



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JAN 08 2025

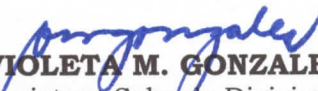
MEMORANDUM

No. 005, s. 2025

ADMINISTRATION OF ACCREDITATION AND EQUIVALENCY (A&E) TEST

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/ OICs
Administrative Officer V
All Others Concerned

1. Attached is DepEd Memorandum No. 063, dated November 15, 2024, on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. ALS Center is required to submit summary reports to the SDO-School Management Monitoring and Evaluation (SMME) Section, with the needed information as follows:
 - Name of ALS Testing Centers
 - Name of the ALS Center Head/Chief Examiner (1 per Testing Center)
 - Name of the Testing Coordinator (1 per Testing Center)
 - Name of Room Examiners Per Testing Center (1 Examiner in every max. 30 examinees)
 - Name of Room Supervisors (1 Supervisor for every 10 testing rooms)
 - Name of Support Personnel (1 per Testing Center)
 - List of Registered A&E Examinees (If in case not yet submitted)
3. A Division Orientation is scheduled on January 21, 2025, 1:00 p.m. at SDO Conference Room.
4. For information and strict compliance.


VIOLETA M. GONZALES

Assistant Schools Division Superintendent
Officer-in-Charge

Office of the Schools Division Superintendent

Enclosure: As stated

References: As stated

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

005

TESTING

EXAMINATION

ASSESSMENT

ZPLG/ DM / ADMINISTRATION OF ACCREDITATION AND EQUIVALENCY (A&E) TEST

NUM-2025-005



Republic of the Philippines
Department of Education

Received: *SMME*
EVELYN N. DINGAL
Administrative Officer II
SDO-Muntinlupa

11-18-24 1:00PM

NOV 15 2024

DepEd MEMORANDUM
No. 063, s. 2024

**2024 ACCREDITATION AND EQUIVALENCY TEST REGISTRATION
AND ADMINISTRATION GUIDELINES**

To: Undersecretaries
Assistant Secretaries
Minister, Basic, Higher, and Technical Education, BARMM
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. 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 and administration of the **2024 Accreditation and Equivalency (A&E) Test**.

2. Pursuant to DepEd Order No. 55, s. 2016 (Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program), the A&E Test aims to measure the competencies and life skills of those who have not attended or finished formal elementary or secondary education. This assessment shall allow the learners to obtain certification of completion at different exits in Basic Education, which may be used to access further education, job promotion, entry to job training, and employment.

3. The following schedules relative to A&E Test Administration shall be observed:

Activity	Schedule
A&E Test Registration	October 21–December 2, 2024
A&E Test Administration-Luzon Cluster	January 26, 2025
A&E Test Administration-Visayas and Mindanao Clusters	February 2, 2025

4. The A&E Test applicants shall register at schools division offices (SDOs) identified and designated as registration centers by the schools division superintendent (SDS).

5. The following are eligible to register:

- Alternative Learning System (ALS) learners enrolled in the Learner Information System (LIS) for the school year (SY) 2024–2025 on or before October 31, 2024.
- 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 Implementer/learning facilitator (Enclosure No. 3).

- c. Previous ALS Program Completers not registered in the LIS of the current SY who did not pass the **previous A&E Test but** underwent additional learning intervention in the ALS K to 12 BEC certified by the ALS teacher/community ALS Implementer/Learning Facilitator (Enclosure No. 4).
6. 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.**
7. Registration requirements are as follows:
- a. **Original and one photocopy** of Birth Certificate issued by the Philippine Statistics Authority (PSA), formerly National Statistics Office (NSO). The original copy shall be used to evaluate and verify the document's authenticity. Once the evaluation and verification are completed, the original copy will be returned to the applicant.
 - b. If the copy of the Birth Certificate from the PSA/NSO is not available, **the original and one photocopy** of 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., National Bureau of Investigation [NBI] Clearance, Police Clearance)

The original copy shall be used to evaluate and verify the document's authenticity. Once the evaluation and verification are completed, the original copy will be returned to the applicant.
 - c. 1x1 identical ID Photo (white background with name tag)
 - d. Certification of Portfolio certified by the ALS Teacher/Community ALS Implementer/Learning Facilitator and endorsed by the Division ALS Focal Person/Education Program Specialist II for ALS (EPSA) (Enclosure No. 3).
8. **No payment shall be collected** by anyone involved in the A&E Test Registration, Administration, and issuance of the certificate of rating.
9. The SDS, through the Division Testing Coordinator (DTC), shall assign personnel to perform the functions listed below. They shall have a **Very Satisfactory (VS)** performance in conducting the BEA testing programs and should have no records of violations relating to national examination policies.
- a. **During Registration**
 - Registration Testing Officer (RTO), co-registrar, and support staff who will manage the registration process and evaluation of applicants' documents

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b. During the Test Administration

- Chief Examiners
- Supervising Examiners
- Room Examiners

10. All DTCs shall orient the RTOs and ALS Implementers on the registration process and evaluation of applicants' documents. All RTOs are liable for any irregularities in the required age and documents of test applicants. Additionally, orientation for chief examiners, supervising examiners, and room examiners shall be conducted before the test administration. A separate memorandum shall be issued for the orientation on the administration of the A&E Test.

