

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

December 5, 1977

DEPARTMENT MEMORANDUM
No. 268, s. 1977

UPDATING POLICIES PERTAINING TO THE NATIONAL
COLLEGE ENTRANCE EXAMINATION (NCEE)

To: Bureau Directors
Regional Directors
Chiefs of Services and Heads of Units
Coordinator, State Colleges and Universities
Schools Superintendents

1. For the information and guidance of all concerned, there is inclosed a summary of the Policies Pertaining to the National College Entrance Examination as of November 1, 1977, approved by this Office.

2. It is requested that aforementioned policies be disseminated immediately to ensure the smooth and proper implementation of Presidential Decree No. 246.

(SGD.) JUAN L. KANSEL
Secretary of Education and Culture

Incl.:
As stated

References:

Department Memorandum: No. 59, s. 1973

Allotment: 1-2-3-4-(D.O. 1-76)

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

CENTER
POLICY

POLICIES PERTAINING TO THE NATIONAL
COLLEGE ENTRANCE EXAMINATION

I. Policies on Who Should Take the National College Entrance Examination (NCEE)

1. High school graduates who intend to enroll in degree courses requiring at least four years of study beginning the school year 1974-1975, including high school graduates who have already qualified in the CAT or any other college admission test.
2. Students who did not qualify in the previous NCEE.
3. Students who had enrolled in post secondary terminal, vocational, technical, and special courses and who intend to enroll in the degree courses of at least four years of study.
4. Filipino students who were sent abroad under scholarship programs during the last year of their secondary course and other Filipino students who have completed their high school courses abroad and are seeking admission to any post-secondary course necessitating at least four years of study.
5. Foreign students (high school graduates) who intend to enroll in Philippine colleges and universities beginning school year 1974-1975 and every year thereafter and who plan to take up degree courses requiring at least four years of study.
6. Students enrolling in associate courses leading to degree programs.
7. Students presently enrolled in the fourth year high school who are under term of suspension may be allowed to take the NCEE, if they so desire, to qualify them to pursue degree courses.

II. Policies on Exemption from the Requirements of the NCEE

1. Students who intend to enroll in short-term post secondary terminal courses.
2. High school graduates before 1973-1974 and who enrolled in collegiate programs with subjects in a degree program of at least four years of study prior to school year 1974-1975. The NCEE issues certificate of exemptions.

3. Students who enrolled in degree programs of at least four years of study prior to school year 1974-1975.
4. Students who qualified in the NCEE but failed to complete the secondary course need not take another NCEE. They cannot, however, use the NCEE scores to enroll in degree courses until such time as they will have completed all requirements for the secondary course.
5. Students from the School for the Deaf and the Blind.
6. Retired veterans of World War II, Korean and Vietnam wars and retired Philippine Armed Forces personnel.
7. Students from Thailand and Pakistan with whom the Philippines has a Treaty Agreement on University Equivalence.

III. Policies on Provisional Enrollment

1. Filipino students abroad and foreign students who arrived in the country may be allowed provisional enrollment pending the results of the Special NCEE given in June each year. The NCEC issues certificates of provisional enrollment. The NCEE report card shall be released by the NCEC a month after the administration of the Special NCEE.
2. Philippine ambassadors and consulates abroad, having been informed to advise students seeking entry to Philippine colleges and universities starting school year 1978-1979 that they should register for, and take, only the June NCEE, should discourage to the fullest possible extent such entry in the middle of the school year.
3. Students who come from abroad without visa are allowed to take the NCEE in June each year and to enroll provisionally in a degree course of at least four years of study pending the issuance of the visa and the results of the Special NCEE.
4. A student who obtained NCEE score below the approved cut-off score for that year in the June NCEE may be allowed to register and take the November NCEE but will no longer be granted provisional enrollment. He will have to wait for the release of the results and enroll the following June if he qualified.

IV. Policies on the Cut-Off Score:

1. The NCEE cut-off score is decided annually by the NCEE Advisory Board and recommended to the Secretary of Education and Culture.
2. The approved national cut-off score in the 1973 NCEE for school year 1974-1975 was 25th percentile rank. The approved cut-off score for the regular 1974 NCEE for the school year 1975-76, regular 1975 NCEE for school year 1976-77, and regular 1976 NCEE for school year 1977-78 was 30th percentile.
3. The same cut-off score was used for the Special NCEE given in aforementioned specific years.
4. Individual institutions may use their own cut-off points in the NCEE for purposes of screening their applicants; provided, that such choice must be within the approved cut-off score for that year. Admission Officers of colleges and universities, however, may consider other variables such as high school grades of students, etc. in addition to the NCEE scores to guide them in admitting applicants.

V. Policies on the Special NCEE - Who May Register and Take it:

1. A special NCEE is normally administered on the last Sunday of June each year.
2. Allowed to take the Special NCEE are:
 - a. Students who registered for the regular NCEE but failed to take the examination for valid reasons.
 - b. Filipino scholars and foreign students who come to the Philippines after the administration of the regular NCEE in November each year. Foreign and Filipino students studying abroad are allowed to register in the embassies or consulates in their respective countries of residence.
 - c. Students who fail to register for the regular NCEE because of grave illness (heart surgery, car accident, hepatitis, etc.) which requires confinement in the hospitals for six months or more.
 - d. Students confined at the Drug Addiction Rehabilitation Center.

VI. Policies on Miscellaneous Items:

1. Institutions are by law required to see to it that students admitted in degree programs present genuine NCEE Report Cards or letters of exemption from the requirements thereof; or letters of provisional enrollment for students taking the Special NCEE each year.
2. Private colleges and universities that have been guilty of infractions against the preceding policy will be liable to:
 - a. revocation of recognition
 - b. cancellation of permit
 - c. confiscation of permit or recognition bond
3. Public institutions of higher learning will be held liable under the Civil Service Law for the same offenses cited above.
4. Researchers may use the results of the NCEE in their research work provided they are qualified to do research work upon presentation of a permit from the proper authorities and the research outline indorsed by the proper school authorities, and approved by the Secretary of Education and Culture upon the recommendation of the Executive Director of the NETC. It is further agreed that the identities of the individual school, province, or region be held confidential, and that the Department of Education and Culture, through the NETC, be furnished a copy of the complete research paper.
5. Students who have lost their NCEE rating cards and desire a certified true copy of their NCEE results will be charged a minimal service fee of two pesos (22.00).
6. Students who passed the SED test of the U.S. veterans are considered high school graduates and are therefore qualified to take the NCEE.
7. The scores obtained by the students in the NCEE should be indicated in the enrollment lists to be submitted to the DEC Regional Office.

8. Starting school year 1977-1978 and every year thereafter, private institutions are required to include in the Form 19 of graduating students their NCSE percentile ranks and the date they took the NCSE. This information should be duly certified by the school concerned.
9. Corollary to the preceding policy, state colleges and universities are requested to include in the students' transcripts of Records their NCSE percentile ranks and the date they took the NCSE.