



ALS ALTERNATIVE LEARNING SYSTEM

Department of Education
DIVISION OF CALABARZON

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MEMORANDUM

To : Chief, Education Supervisors– CID/SGOD
 Education Program Supervisors
 Public Schools District Supervisors
 Elementary/Secondary School Heads
 ALS Implementers
 All concerned

DepEd Division Office - Calabarzon
 PROCTORS SECTION
 SEP 16 2015
 12:30 PM
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From : *Nympha D. Guemo*
 NYMPHA D. GUOMO
 OIC, Schools Division Superintendent

Subject : ADMINISTRATION OF THE 2015 ALS ACCREDITATION AND EQUIVALENCY (A & E) TEST

Date : September 15, 2015

Pursuant to DepED Memorandum No. 70, s. 2015 and Unnumbered Division Memorandum dated July 1, 2015, the following are advised to assist in the administration of the ALS A & E Test at the designated Registered Testing Center on October 25, 2015, Sunday to start at 7:00 o'clock in the morning and perform the respective functions and responsibilities inherent to the position stated below:

- Chairman :** Nympha D. Guemo
 OIC, Schools Division Superintendent
- Member :** Amelia B. Cabrera
 Education Program Supervisor I – LRMS/ALS

Examiners/Proctors/Support Staff:

Testing Center : Virac Pilot Elem. School			
Room No.		Room No.	
1	Rosita Bueno	17	Michelle Suarez
2	Primo Jimenez	18	Arlene Perlas
3	Delfin Tabuzo	19	Elizabeth Salvante
4	Panfilo Sarmiento	20	Aileen Sarmiento
5	Augusto Vargas	21	Rosalina Tupas
6	Ma. Lourdes Aquino	22	Ida Serilla
7	Mary Grace Guerrero	23	Marichu Tabo
8	Susan Molod	24	Jose Angelo Aquino
9	Francia Gimenez	25	Ma. Socorro Molod
10	Bella Vargas	26	Julian Tajan
11	Gemma Conde	27	Ma. Cecilia Tatel
12	Sylvia Tejerero	28	Janet Zafe
13	Eva Tabuzo	29	Janet Sarmiento
14	Judith Romero	30	Myrin Floranza
15	Cecilia Camacho	31	Cecilia Tajan
16	Janice Lopez	32	Imelda Auditor
BJMP Virac			
1	Miguel Salvante	2	Marjhon Tablizo
Test Registration Officer		Richard Guerrero	

Roving Proctors	Jose Antonio Tupas	Joseph Bagadiong	
Security Guard	Rodolfo Samonte		
Utility	Domingo Talaran	Benjamin Balmadrid	
Testing Center Coordinator/School Principal	Frankie Turalde		
District Supervisor	Merly T. Gonzales		
Testing Center : Caramoran Central ES			
Room No.		Room No.	
1	Haideliza A. Dugang	5	Estrella Miraran
2	Babylen Z. Isarna	6	Luisa Bao
3	Marilou Pajenago	7	Francia Alberto
4	Mila M. Trilles	8	Gilda Gajol
Test Registration Officer	Florencia Teope		
Roving Proctor	Irma Miraran		
Security Guard	Elias Rubio		
Utility	Arlen Yuga		
Testing Center Coordinator/School Principal	Lea Arcilla		
District Supervisor	Edgardo Valencia		
Testing Center : Viga Central ES			
1	Henry Olfindo	7	Charito O. Bognot
2	Jocelyn T. Ogalesco	8	Rowena T. Able
3	Loida DR. Tuibeo	9	Henedina U. Templonuevo
4	Ramir C. Villanueva	10	Corazon O. Ermino
5	Josephine V. Tupue	11	Roquiza T. Tubato
6	Letecia V. Yutan	12	Perfecto M. Usero
Test Registration Officer	Dominic Olonan		
Roving Proctor	Sylvia Tuboro		
Security Guard	Conrado Ubalde		
Utility	Samuel Rojas		
Testing Center Coordinator/School Principal	Bienvenido Tolod		
District Supervisor	Nieva DJ. Tuibeo		

A Division Orientation Conference on the 2015 ALS A & E Test Administration will be conducted on **October 24, 2015** by the BALS & Regional ALSD staff at the designated Registered Testing Centers. Hence, the above-mentioned members are requested to attend.

Attached is a copy of the Guidelines for the 2015 ALS Accreditation & Equivalency (A & E) Test specifying the roles and functions of the Testing Center Administrator or the School Principal, Examiners, Roving Proctors, Janitors, and Security Guards as part of the A & E Test Staff.

For information, guidance and compliance.



