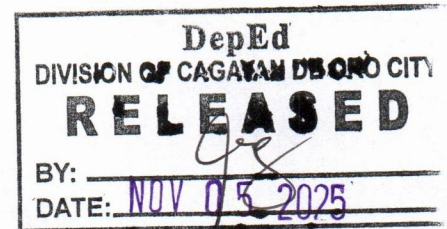




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

03 November 2025

DIVISION MEMORANDUM

No. 996 s. 2025

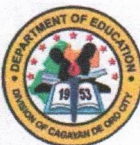
**2025 ACCREDITATION AND EQUIVALENCY TEST REGISTRATION
AND ADMINISTRATION GUIDELINES**

TO: Assistant Schools Division Superintendent
Chief Education Supervisor – SGOD
Chief Education Supervisor – CID
ALS Division Coordinator
ALS EPS-II, District Coordinators, Mobile Teachers
Division Testing personnel

1. Pursuant to DepEd Memo No. 100 s.2025 attached herein, all concerned are hereby informed of the registration and administration of the said test.

2. In view of the conduct of the registration and test, the following schedule of activities shall be strictly followed:

ACTIVITY	TIMELINE
Orientation for the Test Registration Team	3 rd week of September 2025
A&E Registration period	September 29-November 21, 2025
District consolidation	November 22, 2025
Submission of Consolidated List of Registrants to ALS Registration Focal	November 23, 2025
Submission of Enclosures 3 and 4 to the DTC and RTC	November 24, 2025
Submission of Validated and Consolidated Enclosure 4 to BEA	November 28, 2025
National Orientation for the Administration of the 2025 A&E Test	To be announced
Division Orientation of Division Testing personnel	To be announced
2025 A&E Test Administration	March 1, 2026



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@deped.gov.ph
Website: <https://depedcdo.net/>

Doc. Ref. Code		Rev	
Effectivity		Page	1 of 2



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

3. The following personnel are hereby assigned as part of the Division Testing Committee:

Schools Division Superintendent	Roy Angelo E. Gazo
Asst. Schools Division Superintendent	Audie S. Borres
Chief – SGOD	Rosalio R. Vitorillo
Chief – CID	Jean S. Macasero
Division Testing Coordinator	Eleanor Consejo H. Rollan
BEA Funds Processing Incharge	Arnel Calubag, Accountant Marilou Navaja, AO IV OIC Budget Officer Gemma Pajayon, AO IV-Cashier
Support Staff (Distribution and Retrieval of Testing Materials, housekeeping)	Amor Radaza Rodel Megollas Ignacio Gabule Ferdinand Ramoso School Utility personnel
Room Examiners	To be announced in a separate memorandum

4. Attached is the said memorandum for your guidance and reference.
5. In adherence to Equal Opportunity Policy (EOP), inclusive and fair treatment are accorded to all participants regardless of age, gender, sexual orientation, disability, religion and ethnicity.
6. Immediate dissemination and compliance to this memorandum is required.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl: None

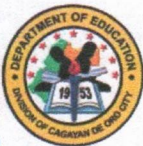
Reference: None

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

A&E TEST

TESTING

DM-051-SGOD-SMME-ECHR



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
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Doc. Ref. Code		Rev	
Effectivity		Page	2 of 2



Republic of the Philippines
Department of Education

OCT 30 2025

DepEd MEMORANDUM

No. **100**, s. 2025

**2025 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
Attached Agencies
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 **2025 Accreditation and Equivalency (A&E) Test**.

2. In reference 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 Alternative Learning System (ALS) learners in elementary or junior high school (JHS). This assessment shall allow ALS learners to obtain certification of completion in basic education, which may be used to access further education, job promotion, entry to job training, and employment.

3. The timeline for the implementation of the 2025 A&E Test is provided below. The regional and division testing personnel, as well as the ALS focal persons, are reminded to strictly adhere to the timeline.

