VILLAGE CLC	
	PRK 3 TWO LOVERS CLC	
November 25, 2024	PUROK DAISY, BRGY. TIGUMAN CLC	Cristine I. Josol
	SAN MIGUEL ELEMENTARY SCHOOL GYM CLC	
	PUROK MANSANTAS CLC	
	DVAES, BARANGAY TIGUMAN CLC	
November 27, 2024	BJMP DIGOS CITY	Cheery Lyn N. Nemis
	ALS CEBUANA LHUILLER CLC	
Nov. 29 to December 1, 2024	ALS BINATON CLC	Job E. Ube
	ALS SOONG CLC	
	ALS KAPATAGAN CLC	
	ALS KIAGOT CLC	
November 17, 2024	DIGOS CITY NATIONAL HIGH SCHOOL	BP-OSA



Republic of the Philippines
Department of Education
BUREAU OF EDUCATION ASSESSMENT

Schools Division of Digos City
RECORDS SECTION
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Office of the Director

18 October 2024

ADVISORY

**GUIDELINES ON THE 2024 ACCREDITATION AND EQUIVALENCY (A&E)
TEST REGISTRATION**

The Department of Education (DepEd), through the Bureau of Education Assessment (BEA) in coordination with the Bureau of Alternative Education (BAE), announces the registration period for the administration of the 2024 Accreditation and Equivalency (A&E) Test. The guidelines for the test registration are as follows:

A. Registration Period

1. The registration period relative to A&E Test Administration shall be **on October 21 to December 2, 2024.**
2. A&E Test applicants shall register in the identified Schools Division Offices (SDOs) and designated as registration centers by the Schools Division Superintendent (SDS).

B. Eligibility of Test Registrants and Requirements

3. The following are eligible to register and take the A&E Test:
 - a. ALS learners enrolled in the Learner Information System (LIS) for SY 2024-2025 on or before October 31, 2024;
 - b. Previous ALS Program Completers not registered in the LIS of the current school year who did not submit or did not meet the minimum required points in the **Presentation Portfolio Assessments (PPA)** BUT underwent additional learning intervention in the ALS K to 12 Basic Education Curriculum (BEC) certified by the ALS Teacher/Community ALS Implementor/Learning Facilitator (See Certification of Portfolio);
 - c. Previous ALS Program Completers not registered in the LIS of the current school year who did not pass the **previous A&E Test** BUT underwent additional learning intervention in the ALS K to 12 Basic Education Curriculum (BEC) certified by the ALS Teacher/Community ALS Implementor/Learning Facilitator (See Certification of Additional Intervention);
 - d. 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 or before the examination day.**



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Office of the Director

4. The test registrants must submit the following requirements to the Division Testing Coordinator (DTC) or to the designated Registration Testing Officer:
 - a. Original and photocopy of Birth Certificate issued by the Philippine Statistics Authority (PSA) formerly National Statistics Office (NSO);
 - b. If the copy of the 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)
 - c. 1x1 identical ID Photo (white background with name tag)
 - d. Certification of Portfolio certified by the ALS Teacher/Community ALS Implementor/Learning Facilitator and endorsed by the Division ALS Focal Person/Education Program Specialist II for ALS (EPSA) (See Certification of Portfolio).
5. Only the registered applicants with complete requirements shall be allowed to take the A&E Test at the testing centers approved by BEA. **No walk-in** A&E Test takers shall be accommodated.

C. Selection of Testing Personnel for the Test Administration

6. The SDS, through the Division Testing Coordinator (DTC), shall assign personnel who shall perform the functions listed below. They shall have a Very Satisfactory (VS) performance in the conduct of BEA testing program and should have no records of violations relating to national examination policies.