Republic of the Philippines
Department of Education

DepEd MEMORANDUM
 No. **70**, s. 2015

26 JUN 2015

2015 ALTERNATIVE LEARNING SYSTEM ACCREDITATION AND EQUIVALENCY (ALS A&E) TEST REGISTRATION AND ADMINISTRATION

To: Bureau Directors
 Directors of Services, Centers and Heads of Units
 Regional Directors
 Schools Division Superintendents
 Heads, Public Elementary and Secondary Schools
 All Other Concerned

1. The Department of Education (DepEd), through the Bureau of Alternative Learning System (BALS) will conduct the **2015 Alternative Learning System Accreditation and Equivalency (A&E) Test** at the elementary and secondary levels, to be administered in 17 regions covering 219 schools divisions nationwide on the following dates:

Wave	Date of Test	Coverage
1	October 4, 2015	Regions IX, X, XI, XII, Caraga and Autonomous Region in Muslim Mindanao (ARMM)
2	October 11, 2015	Regions VI, VII and VIII
3	October 18, 2015	Regions I, II, III and Cordillera Administrative Region (CAR)
4	October 25, 2015	Regions IV-A (CALABARZON), IV-B (MIMAROPA) and V
5	November 8, 2015	National Capital Region (NCR)

2. Registration period will be held from July 16 to August 15, 2015. All interested test takers/registrants may register in the duly designated Registration and Testing Center (RTC) identified by the schools division superintendent (SDS). A duly appointed district ALS coordinator (DALSC) shall serve as the test registration officer (TRO).

3. The following orientation schedules and relative activities for the 2015 ALS A&E Test Registration and Administration will be observed/undertaken:


Activity	Date	Venue
Regional Orientation on the 2015 ALS A&E Test Registration, Submission of Official RTC and Request for Extension Testing Center	July 7, 2015	To be arranged by the Regional Offices
Submission to BALS of Official Masterlist of Test Takers by Testing Center	August 30, 2015	BALS
National Orientation on the 2015 ALS A&E Test Administration	September 29, 2015	<i>Bulwagan ng Karunungan</i> DepEd Central Office
Division Orientation on the 2015 ALS A&E Test Administration		
Wave 1	October 3, 2015	Schools Division Offices or RTCs
Wave 2	October 10, 2015	
Wave 3	October 17, 2015	
Wave 4	October 24, 2015	
Wave 5	November 7, 2015	

4. Other information pertinent to the 2015 ALS A&E Test are provided in the following enclosed guidelines for wide dissemination and appropriate action of all concerned:

- Enclosure No. 1 - Guidelines for the 2015 Alternative Learning System Accreditation and Equivalency (ALS A&E) Test Registration and Administration
- Enclosure No. 2 - Official List of the Registration and Testing Centers Per Region
- Enclosure No. 3 - Registration Form for Elementary Level
- Enclosure No. 4 - Registration Form for Secondary Level
- Enclosure No. 5 - Masterlist of ALS A&E Test Registrants/Test Takers by 30s (Elementary Level)
- Enclosure No. 6 - Masterlist of ALS A&E Test Registrants/Test Takers by 30s (Secondary Level)

5. For more information, all concerned may contact the **Continuing Education Division (CED), Bureau of Alternative Learning System (BALS)**, DepEd Central Office, 3rd Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City at telephone no.: (02) 635-5193.

6. Immediate dissemination of this Memorandum is desired.


BR. ARMIN A. LUISTRO FSC
Secretary

Encls.:

As stated

References:

DepEd Memorandum: Nos. 99, s. 2014 (101, s. 2001; 533 and 344; s. 2000)
DepEd Order: Nos. (53 and 13, s. 2003)
DECS Order: Nos. (20, s. 2000; 110 and 85, s. 1999)

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

ACCREDITATION
ALTERNATIVE LEARNING SYSTEM
PUPILS
RULES AND REGULATIONS
SCHOOLS
STUDENTS
TESTS

GUIDELINES ON TEST REGISTRATION AND TEST ADMINISTRATION
2015 ALTERNATIVE LEARNING SYSTEM (ALS) ACCREDITATION AND EQUIVALENCY (A&E) TEST

The Department of Education (DepEd), through the Bureau of Alternative Learning System (BALS), will conduct the Accreditation and Equivalency (A&E) Test in two levels: elementary and secondary. The A&E Test will be administered in seventeen (17) regions covering two hundred nineteen (219) divisions nationwide.

The ALS A&E Test, formerly known as the Nonformal Education A&E Test, is a paper and pencil test. The test is designed to measure the competencies of those who have neither attended nor finished formal elementary or secondary education. Passers of this test are given a certificate/diploma (which bears the seal and the signature of the Department Secretary) certifying their competencies as comparable to graduates of the formal school system. As such, they are qualified to enroll in high school (for elementary level passers) and to enroll in college (for secondary level passers).