Activity	Timeline
Orientation for the Test Registration Team	3rd week of September 2025
A&E Test Registration period	September 29–November 21, 2025
Submission of Enclosure Nos. 3 and 4 by the division testing coordinators (DTCs) and division ALS focal persons to the regional testing coordinators (RTCs) and regional ALS focal persons	November 24, 2025
Submission of validated and consolidated Enclosure No. 4 per schools division office (SDO) by the RTCs and regional ALS focal persons to	November 28, 2025

BEA	
National orientation for the administration of the 2025 A&E Test	To be announced in a separate advisory
2025 A&E Test Administration	March 1, 2026

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

5. The following are eligible to register:

- a. ALS learners enrolled in the Learner Information System (LIS) for school year (SY) 2025–2026 on or before **October 31, 2025**;
- b. Previous ALS program completers who are not registered in the LIS of the current SY and have not taken either the **Presentation Portfolio Assessments (PPA)** or the **A&E Test**;
- c. Previous ALS program completers who are not registered in the LIS for the current SY and have not passed either the **PPA** or the **A&E Test** but have undergone additional learning interventions under the ALS K to 12 Basic Education Curriculum (BEC), as certified by the ALS teacher, community ALS implementer, or learning facilitator (Enclosure No. 2).

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 JHS level on or before the examination day**.

7. Registration requirements are as follows:

- a. **Original and one photocopy** of the birth certificate issued by the Philippine Statistics Authority (PSA), formerly the National Statistics Office (NSO). A copy of the birth certificate will serve as an essential requirement for document evaluation.

The original copy shall be used to evaluate and verify the document's authenticity. After 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. After 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. **Original and one photocopy** of ALS Form (AF) 5 prepared by the ALS teacher, community ALS implementer, or learning facilitator, certified correct by the division ALS focal person. This requirement applies to program completers who have not taken the PPA or A&E Test (**item 5b**).
- e. **Original and one photocopy** of PPA result evaluated by the Education Program Specialist II for ALS (EPSA) or Certificate of Rating (COR) issued by the BEA. This requirement applies to program completers who did not pass the PPA or A&E Test (**item 5b**).

The original copy shall be used to evaluate and verify the document's authenticity. After the evaluation and verification are completed, the original copy will be returned to the applicant.

8. **No payment shall be collected** for the A&E Test Registration, Administration, and issuance of the COR.

9. The SDS, through the DTC and division ALS focal person, shall assign personnel to perform the functions listed below. All personnel assigned shall have a **very satisfactory** rating in their **Individual Performance Commitment and Review Form** from the most recent rating period. Moreover, selected personnel should not have any records of violations related to national examination policies.

a. **Test Registration**

- i. The division ALS focal person or the EPSA shall serve as the test registration officer (TRO). The DTC shall oversee the registration process and evaluation of the A&E test applicants' documents. Support staff shall be assigned by the DTC if necessary.

b. **Test Administration**

- i. **Monitoring Team (MT).** The MT shall be comprised of representatives from the Central Office (CO), regional offices (ROs), and SDOs of the Department. The receiving SDOs shall provide assistance to the monitoring team.
 - (1) Monitors from the CO will include representatives from the BEA and the BAE.
 - (2) Monitors from the ROs will include RTCs, regional ALS focal persons, and other regional representatives as determined by the regional directors.

- (3) Monitors from the SDOs will include DTCs, division ALS focal persons, and other division representatives as determined by the SDS.

ii. **Testing Team (TT).** The TT will include chief examiners, roving proctors, room examiners, and support staff. The descriptions of their functions during the test administration are as follows:

- (1) **Chief Examiners (CE).** The school head of the identified testing center shall be assigned as the CE. If the identified testing centers are district, city, and municipal jails, the DTC shall coordinate with the Jail Administrator's Office to determine the CE.
- (2) **Roving Proctors (RP).** The school head of the identified testing center shall assign regular/permanent teachers (Teacher I-III, Head Teacher I-IV, Master Teacher I-III, and/or ALS Teachers) to serve as roving proctors.
- (3) **Room Examiners (RE).** The school head of the identified testing center shall assign regular/permanent teachers (Teacher I-III, Head Teacher I-IV, Master Teacher I-III, and/or ALS Teachers) to serve as REs.
- (4) **Support Staff (SS).** Regular/permanent teaching, teaching-related, or nonteaching DepEd personnel may be assigned to assist the DTC and CE in the overall monitoring and implementation of the A&E Test.

