

Republic of the Philippines  
Department of Education and Culture  
NATIONAL COLLEGE ENTRANCE EXAMINATIONS  
Manila

July 1, 1975

MEMORANDUM FOR THE RECORD  
No. 89, s. 1975

GUIDELINES FOR THE EFFECTIVE ADMINISTRATION  
OF THE 1975 NATIONAL COLLEGE ENTRANCE EXAMINATION

TO: The Director of Elementary Education  
The Director of Secondary Education  
The Director of Higher Education  
The Regional Directors  
Coordinator of State Colleges  
and Universities

1. The full responsibility of test development and test administration of the 1975 National College Entrance Examination (NCEE) is at present being handled by the Department of Education and Culture, through the National Educational Testing Center (NETC) headed by an Executive Director; and the Local Examination Committee in each school division headed by the Division/CI/Supervisor of Schools. These Offices will bear heavily on the leadership of the Regional Directors and the Regional Superintendents who shall be responsible for the systematic and efficient administration of the National College Entrance Examination in their respective regions/divisions.

2. Inclosed with this Memorandum are the guidelines for the effective administration of the 1975 NCEE, to be held on November 27, 1975, from eight to twelve o'clock noon, in all testing centers of the country. (See Inclosure No. 1). The guidelines include the following important aspects concerning the administration of the test:

- a. Composition of the Local Examining Committee (LEC);
- b. Determination of examination center;

July 1, 1975

Enclosure No. 2

SCHEMATIC OF MEETINGS OF THE 1975 LCIB  
(NATIONAL AND REGIONAL)

I. National Seminar

Participants: All Regional Directors and/or  
Asst. Chief Regional Directors

Date/Place : August 8, 1975 (Friday)  
378 Conference Room H.C.  
Luzon Road, Manila

II. Regional Seminars\*

Participants: NSO Chairman  
Six Representatives from each Regional  
Administration Committee in the  
Region composed of one (2) chief  
executive; one (1) chairman;  
and two (2) members.

| <u>Region</u> | <u>Date</u>           |
|---------------|-----------------------|
| I             | September 1-3, 1975   |
| II            | September 4-5, 1975   |
| III           | September 6-7, 1975   |
| IV            | September 11-12, 1975 |
| V             | September 15-16, 1975 |
| VI            | September 18-19, 1975 |
| VII           | September 23-24, 1975 |
| VIII          | September 27-28, 1975 |
| IX            | September 29-30, 1975 |
| X             | October 2-3, 1975     |
| XI            | October 6-7, 1975     |
| XII           | October 9-10, 1975    |

\*Venue for the seminar will be identified after a  
conference with the Regional Directors.

- c. Appointment of chief examiner, examiners and proctors;
- d. Functions, duties and responsibilities of the chief examiner, examiner and proctor;
- e. Distribution and retrieval of test materials.

3. Registration for the 1975 NCEE is scheduled from July 15 to August 15, 1975. Each examinee will be charged the amount of five pesos (P5.00) to cover expenses incident to the conduct of the test.

4. The total number of registrants in the region by divisions and cities should be submitted to this office by the Division or City Superintendent of Schools, copy furnished the Regional Director, not later than August 15, 1975. It is important that this deadline should be met as the packing of the test materials for each province or city will depend entirely on the availability and accuracy of this report.

5. Seminars on the effective administration of the 1975 NCEE are scheduled (See Inclosure No. 3).

6. The full cooperation of all concerned regarding this matter is expected.

(SGM.) JUAN E. PASUEL  
Secretary of Education and Culture