The ALS A&E Test will also be administered to visually-challenged individual, known as the Accreditation & Equivalency Test for the Visually-Impaired (AETVI). It is administered during the testing season together with the regular A&E Test.

Conduct of A&E TEST REGISTRATION	
1. When to register?	The registration period for the 2015 ALS A&E Test starts on July 16 and ends on August 15, 2015. There will absolutely be no extension of the registration period to provide time for the processing of forms, packaging of test materials and downloading of funds for the test administration.
2. Where to register?	<p>One secondary school identified by the SDS shall serve as the Registration and Testing Center (RTC) of the Division. An elementary school may qualify as RTC, provided the rooms are spacious and armchairs, <u>not desks</u> are used.</p> <p>The RTC shall have the following qualifications:</p> <ol style="list-style-type: none">a. The school is in the most strategic location within the division.b. The school has one of the best facilities in the division. These facilities include clean and accessible toilets for males and females. The testing rooms are well-lighted and with good ventilation.c. The school can accommodate the number of test takers based on the figure of last ALS A&E Test, with thirty (30) armchairs per room.d. The school must be accessible by public transportation and should be free from external distraction and interruption, e.g., noise pollution.e. The buildings where testing rooms are located shall be in contiguous location.f. The school should be located in an area without peace and order problems.

	<p>There will be no change of testing centers nor will there be testing centers added to the Official List of RTC (see Enclosure No. 2), unless extremely necessary and with written approval of the Undersecretary for Programs and Projects or the Director IV of the BALS.</p> <p><i>ONLY ONE (1) Registration and Testing Center per Division will be shouldered by BALS. However, based on 2014 A&E test data the BALS decided to add another testing center in order to <u>avoid holding of test administration in open areas, e.g., basketball court, stadium or similar open spaces. Expenses will be shouldered by BALS.</u></i></p> <p><i>In case a Local Government Unit (LGU) or a Non-Government Organization (NGO) requests for additional testing center in its municipality/area, the LGU or the organization must shoulder the expenses for the test registration and administration.</i></p>
<p>3. Who are qualified to register?</p>	<p>The following are the qualified individuals who may register for the 2015 A&E Test:</p> <ol style="list-style-type: none"> 1) An elementary dropout who is at least 11 years old on or before the day of the test may register and take the elementary level test. 2) A high school dropout who is at least 15 years old on or before the day of the test may register and take the secondary level 2015 ALS A&E Test. 3) Non-passers of previous ALS A&E Test/s 4) Learners/completers of the ALS Programs 5) Students presently enrolled in the formal school system will be allowed to register and take the 2015 ALS A&E Test provided that he/she is two (2) years older than the regular school age (13 years old for elementary level and 17 years old for the secondary level). <p><i>If the prospective registrant is attending the ALS intervention, he/she should have a Learner Reference Number (LRN) – a permanent twelve-digit number that the pupil, student or learner shall keep while completing the basic education program, regardless of transfer to another learning center in a public or a private sector and promotion/moving up to the secondary level per DepEd Order No. 22, s. 2012. This LRN must be written in the designated space in the Registration Form.</i></p>
<p>4. What are the documents needed for registration?</p>	<p>The test registrant shall:</p> <ol style="list-style-type: none"> 1) Submit latest 2" x 2" ID photos (with name tag: SURNAME, FIRST NAME & MIDDLE NAME) in 2 copies 2) Submit photocopy of the Authenticated Birth Certificate or Marriage Contract 3) Present any one of the following documents as proof of their identity: <ol style="list-style-type: none"> a. Valid Driver's License b. Valid passport c. Voter's ID d. SSS/GSIS ID e. Postal ID f. NBI Clearance <p><i>In case the test registrants are minors, he/she should submit photocopy of any of the following documents. However, the original copy must also be</i></p>