During Registration

- Registration Testing Officer (RTO), co-registrar, and support staff who will manage the registration process and evaluation of applicants' documents

During the Test Administration

- Chief Examiners
- Supervising examiners
- Room Examiners

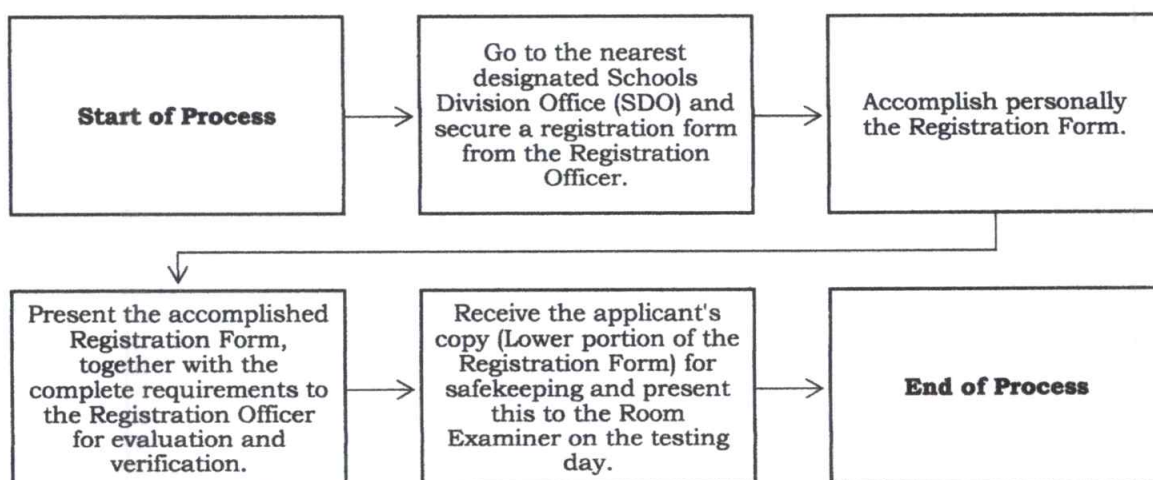


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D. Registration Process

7. The following are the steps in the Registration Process:



8. ALS Teacher/Community ALS Implementer/ 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.
9. After the evaluation of documents, they 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.
10. **NO PAYMENT SHALL BE COLLECTED** by anyone involved in the A&E Test Registration, Administration, and issuance of certificate of rating.

E. Dissemination of Registration Process

11. Registration Testing Officer (RTO), co-registrar staff, and support staff who will manage the registration process and evaluation of applicants' documents shall disseminate the registration process to the registrants.



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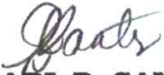
12. All DTCs shall orient the RTOs and ALS Implementers on the registration process and evaluation of applicants' documents. All RTOs are liable to any irregularities on the required age and documents of test applicants.
13. ALS Implementers shall help in the dissemination of information and distribution of registration form.

F. Testing Center

14. The DTCs shall prepare the list of testing centers and the total number of examinees per level. A copy of this report in MS Excel format shall be submitted to BEA through email address: bea.ead@deped.gov.ph by the DTC on or before **December 6, 2024**. (See List of Testing Centers)
15. Should there be any changes in the testing centers and total number of examinees per level, an official correspondence (e.g., memorandum/letter) from the Regional Office (RO) shall be sent to the Bureau of Education Assessment (BEA). The said correspondence shall be addressed to:

KEVIN CARL P. SANTOS, PhD
Director IV
Bureau of Education Assessment

16. For further queries and information, Regional Offices (ROs) and SDOs are requested to coordinate with the **Bureau of Education Assessment - Education Assessment Division (BEA-EAD)** at telefax number **(02) 8631-2589** or email bea.ead@deped.gov.ph
17. Immediate dissemination of this Advisory is desired.


KEVIN CARL P. SANTOS, PhD
Director IV
Bureau of Education Assessment

Attachments:

1. A&E Test Registration Form
2. Certification of Portfolio
3. Additional Intervention
4. List of Registrants
5. List of Testing Centers

1x1 ID Photo
with
Name Tag

Republic of the Philippines
Department of Education
BUREAU OF EDUCATION ASSESSMENT
2nd Flr., Bonifacio Bldg., Meralco Ave., Pasig City 1600

