

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG DEKASTON AT KULTURA
(DEPARTMENT OF EDUCATION AND CULTURE)
Manila

September 23, 1977

DEPARTMENT MEMORANDUM
No. 211, s. 1977

IN-SERVICE TRAINING ON THE EFFECTIVE IMPLEMENTATION OF
THE ACCREDITATION AND EQUIVALENCY PROGRAM STARTING
SECOND SEMESTER, SCHOOL YEAR 1977-1978

To: Bureau Directors
Regional Directors
Coordinator, State Colleges and Universities
Schools Superintendents

1. In preparation for the implementation of the accreditation and equivalency program effective at the beginning of the second semester, school year 1977-78, as announced in Department Order No. 32, s. 1977, the Department of Education and Culture will hold an in-service training on the effective implementation of the Program on October 13-14. The venue of the in-service training will be at the Conference Room of the National Educational Testing Center, Department of Education and Culture compound, Arroceros, Manila.

2. The in-service training aims to enable the participants at the end of the training to:

- a. Explain the objectives of the accreditation and equivalency scheme (AES);
- b. Use the guide on the effective implementation of the accreditation and equivalency scheme;
- c. Prepare regional action programs for the effective implementation of the scheme; and
- d. Implement the program effectively.

3. Participants to this training will be regional testing coordinators or their representatives.

4. Expenses incident to attendance at this in-service training may be charged against local funds, subject to the availability of the same and the usual accounting and auditing procedures.

5. Enclosed are the rules and regulations for the implementation of the Philippine Accreditation and Equivalency Program.
6. It is desired that this Department Memorandum be immediately disseminated to school officials concerned.

(S. O.) JUAN L. LAUREL
Secretary of Education and Culture

Incl.:

As stated

Reference:

Department Order (No. 52, s. 1977)

Attachment: 1-A—(D.O. 1-76)

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

NON-FORMAL EDUCATION
OFFICIALS
PROGRAMS, SCHOOL
TRAINING PROGRAMS

(Inclosure to Department Order No. 211, s. 1977)

**RULES AND REGULATIONS FOR THE IMPLEMENTATION OF THE PHILIPPINE
ACCREDITATION AND EQUIVALENCY SCORES FOR SCHOOL LEAVERS**

Pursuant to Department Order No. 32, s. 1977, the following rules and regulations for the effective implementation of said Order are hereby prescribed for the information and guidance of all concerned.

RULE I - AIMS AND OBJECTIVES

Section 1. The Philippine Educational Placement Test (PEPT) is a battery of education development instruments to assess knowledge, skills and work experiences in various areas of endeavor which will be given credit for academic equivalence. This will be the basis for grade/year placement in the formal system, for manpower training and/or job placement, for either promotional or training purposes and for self-fulfillment.

RULE II - SCOPE

Section 1. Beginning the second semester of school year 1977-78 and every year thereafter, the following students are qualified to take the test:

1. Those who have dropped out of school and have remained out of school for a considerable period and feel they have gained certain skills or knowledges while out of school.
2. Those who dropped out of school for one year or more and enrolled intermittently but did not finish any grade/year level.

RULE III - TESTING CENTERS

Section 1. A regional testing center will be organized in each region. The location of the testing center will depend on the Regional Director, taking into consideration the following factors:

- a. security
- b. accessibility
- c. ideal testing conditions

Section 2. A mobile team will be organized in each regional testing center composed of the regional testing coordinator, division testing coordinator where the testing center is located, and a guidance coordinator with experience in testing selected

by the Regional Director. The services of the twelve (12) ERG Philadelife guidance-scholars who are at present being trained at the College of Education, University of the Philippines, Quezon City, will be utilized for this purpose as well.

Section 3. For purposes of carrying out the functions mentioned in the preceding section, the CEC and the regional testing centers are authorized to enlist the cooperation and avail of the services of different government and private agencies and entities, regional directors and schools superintendents.