	<p><i>presented for verification.</i></p> <ol style="list-style-type: none"> 1) Authenticated Birth Certificate 2) <i>latest report card (form 138)/form 137</i> 3) Barangay Certification with photo (stating complete name and Date of Birth of the prospective registrant).
<p>5. How to register?</p>	<p>The test registrant shall:</p> <ol style="list-style-type: none"> 1) go to the designated Registration and Testing Center (RTC) and look for the Test Registration Officer (TRO). 2) present requirements for registration. 3) personally accomplish the Registration Form (RF) at the Registration and Testing Center and shall submit the required documents for registration. Successful accomplishment of the RF is part of the screening process. The Test Registration Officer (TRO) will be held liable and responsible for registering anyone who is not qualified or anyone who has not submitted the required documents upon registration. For the visually-impaired test registrants, his/her companion shall accomplish the RF for him/her. 4) provide all the required data and affix his/her signature on the space provided for it. 5) print name and sign at the back of the two (2) photos 6) submit the accomplished RF to the TRO together with the two (2) copies of the 2" x 2" ID photos. (The upper portion of the RF will be retained by the TRO). 7) get the lower portion of the RF for safekeeping and presentation to the Examiner on the day of the test. He/She will not be allowed to take the test without RF. This will also be used for presentation to designated officials in claiming the test results and/or diploma. <p><i>The test (registration, administration, certificate of rating and diploma) is free. <u>No payment shall be collected</u> by anyone involved in the ALS A&E Test Registration, Administration and issuance of certificate of rating and diploma.</i></p>
<p>6. Who will manage the registration and how?</p>	<p>The District ALS Coordinator (DALSC) or Mobile Teacher designated by the SDS as the Official TRO will manage the registration by doing the following:</p> <ol style="list-style-type: none"> a. Reports to the Registration and Testing Center from July 16- August 15, 2015 from 8:00 a.m. to 5:00 p.m. b. Interviews the prospective applicants to determine if applicants are qualified to register. c. Distributes the Registration Forms to qualified registrants. d. Explains how the registration form will be accomplished (but will not accomplish it for the registrant) e. Makes sure that all blanks in the registration form are completely filled-out by the registrants. f. Makes sure that photos of the registrants have their names printed at the back with signatures. g. Attaches prescribed photos in the upper and lower portions of the registration form by stapling on the left side of the photo, to facilitate checking of test taker's name and signature by the ALS Supervisor, Lead Monitor and Room Examiner.

	<ul style="list-style-type: none"> h. Detaches the lower part of the registration form and returns it to the registrant for use as admission document on the day of the test. i. Prepares the Masterlist/s of Registrants (See Enclosure Nos. 3 and 4) in the following manner: <ul style="list-style-type: none"> ✓ Arrange <u>all</u> registration forms in alphabetical order ✓ Group them by 30s, male and female not segregated ✓ Prepare the Masterlist ✓ Tally the Masterlist/s with the corresponding approved registration forms j. Signs the lists and submits the Masterlist/s of Registrants and corresponding approved registration forms to the ALS Division Supervisor. k. Informs/Announces the names of the disqualified test takers days before the testing day. <p><i>An additional DALSC shall be assigned to a registration and testing center with more than 1,500 test registrants, and another one (1) for every 1,500 thereof.</i></p> <p><i>Schools Division Superintendent shall approve/grant service credit of a maximum of five (5) days to TRO who rendered services beyond five o' clock on weekdays and on Saturdays, Sundays and Holidays during the test registration period.</i></p> <p><i>Expenses for the reproduction of the registration forms will be shouldered by the Division Office.</i></p>
<p>7. Who else can help the registrants to register and how?</p>	<p>In case the registrants cannot go to the RTC themselves, the Instructional Managers (IMs), Mobile Teachers (MTs) and other District ALS Coordinators (DALSCs) can do the following:</p> <ul style="list-style-type: none"> a. Get the registration forms from the TRO at the RTC b. Interview prospective registrants c. Distribute the registration forms to the qualified registrants d. Explains how the registration form will be accomplished (but will not accomplish it for the registrant). e. See to it that all registration forms are duly accomplished (all blanks filled-out and two (2) photos attached). f. Submit the duly accomplished registration forms to the TRO with photos and photocopies of the required identification documents. g. Return the duly signed and approved lower portion of the registration forms to test registrants and inform disqualified registrants appropriately, if any.
<p>8. Who will monitor/supervise the registration and evaluate the registration forms?</p>	<ul style="list-style-type: none"> 1) The ALS Division Supervisor shall do the following: <ul style="list-style-type: none"> a. Monitor and supervise the registration in the RTC during the registration period. b. Verify the information on the registration forms keeping track of what to watch out for, e.g., ages, in-school applicants and impostors.