10. The BEA will conduct an orientation for the test registration team a week before the registration period starts. Details of the orientation will be provided in a separate advisory. BEA, in coordination with BAE, shall lead the onsite monitoring of the test registration process and evaluation of the A&E Test applicant's documents.

11. All DTCs and division ALS focal persons shall orient the test registration personnel on the registration procedures and guidelines for evaluating applicants' documents. **All DTCs and division ALS focal persons shall ensure that the age and documentary requirements are strictly followed.**

12. The ALS implementers shall help in the dissemination of information and distribution of the registration forms. The DTCs shall manage the production of the test registration forms, with assistance from the ALS implementers. Expenses incurred during the production of the said forms shall be charged to the Program Support Funds (PSF), First Tranche under the National Assessment System for Basic Education (NASBE), FY 2024 Continuing Funds.

13. The regional ALS focal persons and RTCs shall use Enclosure No. 4 in preparing the list of testing centers with the total number of test registrants per level. A copy of this report in portable document format (PDF) shall be submitted to BEA through a OneDrive link on or before **November 28, 2025**. The OneDrive link will be provided in a separate advisory. Furthermore, **all ALS focal persons and testing coordinators must submit the required documents and adhere to the timeline indicated in item 3 of the guidelines.**

14. The **PPA** is required for ALS learners to qualify for the 2025 A&E Test. It shall be conducted prior to the administration of the A&E Test.

15. The following enclosures shall guide and be utilized by the DTCs and TROs:

- a. **Enclosure No. 1** - Registration form to be accomplished personally by the applicant;
- b. **Enclosure No. 2** - Certification of Additional Intervention to be issued and certified by the ALS teacher; community ALS implementer, or learning facilitator;
- c. **Enclosure No. 3** - List of Registrants to be accomplished by the DTCs and division ALS focal persons; and
- d. **Enclosure No. 4** - List of Testing Centers to be accomplished by the RTCs and regional ALS focal persons.

16. Only the registered applicants with complete requirements and who have passed the PPA shall be allowed to take the A&E Test at the testing centers duly approved by the BEA. **Walk-in A&E test takers shall not be accommodated.**

17. The BEA shall conduct a national orientation on and monitoring of the administration of the 2025 A&E Test. The BAE personnel shall join the national orientation and monitoring of test administration to provide assistance whenever necessary. The details of the national orientation will be provided in a separate advisory.

18. A week before the examination, all DTCs and division ALS focal persons are required to orient all testing personnel (preferably in-person orientation) 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 Examiner's Handbook are allowed in the testing center premises during the examination day. The A&E Examiner's Handbook shall be provided after the national orientation on the administration of the 2025 A&E Test.

20. The SDS shall be required to investigate any breach of security should there be irregularities found in test registration or administration. The investigation report shall be submitted to the DepEd RO, and a copy furnished to the BEA.

21. In reference to DepEd Memorandum No. 076, s. 2018 (Change in the Passing Score of the 2016 A&E Test from 75% to 60%), the previous A&E test cycles, the Department adopted the passing score of 60% for the 2025 A&E test for the overall test score at both the elementary and JHS levels. Examinees who meet the required minimum score may enroll for grade 7 or ALS JHS, or grade 11 or ALS senior high school, depending on the level of test taken.

