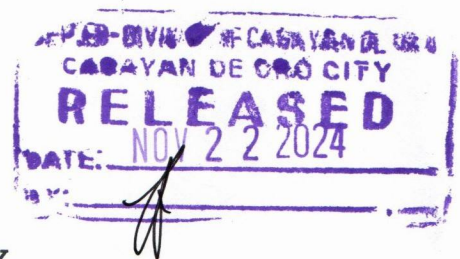




Republic of the Philippines
Department of Education

REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

21 November 2024

MEMORANDUM

No. 201 s. 2024

2024 ACCREDITATION AND EQUIVALENCY (A&E) TEST REGISTRATION
AND ADMINISTRATION GUIDELINES

TO: Asst. Schools Division Superintendent
Chief Education Program Supervisors – CID and SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Division Testing Committee

1. All concerned are hereby informed of the 2024 Accreditation and Equivalency Test Registration and Administration Guidelines. Please see attached issuance for your information and guidance.
2. The A&E Test shall be administered on **February 2, 2025** in the identified testing centers in this division. Testing centers, room assignment and list of proctors shall be announced through a separate memorandum.
3. In adherence to Equal Opportunity Policy (EOP), inclusive and fair treatment are accorded to all concerned regardless of age, gender, sexual orientation, disability, religion and ethnicity.
4. Immediate and widest dissemination of this memorandum is enjoined.

ROY ANGELO E. GAZO
Schools Division Superintendent

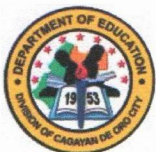
Encl: As indicated

Reference: DepEd Order No. 55 s. 2016

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

A&E ALS ASSESSMENT TESTING

DM-002-SGOD-SMME-ECHR
November 21, 2024



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City

Mobile No: +63 975 6403 226 (Globe) | +63 951 1710 902 (Smart)

Email Address: cagayandeoro.city@deped.gov.ph



Republic of the Philippines
Department of Education

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

with 4-208

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**.

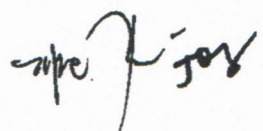
14. In compliance with DepEd Memorandum No. 121, s. 2017 (Clarification on the Implementation of Portfolio Assessment in the Alternative Learning System), presentation portfolio assessment (PPA) will not be a part of the final rating. Hence, the test is a multiple-choice type only.

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.**



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;

[Handwritten signature]

	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)

Handwritten signature/initials

9:00-11:25 (For A&E Elementary examinees)	Monitoring of Test Proper inside the testing room	Room Examiner (RE)
9:00-12:30 (For A&E Junior High School examinees)	Monitoring of Test Proper (if there are 11 or more testing rooms per testing center)	Supervising Examiner (SE)
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

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Registration Form

A&E Form 1

Copy for Registration Officer

1x1 ID Photo
with
Name TagRepublic 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

Home Address

Female

Region

Division

Learning
Center

ALS Program Enrolled/Completed (Pls. Specify)

A&E Test Applying for

Elementary Level

Junior High School

Proof of Identity

Contact Number

Testing Center

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

Proof of Birth Date (Any legal document)

Certification of Portfolio

Certification of Additional Intervention (if any)

A&E Form 1

Applicant's Copy

1x1 ID Photo
with
Name TagRepublic 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

Home Address

Female

Region

Division

Learning
Center

ALS Program Enrolled/Completed (Pls. Specify)

A&E Test Applying for

Elementary Level

Junior High School

Proof of Identity

Contact Number

Testing Center

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

Proof of Birth Date (Any legal document)

Certification of Portfolio

Certification of Additional Intervention (if any)



Joy



Certification of Portfolio



**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 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 Implementer/Learning Facilitator

Signature over Printed Name

Date: _____

Endorsed by:

Education Program Specialist II for ALS

Signature over Printed Name

Date: _____

Handwritten signature and date 2024

(Enclosure No. 4 to DepEd Memorandum No. 063, s. 2024)



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 Implementer/Learning Facilitator
Signature over Printed Name
Date: _____

Handwritten signature and date (JOS).

(Enclosure No. 5 to DepEd Memorandum No. 063, s. 2024)



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/yyyy)	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

Signature *Signature*



(Enclosure No. 6 to DepEd Memorandum No. 063, s. 2024)

List of Testing Centers



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



Accreditation and Equivalency (A&E) Test

SDO Address: _____

Testing Center: _____ Address: _____

Region & Division Code: _____ A&E Test Level: _____

No.	Testing Center	Complete Address	Total Number of Examinees			
			Elementary Level		Junior High School Level	
			Regular	With Special Needs	Regular	With Special Needs

Prepared by:

Signature Over Printed Name of DTC

Approved by:

Signature Over Printed Name

[Handwritten signature]

(Enclosure No. 7 to DepEd Memorandum No. 063, s. 2024)



List of Examinees



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



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

Testing Center: _____ Address: _____
Region & Division Code: _____ A&E Test Level: _____

Summary of Examinees	
Male	
Female	
Total	

No.	Name	Age	Birthdate (mm/dd/yyyy)	Sex (M/F)	Remarks
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

Handwritten signature