	<p>c. Keep the approved registration forms together with the corresponding copies of the Masterlist/s of Registrants to be distributed to the examiners on testing day.</p> <p>d. Review the Masterlist of Test Registrants prepared by the TRO at the end of the Registration period. See to it that Masterlist of Registrants is prepared in groups of thirty (30) with surnames arranged alphabetically. (Males and females not separated)</p> <p>e. Approve/Disapprove registrant/s or prospective test taker/s based on the entries in the registration forms and documents submitted to him/her by the TRO.</p> <p>f. Have the final masterlist approved by the SDS/ASDS. In the absence of the SDS/ASDS, the Division Supervisor approves the Masterlist/s of Registrants.</p> <p>g. Submit the final Masterlist of Test Registrants to the BALS not later than October 7, 2015.</p> <p>2) The Regional ALS Officials or ALS Supervisor may also monitor the conduct of A&E Test Registration and evaluate the accomplished registration forms.</p> <p><i>Schools Division Superintendent shall approve/grant service credit of a maximum of two (2) days to ALS Supervisor who rendered services beyond office hours and who monitors the activity on Saturdays and Sundays during the test registration period.</i></p> <p><i>Last room with less than 15 test registrants/takers will not be given budget/allocation for examiner. Turnout of test takers does not reach 100% on testing day.</i></p>
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A&E TEST ADMINISTRATION ACTIVITIES													
A. Division Orientation on the A&E Test Administration													
1. When and where is the Orientation for Test Registration?	<p>Orientation for Test Administration shall be held either at the Division Office or at the Testing Center a day before the test administration:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Wave</th> <th style="width: 50%;">Schedule of Orientation</th> </tr> </thead> <tbody> <tr> <td>Wave 1</td> <td>October 3, 2015</td> </tr> <tr> <td>Wave 2</td> <td>October 10, 2015</td> </tr> <tr> <td>Wave 3</td> <td>October 17, 2015</td> </tr> <tr> <td>Wave 4</td> <td>October 24, 2015</td> </tr> <tr> <td>Wave 5</td> <td>November 7, 2015</td> </tr> </tbody> </table>	Wave	Schedule of Orientation	Wave 1	October 3, 2015	Wave 2	October 10, 2015	Wave 3	October 17, 2015	Wave 4	October 24, 2015	Wave 5	November 7, 2015
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2. Who will attend the Division level orientation for test administration?	<p>The BALS representative who will monitor the conduct of the test in the designated testing centers will conduct Division Level Orientation one day before the testing day, which will be participated in by:</p> <ul style="list-style-type: none"> • SDS/ASDS • ALS Education Supervisor I • District Supervisor • Testing Center Administrator/School Principal • Examiners • Roving Proctor/s • Security Guard • Janitor/s • TRO 												

Meals and snacks will be provided during the Division Orientation on the A&E Test Administration. The Division ALS Supervisor shall coordinate the preparation of meals and snacks. Budget for this activity will be released through downloading of funds to the Division Offices. Original copy of the Sub-Allotment Release Order (Sub-ARO) will be sent by the DepEd Central Office Budget Division to the designated Division Offices for reference and as valid document needed for request of Notice of Cash Allocation (NCA).

B. Actual Conduct of the A&E Test Administration																			
1. When is the schedule of the national test administration?	<p>The dates of the test administration are on:</p> <table border="1"> <thead> <tr> <th>Wave</th> <th>Date of Test</th> <th>Areas Covered</th> </tr> </thead> <tbody> <tr> <td>Wave 1</td> <td>October 4, 2015</td> <td>Regions IX, X, XI, XII, CARAGA & ARMM</td> </tr> <tr> <td>Wave 2</td> <td>October 11, 2015</td> <td>Regions VI, VII & VIII</td> </tr> <tr> <td>Wave 3</td> <td>October 18, 2015</td> <td>Regions I, II, III & CAR</td> </tr> <tr> <td>Wave 4</td> <td>October 25, 2015</td> <td>Regions IV-A, IV-B & V</td> </tr> <tr> <td>Wave 5</td> <td>November 8, 2015</td> <td>NCR</td> </tr> </tbody> </table>	Wave	Date of Test	Areas Covered	Wave 1	October 4, 2015	Regions IX, X, XI, XII, CARAGA & ARMM	Wave 2	October 11, 2015	Regions VI, VII & VIII	Wave 3	October 18, 2015	Regions I, II, III & CAR	Wave 4	October 25, 2015	Regions IV-A, IV-B & V	Wave 5	November 8, 2015	NCR
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2. How long is the A&E Test	<p>The A&E Test is a standardized test and must follow the time allotment indicated below:</p> <table border="1"> <thead> <tr> <th>LEVEL</th> <th>PART I – Essay</th> <th>PART II – Multiple Choice</th> <th>TOTAL TIME ALLOTMENT</th> </tr> </thead> <tbody> <tr> <td>> Elementary Level</td> <td>30 minutes</td> <td>3 hours</td> <td>3 hrs. & 30 minutes</td> </tr> <tr> <td>> Secondary Level</td> <td>30 minutes</td> <td>3 hours & 45 minutes</td> <td>4 hrs. & 15 minutes</td> </tr> </tbody> </table>	LEVEL	PART I – Essay	PART II – Multiple Choice	TOTAL TIME ALLOTMENT	> Elementary Level	30 minutes	3 hours	3 hrs. & 30 minutes	> Secondary Level	30 minutes	3 hours & 45 minutes	4 hrs. & 15 minutes						
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3. What is a testing center?	<p>Approved Registration and Testing Centers (RTCs) designated by the Schools Division Superintendent. (See Enclosure No. 2)</p>																		
4. Who are the test takers?	<p>Test takers are those who registered during the Registration Period and were listed in the Official Masterlist/s of Registrants posted in the approved RTCs.</p> <p><i>No walk-in Test Takers will be allowed to register and take the test on the actual day of Examination.</i></p>																		
5. What are the requirements for admission on testing day?	<p>The test taker must:</p> <ol style="list-style-type: none"> Report to the Testing Center before 7:00 a.m on the date of the test specified in the lower portion of the registration form. Present the approved lower portion of the registration form (signed by the TRO) to the Room Examiner. 																		