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

23. Immediate dissemination of this Memorandum is desired.

By Authority of the Secretary:



ATTY. FATIMA LIPP D. PANONTONGAN

Undersecretary and Chief of Staff

Encls.:

As stated

References:

DepEd Order Nos. 017, s. 2025 and (55, s. 2016)

DepEd Memorandum Nos. 063, s. 2024; 006, s. 2019; (076, s. 2018);
and 11, s. 2017

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

ACCREDITATION
ALTERNATIVE LEARNING SYSTEM
EXAMINATIONS
LEARNERS
SCHOOLS
TEST

A&E Form 1		Test Registration Officer's Copy	
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 Level ☐ Elementary ☐ Junior High School			
ACCREDITATION AND EQUIVALENCY (A&E) TEST Registration Form			
Directions: Please complete this form in UPPERCASE LETTERS. Indicate your answer by marking (X) on the applicable items.			
Last Name		Registration Date	First Name
M.I.			
Birthdate		Learner Reference Number	
Civil Status		Sex	
Home Address		Region	
Division		Learning Center	
ALS Program Enrolled/ Completed (Pls. Specify)		A&E Test Applying for	
Last Grade Level Completed		To be accomplished by the Test Registration Officer	
Contact Number		Name and Address of Testing Center	
I certify that I validated the information supplied by the applicant in this form based on the required attachments.		I certify that all information in this form are TRUE and CORRECT.	
Registration Officer's Signature Over Printed Name		Applicant's Signature Over Printed Name	
Required Attachments		ALS Form (AF) 5 COR PPA Result (if any)	
Proof of Identity		Certification of Additional Intervention (if any)	
Proof of Birth (NSO, Passport, Any legal Documents)		ALS Form (AF) 5 COR PPA Result (if any)	

A&E Form 1		Applicant's Copy	
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 Level ☐ Elementary ☐ Junior High School			
ACCREDITATION AND EQUIVALENCY (A&E) TEST Registration Form			
Directions: Please complete this form in UPPERCASE LETTERS. Indicate your answer by marking (X) on the applicable items.			
Last Name		Registration Date	First Name
M.I.			
Birthdate		Learner Reference Number	
Civil Status		Sex	
Home Address		Region	
Division		Learning Center	
ALS Program Enrolled/ Completed (Pls. Specify)		A&E Test Applying for	
Last Grade Level Completed		To be accomplished by the Test Registration Officer	
Contact Number		Name and Address of Testing Center	
I certify that I validated the information supplied by the applicant in this form based on the required attachments.		I certify that all information in this form are TRUE and CORRECT.	
Registration Officer's Signature Over Printed Name		Applicant's Signature Over Printed Name	
Required Attachments		ALS Form (AF) 5 COR PPA Result (if any)	
Proof of Identity		Certification of Additional Intervention (if any)	
Proof of Birth (NSO, Passport, Any legal Documents)		ALS Form (AF) 5 COR PPA Result (if any)	

Handwritten signature or mark.



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



CERTIFICATION OF ADDITIONAL INTERVENTION

This is to certify that

(Given Name, Middle Name, Last Name, Extension Name) with LRN

of _____ is a/an
(CLC Name)

(Elementary or Junior High School) ALS PROGRAM COMPLETER in the Learners
Information System (LIS) of SY _____.

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

This certification is issued as part of the registration requirements for the 2025 Accreditation and Equivalency (A&E) Test.

Certified by:

ALS Teacher/Community ALS Implementer/Learning Facilitator

Signature over Printed Name

Date: _____

mf-



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



**2025 Accreditation and Equivalency (A&E) Test
List of Registrants**

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

Sex	Number of Registrants	Learners with Disabilities (LWDs)
Male		
Female		
Total		

No.	Name (Last Name, First Name, Middle Initial)	Age	Birthdate (MM/DD/YYYY)	Sex (M/F)	Documents Submitted (Check the appropriate Column)			
					Birth Certificate	Proof of Birthdate	Certificate of Additional Intervention	AF5/COR/ PPA Result
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
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29								
30								

Prepared by:

Approved by:

Signature over Printed Name
Division ALS Focal Person

Signature over Printed Name
Division Testing Coordinator (DTC)

Signature over Printed Name
Schools Division Superintendent (SDS)