11. The ALS Implementers shall help in the dissemination of information and distribution of the registration form.

12. The BEA shall lead the monitoring of the registration process, orientation of testing personnel, and test administration to be assisted by Regional Testing Coordinators (RTCs), along with other regional office (RO) personnel including Regional ALS Focal Persons subject to the availability of funds. BAE personnel shall join the monitoring and provide assistance whenever necessary.

13. The DTCs shall use Enclosure No. 6 in preparing the list of testing centers and the total 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**.

14. In compliance with DepEd Memorandum No. 121, s. 2017 (Clarification on the Implementation of Portfolio Assessment in the Alternative Learning System), presentation portfolio assessment (PPA) will not be a part of the final rating. Hence, the test is a multiple-choice type only.

15. However, ALS Implementers shall continue the portfolio assessment to be part of the learner's intervention process as an assessment of learning.

16. The following enclosures shall guide and be utilized by the DTCs and RTOs:

- | | |
|--------------------|--|
| 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 Portfolio to be issued and certified by the ALS Teacher/Community ALS Implementer/Learning Facilitator and endorsed by the Education Program Specialist II for ALS, |
| d. Enclosure No. 4 | - Certification of Additional Intervention, |
| e. Enclosure No. 5 | - List of Registrants to be accomplished by the Registration Committee, |
| f. Enclosure No. 6 | - List of Testing Centers to be accomplished by the DTC, and |
| g. Enclosure No. 7 | - List of Examinees to be accomplished by the Registration Committee |

17. 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.**

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18. 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.

19. Only testing personnel and test monitors approved by DepEd officials specified in the A&E Handbook are allowed in the testing center premises during the examination day. The A&E Handbook shall be provided after the national orientation on the administration of the A&E Test.

20. The SDS is required to conduct an investigation on breach of security should there be any irregularities in the test registration and administration. The report on the investigation must be submitted to the DepEd RO and BEA.

21. For more information, please contact the **Bureau of Education Assessment-Education Assessment Division**, 2nd Floor, Rizal Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at bea.ead@deped.gov.ph or telephone number (02) 8631-2589.

22. Immediate dissemination of this Memorandum is desired.

By Authority of the Secretary:




RONALD U. MENDOZA, PhD
Undersecretary for Strategic Management

Encls.:

As stated

References:

DepEd Order (No. 55, s. 2016)

DepEd Memorandum (Nos. 121, s. 2017); 006, s. 2019; and 076, s. 2018)

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

ACCREDITATION
ALTERNATIVE LEARNING SYSTEM
EXAMINATIONS
LEARNERS
SCHOOLS
TEST



(Enclosure No. 1 to DepEd Memorandum No. 063, s. 2024)

Registration and Test Administration Guidelines and Procedures

I. Registration and Test Administration Guidelines and Procedures	
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. Accomplish personally 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. 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. 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 the 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 the 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 an RTO, 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 October 21 to December 2, 2024 from 8:00 AM to 5:00 PM; b. Interview the prospective applicants to determine if they are qualified to register;

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	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. 5. k. Prepare the official list of examinees per testing room using Enclosure No. 7 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. give to the room examiner during the examination day the first copy of the applicants' documents, including the upper part of the registration form (RTC's copy); c. keep secured the second copy of the applicants' documents at the registration centers or at the DTC's office.
4. Can Non-ALS learners register?	No.

5. Can learners currently enrolled in the formal schools register?	No. 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 DepEd Order No. 55, s. 2016.
6. Are applicants who are Learners with Special Needs allowed to register?	Applicants who are Learners 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 Division Testing Coordinator (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?	No. They must take and pass the A&E Elementary Level first.
8. When is the release of the A&E Test result?	Two to three months after the test.

Test Administration Activities		
Before Test Administration		
Time Frame	Activity	Key Personnel Responsible
One week before the test administration	Orientation on the Administration of Accreditation and Equivalency (A&E) Test	Division Testing Coordinator (DTC) Assistant DTC, Division ALS Focal Person/ Education Program Specialist II for ALS (EPSA)
	Ocular inspection of Testing Centers	DTC, Asst. DTC, Division ALS Focal Person/ Education Program Specialist II for ALS (EPSA), Test Monitor (If applicable)
During Test Administration		
7:30-8:00	- Briefing of all testing personnel regarding duties and responsibilities - Distribution of Test Materials and Registrants' submitted documents to the Room Examiners - Inspection of Testing Rooms	Chief Examiner (CE) Supervising Examiner (SE)
8:00-8:15	- Entrance and Seating Arrangement of Examinees - Orientation and General Direction - Distribution of Test Materials to the Examinees	Room Examiner (RE)
8:15-9:00	Provision of instruction for filling in of information in the Answer Sheet and Examinee's Descriptive Questionnaire	Room Examiner (RE)

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9:00-11:25 (For A&E Elementary examinees)	- Monitoring of Test Proper inside the testing room - Monitoring of Test Proper (if there are 11 or more testing rooms per testing center)	Room Examiner (RE) Supervising Examiner (SE)
9:00-12:30 (For A&E Junior High School examinees)		
11:25-11:55 (For A&E Elementary examinees)	Retrieval of Test Materials and Dismissal of examinees	Room Examiner (RE)
12:30-12:50 (For A&E Junior High School examinees)		
2:00 pm onwards	Submission of Test Materials to SDOs	DTC, Chief Examiner (CE) Supervising Examiner (SE), Designated Support Staff