<p>6. Who will manage the test administration?</p>	<p>1) BALS/DepEd Representative shall serve as lead monitor and discharge all the following functions:</p> <ul style="list-style-type: none"> a. Before the Testing Day <ul style="list-style-type: none"> i. Attend national briefing/orientation at their prescribed time and place. ii. Check the test materials, e.g. test booklets, answer sheets and other test paraphernalia. iii. Coordinate with the Division ALS Supervisor of his/her assigned division. Verify/validate the number of test registrants. If there are changes in the number of test registrants, inform the Continuing Education Division. iv. Conduct the division orientation at the Testing Center or at the Division Level. v. Conduct an ocular inspection of the testing center to familiarize himself/herself with the layout of the testing rooms. b. On the Testing Day <ul style="list-style-type: none"> i. Go to the Testing Center before 6:30 a.m. of the testing day. ii. Bring to the Testing Center all the test materials and other paraphernalia on the day of the conduct of the Test. iii. Serve as the Lead/Assistant Monitor for the test administration. iv. Distribute and release said test materials to the designated room examiners at designated time. v. See to it that the test shall start only if no person/s is/are found within the testing center premises other than those who are directly involved in the test administration. vi. Monitor the test administration and ensure the security and confidentiality of the test materials. c. After the Test <ul style="list-style-type: none"> i. Collect all the test materials from individual examiner, making sure that test booklets are complete, properly arranged and neatly packed by 30s per package, test site report and list of actual test takers are properly accomplished, including the information on the envelope containing the answer sheets and have him/her seal and sign across after he/she has validated and counted the used answer sheets. ii. Collect test monitoring forms from field personnel. iii. Return the test materials to assigned BALS staff upon return to Manila. iv. Submit the Monitoring Report and the number of actual test takers to BALS-CED.
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	<p>2) Regional Director/Assistant Regional Director shall oversee and ensure the smooth operation and effective administration of the ALS A&E Tests in the region.</p>
	<p>3) Regional Official or Staff (one official/staff) shall be assigned in every Division) to monitor the test administration and prepare a report on the conduct of the test.</p>
	<p>4) Schools Division Superintendent/Asst. Schools Division Superintendent shall:</p> <ol style="list-style-type: none"> a. Authorize the ALS Education Program Supervisor to receive the test materials from the Official forwarder of DepEd and manage the retrieval of the same. b. Oversee and ensure the smooth and efficient administration of the ALS-A&E Tests in the Division. c. Monitor the administration of the tests. d. Approve/Grant service credit of a maximum of two (2) days to school personnel who rendered auxiliary services during the test. e. Designate formal school teachers either as room examiners or as roving proctors. f. Impose that only the following designated personnel should be present in the Testing Center's premises on the testing day: <ul style="list-style-type: none"> ✓ Lead Examiner/Monitor ✓ Regional Monitors ✓ ALS Supervisor ✓ District Supervisor ✓ Testing Center Administrator/Principal ✓ Room Examiners ✓ Proctor/s, Janitor and Security Guard/s <p><i>Mobile Teachers and Instructional Managers who are not directly involved in the Test Administration should not be allowed within the testing center premises. DALSC may be present <u>only</u> if he/she is the designated TRO and shall act only on such capacity.</i></p> <p><i>Any breach of security and any violation of policies governing governing the administration of the ALS A&E test, such as allowing non-qualified persons to register and take the test, reading of the test booklets by persons other than the qualified examinees, photocopying of the test booklets, supplying answers to the test question to the examinees and other related acts will be dealt with accordingly in accordance with the provisions of DECS Order No. 85, s. 1999. (See Enclosure No. 7)</i></p>
	<p>5) ALS Division Supervisor shall:</p> <ol style="list-style-type: none"> a. Bring to the testing center on the day of the test all the documents (e.g., registration forms, identification documents and/or certifications) of all the registrants whose names are found on the Masterlist. b. Coordinate and monitor the conduct of the test in the Division c. Prepare a report on the conduct of the tests in the Division.