RULE IV - REGISTRATION

Section 1. Each school division shall start registering the applicant-examinees at the beginning of the second semester of school year 1977-78 using MEC-PEPT Form 1, a copy of which is attached. Hereafter, registration shall start from July 1st and end on August 30th. Submission of applications to the regional testing center shall not be later than August 15 of each year.

Section 2. Application forms shall be made available free of charge in all division offices.

Section 3. Each applicant shall accomplish one (1) copy of the application form and attach (at the upper portion of form) his/her recent photograph, size 1 1/2" x 1 1/2".

RULE V - TEST ADMINISTRATION

Section 1. The CEC, through the regional testing centers, shall administer the Philippine Educational Placement Test (PEPT).

Section 2. Each school division should notify the regional office about the number of examinees that registered for the PEPT, with a list of their names attached and alphabetically arranged.

Section 3. The test for school year 1977-1978 will be administered in January, and in October of every year thereafter on the days scheduled by the regional director.

Section 4. The different school divisions will be notified by the regional office of the scheduled dates and time for the test administration.

Section 5. It will be the responsibility of the divisions concerned to inform the applicant-examinees of the exact place, date, and time of examination.

Section 6. The mobile team will proceed to the division on or before the scheduled date of test administration. The members of the mobile team shall be in charge of test administration.

Section 7. Security measures should be taken to safeguard the confidentiality of the test.

Section 8. The manual of directions for administering the test should be strictly followed.

Section 9. The test materials should be accounted for page by page and sealed in envelopes before leaving the testing center, to be delivered to the NTEC by the regional testing coordinator.

RULE VI - PROCESSING OF THE TEST

Section 1. The answer sheets shall be brought back to the region by the Mobile Team. The regional testing coordinator will personally deliver the answer sheets to the Executive Director of the National Educational Testing Center or to her representative.

Section 2. The processing of the test shall be done in the Department of Education and Culture through the National Educational Testing Center. Scoring shall be computerized.

RULE VII - CERTIFICATION

Section 1. The NTEC will prepare the Certification of Accreditation or Equivalency based on the results of the test and the equivalency criteria.

Section 2. The certificates signed by the Secretary of Education and Culture will be forwarded to the regional director for distribution to those concerned.

RULE VIII - NOTICES

Section 1. Each examinee shall be notified of the results of his standing on the basis of the accreditation and equivalency checks.

Section 2. A consolidated master list of the names of accredited school-leavers may be made available in the testing center concerned.

Section 3. The disciplinary action of the Certificate on Accreditation and Equivalency will be placed at the regional director concerned.

Section 4. Questions relating to the results of the Philippine Educational Placement Test (PEPT) may be cleared in the testing center concerned.



REGISTRATION FORM

Name _____ Age _____ Sex _____ Civil Status _____

Address _____ Date of Birth _____

Grade/Year _____ School _____

(Present grade/year and school if in school; grade/year and school last attended if out-of-school)

Last day in school _____

School Attended:

- | | |
|---|---------------------|
| Public: | Private: |
| _____ National | _____ Sectarian |
| _____ Provincial | _____ Non-Sectarian |
| _____ Municipal | |
| _____ Barangay/Community | |
| _____ Vocational High School | |
| _____ Vocational High School in College | |

Region _____ Province _____

Private _____ Public _____

Experiences: (Government) _____ Private _____

- | | | |
|-------------------------------|-------------------|---|
| _____ Clerical Aide | _____ Watchman | _____ Selling (newspapers, vegetables, dry goods, etc.) |
| _____ Clerk | _____ Soldier | _____ Farming |
| _____ Messenger | _____ Plumber | _____ Fishing |
| _____ Janitor | _____ Electrician | _____ Dressmaking |
| _____ Typist | _____ Mechanic | |
| _____ Others (Please specify) | | |

Do you plan to go back to school? Yes _____ No _____

When? _____

If not, what do you intend to do?

- | | |
|------------------------|-------------------------------|
| Continue working _____ | Register for training _____ |
| Stand by _____ | Plan to go abroad _____ |
| Look for job _____ | Plan to get married _____ |
| | Others (please specify) _____ |

Average monthly income for the last three years: _____