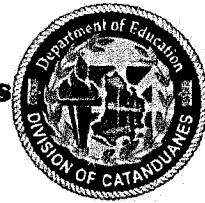




Republic of the Philippines
Department of Education
Region V(Bicol)


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DIVISION MEMORANDUM No. 197 s. 2017

TO : SDO Chiefs & Staffs
Education Program Supervisors
Public Schools District Supervisors
School Heads (Elem. & Sec.)
All other Concerned

FROM :  **SOCORRO V. DELA ROSA, CESO VI**
Schools Division Superintendent

SUBJECT : Assessment and Proficiency Certification Examination for ICT (EDP) Specialist Eligibility

DATE : October 13, 2017

October 13, 2017
RELEASE
DepEd, Division of Catanduanes
RECORDS SECTION
Date: **OCT 13 2017**
Time: **4:50 P.M.**
Initial/Signature: 

The Department of Information and Communication Technology (DICT) will conduct the ICT(EDP) Specialist Proficiency Examination in the area of Computer Programming pursuant to PD 1408, which directs the Civil Service Commission (CSC) and DICT to devise ways of determining the fitness of individuals in occupying technical IT positions and through which the awarding of eligibility will be based.

In this connection, please advise your teachers and staff who are qualified to take the said Assessment and Proficiency Certification Examination. Kindly refer to the attached Application Form and Frequently Asked Questions about this examination.

For queries, you may contact the following thru email: norly.tabo@dict.gov.ph/
jennifer.metica@deped.gov.ph and CP nos. 09192900536/ 09208779674.

For information, guidance and compliance.



ICT PROFICIENCY CERTIFICATION EXAMINATION

FREQUENTLY ASKED QUESTIONS

Q. What is the ICT Proficiency Certification Examination?

- A. The ICT Proficiency Certification Examination is designed to evaluate the competence of an individual to perform programming or systems analysis and design functions. This is pursuant to PD 1408, which directs the National Computer Center (now DICT) and the Civil Service Commission (CSC) to devise ways of determining the fitness of individuals in occupying highly technical ICT positions and through which the awarding of appropriate ICT (EDP) Specialist Eligibility will be based. DICT and CSC therefore conduct tests in the areas of Computer Programming and System Analysis and Design.

Q. What Civil Service Eligibility will be granted to successful examinees?

- A. The EDP Specialist Eligibility (EDPSE) shall be conferred to passers of the proficiency certification exam, or passers of the training courses conducted by the Department of Information and Communications Technology (DICT), through the National ICT Competency Management Service (NCM) (granted pursuant to CSC Resolution No. 90-083 dated January 22, 1990).

Q. What positions can the earned eligibility be applied to?

- A. The EDPSE shall be considered appropriate only to functionally related positions belonging to the Information Technology/Management Information System Group, and to other positions as may be determined by the CSC. (Provided under Item No. 8, Part V of CSC MC No. 12, s. 2003 re: Revised Policies on Qualification Standards).

Q. What are the benefits of the proficiency certification examination?

- A. The examination can be used:
- as a substitute/equivalent to a CSC Professional eligibility
 - by supervisors to evaluate the competence of current or would-be programmers and systems analysts;
 - by an individual to assess his/her knowledge and skills for the purpose of continually improving his/her own technical abilities; and
 - by ICT training centers to enrich their curricula to enable their students to have a better chance of joining the corps of competent ICT professionals.

Q. What is the proficiency certification process?

- A. The certification process of Assess-Build-Certify will be implemented as follows:

Assess All prospective examinees will be assessed by an authorized DICT representative for free. The tool, which the Competency Standards and Certification Management (CSCM) Division will design, will be a written examination that will assess the examinees' knowledge in Programming. The score attained from this assessment forms 30% of the total score of the examinee should he/she passes the assessment and takes the hands-on Certification examination. Passing score for the Assessment is 25.

Build Those who will not pass the assessment may have to undergo additional hours of training and/or learning activities that will enhance the examinee's knowledge and skills in Programming. It is strongly recommended that universities use the Programming curriculum of DICT or have their own curriculum accredited by the Department through its National ICT Competency Management Service.

Certify Those who pass the Assessment will be eligible to take the ICT Proficiency Certification Examination which will be administered by an authorized CSCM staff. This hands-on



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examination is a 6-hour simple application development using the examinee's preferred language. Passing score for this exam is 70.

An examinee who gets a total rating of **80% or higher** is considered ICT Proficient. Hence, he/she will be conferred with DICT's Certificate of ICT Proficiency, which is the basis of CSC's conferment of the EDP (ICT) Specialist Eligibility.