	<p>6) Testing Center Administrator or the School Principal shall:</p> <ol style="list-style-type: none"> a. Provide posters/streamers announcing the schedule of the tests. b. Choose the rooms convenient for testing as per guidelines. c. Assign room examiners and roving proctors. d. Assign security personnel who shall strictly enforce the tasks assigned to him. e. See to it that no other person/s except those who are directly involved in the test administration are found within the testing center premises. f. Prepare a report on the conduct of the test.
	<p>7) District Supervisor shall:</p> <ol style="list-style-type: none"> a. Liaise with the LGU for support before, during and after the test administration, e.g., transportation of test takers in remote areas. b. See to it that nobody apart from the aforesaid test implementors shall be found within the testing center premises. c. Prepare a report on the conduct on the test in the division
<p>7. Who will give the test?</p>	<p>Selected formal school teachers assigned as Examiner shall perform the following duties/functions:</p> <ol style="list-style-type: none"> a. Before the Testing Day <ol style="list-style-type: none"> i. Attend the briefing or orientation provided by the Division at their prescribed time and place. ii. Familiarize himself/herself with the Examiner's Manual for Test Administration. iii. Prepare the boardwork. iv. Post the Masterlist of Registrants on the door of the testing room. b. On the Testing Day <ol style="list-style-type: none"> i. Report to his/her assigned testing center at 6:30 in the morning for the test briefing and to receive the test materials from the Lead Monitor. ii. Check the number of test booklets and answer sheets received from the Lead Monitor before proceeding to the assigned testing room. iii. Check the identity of the test takers against the lower portion of the registration form (which serves as test permit), before allowing them to enter the testing room to counter efforts by would-be impostors. iv. Report immediately to the Lead Monitor if he/she sees any of the test permit/lower portion of the registration form that has no photo in it. v. Return to the test taker the lower portion of the registration form presented as test permit. vi. Give preliminary instructions to test takers before distributing the test materials strictly in accordance with the script/text detailed in the Examiner's Manual for Test Administration. vii. Distribute systematically the test materials to the test takers and administer the tests in the testing room strictly in accordance with the Examiner's Manual for Test Administration. viii. Answer queries from the test takers regarding preliminary

	<p>instructions.</p> <ul style="list-style-type: none"> ix. Check the progress of the test to find out if the test takers are following directions correctly, e.g., make sure that the examinees don't write anything on the test booklet. x. Keep all the test takers inside the testing room until after all are done with the test. <u>No test taker shall be allowed to leave the room even if he/she has finished the test earlier than the allotted time.</u>
	<ul style="list-style-type: none"> xi. Retrieve systematically the test booklets as well as the answer sheets and scratch papers after the test. Test taker shall not be allowed to stand, go around or leave the room while retrieval of test materials is being done. xii. Follow strictly the Examiner's Manual for the Test Administration, e.g., Room Examiners are not allowed to read/scan nor tear/copy/photocopy any part of the test booklet/s. xiii. Report immediately to the Lead Monitor any defacement; printing error, missing pages and the likes, found in the test booklet. <p>c. After the test</p> <ul style="list-style-type: none"> i. Account and return all the test booklets, answer sheets, scratch papers, test site report and the Examiner's Manual for Test Administration to the Lead Examiner/Monitor. ii. Accomplish and submit the list of actual test takers properly together with the Master list posted on the door of the testing room. iii. Return the upper portion of the registration forms to the ALS Division Supervisor. iv. Accomplish the Test Site Report.
<p>8. Who will assist the examiner?</p>	<ul style="list-style-type: none"> 1) The designated Roving Proctor (one for every 10 rooms) shall: <ul style="list-style-type: none"> a. Rove within the testing center premises during the conduct of the test to provide assistance to the Room Examiner whenever necessary, e.g., accompany test takers to the toilet or to the clinic when necessary and serve as look out for irregularities that may arise. 2) The assigned Janitor (one for every 15 rooms) shall: <ul style="list-style-type: none"> a. Arrange the testing room in accordance with the instructions of the Testing Center Administrator. b. Ensure that: <ul style="list-style-type: none"> i. There are only 30 armchairs inside the testing room. Excess armchairs should be removed. ii. Testing room is well lighted and with good ventilation. c. See to the availability and cleanliness of the toilets and rooms before and after the tests. d. Return the extra armchairs inside the testing room after the tests.
	<ul style="list-style-type: none"> 3) The assigned Security Guard (1 for every testing center and 2 for testing centers with 1,500 or more registrants) shall:

	<p>a. Secure the testing center before and on the day of the test.</p> <p>b. See to it that only the test takers and designated test personnel are allowed in the premises of the testing center during the testing day.</p>
<p>9. What remuneration will be given to personnel involved in the A&E Test Administration?</p>	<p>All duly designated officials and staff who will serve during the conduct of the test will be given a supplementary allowance for the services rendered. Moreover, designated officials and staff will be granted service credit of two (2) days for the actual service rendered on the day before and during the test administration (Saturday and Sunday). Please refer to Enclosure No. 7 – DepEd Order No. 53, s. 2003.</p> <p><i>Supplementary allowance relative to 2015 A&E Test Administration will be sent to the Division Offices through downloading of funds.</i></p> <ul style="list-style-type: none"> • Regional Monitors (Regional Officials/personnel) • SDS/ASDS • ALS Education Supervisor I • District Supervisor • Testing Center Administrator/School Principal • Examiners • Roving Proctor/s • Security Guard • Janitor/s • TRO

