

### Department of Education

### REGION IX - ZAMBOANGA PENINSULA SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

4 Nov 2024

DIVISION MEMORANDUM NO. 472, s. 2024

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DIVISION ORIENTATION ON THE 2024 ACCREDITATION AND EQUIVALENCY (A&E) TEST REGISTRATION AND ADMINISTRATION TO ALL IDENTIFIED TEST REGISTRATION OFFICERS AND CO-OFFICERS

TO: Assistant Schools Division Superintendent
Division Chiefs (CID & SGOD)
Public Schools District Supervisors/District In-Charge
Education Program Specialist II-ALS
All Test Registration Officers/Co-Test Registration Officers
All Others Concerned
This Division

- 1. This refers to the Advisory issued from the office of the Director, Bureau of Educational Assessment (BEA) in coordination with the Bureau of Alternative Education (BAE), this office will be conducting an orientation on the conduct of the registration period for the administration of the 2024 Accreditation and Equivalency (A&E) Test on 6 November 2024, Wednesday, 1:00-5:00 P.M. at the Division Office Conference Hall.
- 2. The participants in this orientation are the Test Registration officers and Co-Test Registration Officers of the identified testing centers in the division. (*Please refer to Annex A for the complete list of participants*). This memorandum shall serve as the travel authority of the participants.
- 3. All provisions stated from BEA Advisory shall remain in force.
- 4. Travel and other incidental expenses of the participants shall be charged against school local funds subject to the usual accounting procedures.







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- (062) 333-5492
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### Department of Education

## REGION IX - ZAMBOANGA PENINSULA SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

6. Immediate dissemination of and compliance is desired.

VIRGILIO P. BATAN, JR., CESO V Schools Division Superintendent

For the Schools Division Superintendent:

OIC-CID Chief
In-Charge of Office

Encl.:As Stated
To be indicated in the Perpetual Index under the ff. subjects:

M&E Assessment A&E Test ALS

DM-SGOD-M&E-2024-11-252-0 LIR-20241104









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# Department of Education REGION IX SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

#### ALTERNATIVE LEARNING SYSTEM

## 2024 Accreditation and Equivalency Test Test Registration Officer (TRO) & Co-Test Registration Officer

No.	Testing Center	TRO	Co-TRO
1	Mabuhay NHS	James C. Clamor	Juvenal S. Cael
2	Buug NHS	Rubie Sierra A. Clarete	Eden E. Lopez
3	Imelda NHS	Alberto P. Castañeto	Jose Rey G. Delan
4	Imelda BJMP (Male Dormitory)	Delfin C. Labrador III	Isagani J. Baynosa
5	Kabasalan CES	Julius S. Ditchon	Edilyn D. Perolino
6	Ipil CES	Abeigael O. Licudan	Engelbert R. Manait
7	Ipil BJMP (M&F Dormitory)	Wilson Y. Potayre	Reynante R. Matusalem
8	Surabay CES	Michelle Jane G. Salboro	Marvey R. Mamogay

Prepared by:

RAMIL T. GABIN

EPS II - ALS

NONTO M. VILLAPLANA

EPS II - ALS

Noted:

EVELYN F. IMPORTANTE

OIC-CID Chief/EPS

Approved:

VIRGILIO P. BATAN, JR., CESO V Schools Division Superintendent









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### **Department of Education**BUREAU OF EDUCATION ASSESSMENT

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.



## **Department of Education**BUREAU OF EDUCATION ASSESSMENT

#### 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

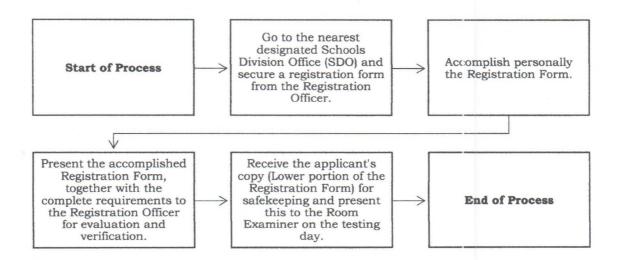


## Department of Education BUREAU OF EDUCATION ASSESSMENT

#### Office of the Director

#### 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.



#### Department of Education **BUREAU OF EDUCATION ASSESSMENT**

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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.

Director/IV

Bureau of Education Assessment

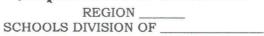
#### Attachments:

- A&E Test Registration Form
- Certification of Portfolio
- 3. Additional Intervention
- 4. List of Registrants5. List of Testing Centers

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### Department of Education

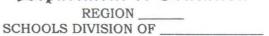




	This is to certify that
LRN	of is registered as
a/an	(CLC Name) in the Learners Information System (LIS) of SY  Elementary or Junior High School
***************************************	and has submitted a portfolio containing the following documents:
	<ul> <li>a. Personal Information Sheet (PIS)</li> <li>b. Functional Literacy Test (FLT)</li> <li>c. Assessment Forms 1-2</li> <li>d. Recognition of Prior Learning (RPL) Forms 1-4</li> <li>e. At least four (4) work samples per Learning Strand (each highlighting the specific competency demonstrated)</li> </ul>
	This certification is issued as one of the requirements for the registration in
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### Department of Education



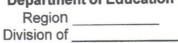


#### CERTIFICATION

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Elementary or Junior His	gh School	COMPLETER in the L	carners information
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** /61			100 101 11
He/She u	inderwent additional into	ervention in the ALS K to	12 Basic Education
Curriculum (BE	C).		
This conti	faction is issued as an	e of the requirements fo	r the registration is
		-	i the registration in
the 2024 Accred	litation and Equivalency	Test.	
	Cer	tified by:	
ALS Tea	acher/Community ALS	Implementor/Learning	g Facilitator
		ver Printed Name	
	Date:		



# Republic of the Philippines Department of Education Region





## 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	

NIa	None	A B	Birthdate	Sex	Documents Submitted (Check the appropriate Column)			
No.	Name	Age	(mm/dd/year)	(M/F)	Birth Certificate		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			1	I	1	1		

Prepared by:	
Signature Over Printed Name	•
Approved by:	
Signature Over Printed Name	

### **List of Testing Centers**



## Republic of the Philippines Department of Education

Region	-	· consumption of the control		- AND ADDRESS OF THE PARTY OF			*********
Division	n of		ant ammonion o		approxima van	-	atacenter.



#### ACCREDITATION AND EQUIVALENCY (A&E) TEST

SDO ADDRESS:

#### **UST OF TESTING CENTERS**

				Total No. of Examinees				
				Eleme		ntary Level	Junior High School Level	
No.	Testing Center	Complete Address	Registration Officer	Regular	With Special Needs	Regular	With Special Needs	

Prepared by:		
	Signature over Printed Name of DTC	