Q. Who can take the proficiency certification examination?

A. To qualify, an applicant must be a Filipino citizen and a bachelor's degree holder or will graduate before the exam date (as certified by the Dean of the school) and must have undergone formal training in a college or training institution in the area of Programming.

Q. What is the coverage of the proficiency certification examination?

A. The topical coverage of the Assessment and the Hands-on examination is as follows:

- **Assessment**
 - program simulation
 - number system
 - data structures
 - system development life cycle
 - Object-Oriented Programming concepts
 - networking concepts
 - file access methods
 - database concepts
- **Hands-on Exam**
 - Data Manipulation
 - File Handling
 - Database Manipulation

Q. What languages can be used in the hands-on examination?

A. Examinees may use any of the following programming languages:

- i) C Language
- ii) C#
- iii) C++
- iv) Java
- v) Visual Basic version 6
- vi) VB.Net

Q. What is the application process?

A. An individual interested to take the assessment should accomplish the DICT application form (NCM Form-2) and submit it to the FOC Cluster focal person or to the Registrar at the DICT Central Office.

Those who pass the assessment and will take the proficiency certification examination should submit to the above-mentioned persons, the following documents before the examination date.

- Two (2) passport-sized pictures with name tag;
- Certified true copies of Transcript of Records duly authenticated by the Registrar of the school or the HRD Manager of the Office;
- For those graduating before the examination date, a certification from the Dean that the applicant:
 - is a candidate for graduation before the exam date; and
 - has taken relevant ICT subjects in college;
- Photocopy of NSO birth certificate



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Q. When and where will the assessment and proficiency certification examination be conducted?

- A.** The conduct of the Assessment and Proficiency Certification Exam may be arranged with the DICT through the FOO Cluster focal persons or the ICT Competency Standards and Certification Management (CSCM) Division of the National ICT Competency Management Service. A minimum of 25 paying examinees is required for a Certification exam to be conducted. There is no minimum number required for the Assessment. Assessments and Certification exams are conducted at the DICT or at the school computer laboratory for school implementation.

Q. How much is the examination fee?

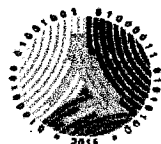
- A.** Only successful passers of the Assessment, which is administered for free, will proceed to the Proficiency Certification exam and pay an examination fee of:
- Five Hundred Pesos (P500.00) for professionals
 - Three Hundred Pesos (P300.00) for graduating students

There will be one (1) free exam slot for every group of five (5) paying examinees.

Q. When will the result of the Assessment and Proficiency Certification examination be released?

- A.** The result of the Assessment is released two (2) working days after the Assessment for Metro Manila implementation through the DICT Registrar's Office, and two (2) weeks for provincial implementation through the DICT FOO Cluster focal person.

The result of the Proficiency Certification examination will be sent to the examinees via e-mail, six weeks from the date of the examination.



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Passport-sized
Photo w/ name label

(2 copies)

APPLICATION FORM

PROGRAMMING

SYSTEM ANALYSIS AND DESIGN

PERSONAL INFORMATION				
SURNAME, GIVEN NAME, MIDDLE NAME			TELEPHONE NUMBER	
COMPLETE MAILING ADDRESS			E-MAIL ADDRESS	
PLACE OF BIRTH	DATE OF BIRTH	GENDER	CITIZENSHIP	Civil Status
COLLEGIATE / TERTIARY EDUCATION (attach certified true copy of transcript of records)				
UNIVERSITY / SCHOOL ATTENDED		DEGREE EARNED		INCLUSIVE YEARS
IT TRAININGS / SEMINARS (related to chosen examination)				
COURSE / SEMINAR TITLE		TRAINING CENTER		TOTAL TRAINING HOURS
EMPLOYMENT INFORMATION				
PRESENT OFFICE			TELEPHONE NUMBER	
OFFICE ADDRESS			OFFICE CATEGORY <input type="checkbox"/> Gov't <input type="checkbox"/> Private	
DESIGNATION / POSITION			NO. OF YEARS IN PRESENT POSITION	
For Programming: Check the language that you will use in the exam.				
<input type="checkbox"/> VISUAL BASIC 6.0		<input type="checkbox"/> C++		<input type="checkbox"/> C LANGUAGE
<input type="checkbox"/> VB.NET		<input type="checkbox"/> C#		<input type="checkbox"/> JAVA
IMPORTANT				
I hereby certify to the best of my knowledge and information, that these are true and correct. Any information found to be false is a ground for disqualification from taking the Proficiency Examination in the future.				
SIGNATURE OF APPLICANT			DATE ACCOMPLISHED	