PROCESSING OF TEST RESULTS AND CERTIFICATION	
<p>1. How are test takers informed about the test results?</p>	<p>All information and advisory relative to the 2015 A&E Test shall be posted at www.deped.gov.ph.</p>
<p>2. What do test passers get after successfully taking the test and when can they get them?</p>	<p>1) Individual Certificate of Rating (COR) with a built-in Certification signed by the Director IV of BALS</p> <p>2) Diploma signed by the Secretary of the Department of Education</p> <p>All the aforesaid documents can be claimed at the Division Offices at a date to be announced later.</p>
<p>3. Is there a fee for these documents?</p>	<p>The ALS A&E Test (registration, administration, and certification) is <u>FREE</u>.</p>
<p>4. How is the test processed and the results released?</p>	<p>1) The processing of test answer sheets shall be subcontracted through the prescribed bidding process.</p> <p>2) The winning bidder/service provider shall release the results in soft copy which shall be posted by the Bureau at www.deped.gov.ph – A&E icon.</p> <p>3) Certificates of Rating (CORs) & Diplomas shall be submitted to the Bureau by the said service provider and which shall undergo inspection by the Accounting/Property Section of the Department.</p>
<p>5. When will the test results be released?</p>	<p>1) Certificates of Rating (CORs) & Diplomas shall be submitted to the Bureau in April 2016 by the service provider and which shall undergo inspection by the Accounting/Property Section of the Department.</p>

	<ol style="list-style-type: none"> 2) CORs and Diplomas shall then be released directly to the Division Office through its authorized representative. Said documents shall be properly received by either the Division Supervisor or authorized DALSC, who shall be held accountable for the said documents. The BALS will not be held responsible once the said documents are already in the ALS Division's safekeeping/custody. Likewise, the ALS Division shall not direct/advise test takers and passers to go to the BALS to claim their CORs and Diplomas, once in their custody. 3) ALS Division Supervisors shall photocopy the CORs for recordkeeping purposes, which may serve as reference in case the test passer lost his/her copy. 4) A&E Test passers shall claim their CORs and Diplomas from the said ALS Supervisors. CORS AND DIPLOMAS ARE ISSUED ONLY ONCE. Certification signed by the BALS Director IV is issued in lieu of lost COR and Diploma. 5) BALS shall not issue any form of document apart from the original COR and Diploma.
<p>6. What are the benefits of passing the ALS A&E Test?</p>	<p>An elementary level test passer wishing to continue to the formal secondary education is qualified to enroll as a freshman in secondary schools/high schools. Please refer to Enclosure No. 9 - DepEd Order No, 13, s. 2003</p> <p>A secondary level test passer will be accepted into Technical Education and Skills Development Authority (TESDA) post-secondary schools and will also be accepted in vocational training programs offered in TESDA Training Centers pursuant to the Memorandum of Agreement (MOA) signed by DECS and TESDA on October 8, 1999. Refer to Enclosure No. 10 - DECS Order No. 110 s.1999.</p> <p>Likewise, passers in the secondary level, too, will be accepted to post-secondary/training education programs of Philippine Association of State Universities and Colleges (PASUC) member institutions subject to the usual screening procedures of such institutions for regular enrollees, pursuant to the Memorandum of Agreement (MOA) signed by DECS and PASUC on May 9, 2000. Refer to Enclosure No. 11 - DECS Memorandum No. 344 s.2000.</p> <p>Passers of the secondary level may apply for scholarship at the Meralco Foundation Inc. (MFI), if qualified and after undergoing the usual screening processes. Refer to Enclosure No. 12 - DECS Memorandum No. 533 s.2000.</p> <p>Furthermore, the Civil Service Commission (CSC) recognizes the Elementary and Secondary Level Diplomas as valid documents for purposes of permanent appointment to government positions requiring completion of elementary and high school education, provided the other requirements are met, pursuant to CSC Resolution No. 000499 dated February 24, 2000. Refer to Enclosure No. 13 - DECS Order No. 20 s.2000.</p> <p>In addition, passers in the secondary level will be accepted to post-secondary education programs of the Commission on Higher Education</p>

	<p>(CHED) member institutions subject to the usual screening procedures of such institutions for regular enrollees. Also, passers in the secondary level will be eligible for consideration of the Recognition of Prior Learnings through access to CHED's Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP). Refer to Enclosure No. 14 - DECS Memorandum No. 101 s.2001.</p>
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