ACCREDITATION AND EQUIVALENCY (A&E) TEST
Registration Form

Write Legibly. Put X on the applicable items.										Registration Date																																																	
Last Name															First Name															M.I.																													
Birthdate					Learner Reference Number										Civil Status										Sex																																		
Month			Day		Year													☐ Single			☐ Married			☐ Separated				☐ Male		☐ Female																													
															Home Address																																												
Region					Division										Learning Center																																												
ALS Program Enrolled/Completed (Pls. Specify)																														A&E Test Applying for										☐ Elementary Level					☐ Junior High School														
Proof of Identity																														Testing Center																													
Contact Number																																																											
I certify that I validated the information supplied by the applicant in this form based on the required attachments. Registration Officer's Signature Over Printed Name																														I certify that all information in this form are TRUE and CORRECT. Applicant's Signature Over Printed Name																													
Required Attachments										☐ Birth Certificate										☐ Certification of Portfolio										☐ Proof of Birth Date (Any legal document)										☐ Certification of Additional Intervention (if any)																			

1x1 ID Photo
with
Name Tag

Republic of the Philippines
Department of Education
BUREAU OF EDUCATION ASSESSMENT
2nd Flr., Bonifacio Bldg., Meralco Ave., Pasig City 1600

ACCREDITATION AND EQUIVALENCY (A&E) TEST
Registration Form

Write Legibly. Put X on the applicable items.										Registration Date																																																	
Last Name															First Name															M.I.																													
Birthdate					Learner Reference Number										Civil Status										Sex																																		
Month			Day		Year													☐ Single			☐ Married			☐ Separated				☐ Male		☐ Female																													
															Home Address																																												
Region					Division										Learning Center																																												
ALS Program Enrolled/Completed (Pls. Specify)																														A&E Test Applying for										☐ Elementary Level					☐ Junior High School														
Proof of Identity																														Testing Center																													
Contact Number																																																											
I certify that I validated the information supplied by the applicant in this form based on the required attachments. Registration Officer's Signature Over Printed Name																														I certify that all information in this form are TRUE and CORRECT. Applicant's Signature Over Printed Name																													
Required Attachments										☐ Birth Certificate										☐ Certification of Portfolio										☐ Proof of Birth Date (Any legal document)										☐ Certification of Additional Intervention (if any)																			

Certification of Portfolio



Republic of the Philippines
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REGION _____
SCHOOLS DIVISION OF _____



CERTIFICATION

This is to certify that _____ with
(Given Name, Middle Name, Last Name, Extension Name)
LRN _____ of _____ is registered as
(CLC Name)
a/an _____ in the Learners Information System (LIS) of SY
Elementary or Junior High School
_____ and has submitted a portfolio containing the following documents:

- Personal Information Sheet (PIS)
- Functional Literacy Test (FLT)
- Assessment Forms 1-2
- Recognition of Prior Learning (RPL) Forms 1-4
- At least four (4) work samples per Learning Strand (each highlighting the specific competency demonstrated)

This certification is issued as one of the requirements for the registration in the 2024 Accreditation and Equivalency Test.

Certified by:

ALS Teacher/Community ALS Implementor/Learning Facilitator

Signature over Printed Name

Date: _____

Endorsed by:

**Division ALS Focal Person/
Education Program Specialist II for ALS**

Signature over Printed Name

Date: _____

Certification of Additional Intervention



Republic of the Philippines
Department of Education
REGION _____
SCHOOLS DIVISION OF _____



CERTIFICATION

This is to certify that _____ with
(Given Name, Middle Name, Last Name, Extension Name)
LRN _____ of _____ is a/an
(CLC Name)
_____ ALS PROGRAM COMPLETER in the Learners Information
Elementary or Junior High School
System (LIS) of SY _____.

He/She underwent additional intervention in the ALS K to 12 Basic Education Curriculum (BEC).

This certification is issued as one of the requirements for the registration in the 2024 Accreditation and Equivalency Test.

Certified by:

ALS Teacher/Community ALS Implementor/Learning Facilitator
Signature over Printed Name
Date: _____

List of Registrants



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	
Male	
Female	
Total	

No.	Name	Age	Birthdate (mm/dd/year)	Sex (M/F)	Documents Submitted (Check the appropriate Column)			
					Birth Certificate	Proof of Birthdate	Certificate of Portfolio	Certificate of Additional Intervention
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

Prepared by: _____
Signature Over Printed Name

Approved by: _____
Signature Over Printed Name

Region _____
Division of _____



SDO ADDRESS:

[illegible]

Signature over Printed Name of DTC