

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

January 16, 1978

DEPARTMENT MEMORANDUM
No. 15, s. 1978

PROFESSIONAL BOARD EXAMINATION FOR TEACHERS

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

1. For the information of the field, it is hereby announced that the First Professional Board Examination for Teachers will be held on April 2, 1978 in 27 examination centers all over the country.
2. Inclosed are the Announcement and the Guidelines on the Administration of the First Professional Board Examination for Teachers issued on October 24, 1977 by the National Board for Teachers.
3. It is enjoined that immediate and widest publicity possible be given to the inclosed Announcement and Guidelines.

(Sgd.) JUAN L. MADRUGAL
Secretary of Education and Culture

Incls.:
As stated

Reference:
None

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

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

~~EXAMINATIONS~~
EXAMINATIONS

~~RULES & REGULATIONS~~
TEACHERS

(Inclosure No. 1 to Department Memorandum No. 15, s. 1978)

Republic of the Philippines
NATIONAL BOARD FOR TEACHERS
M a n i l a

October 24, 1977

BOARD MEMORANDUM
No. 1 s. 1977

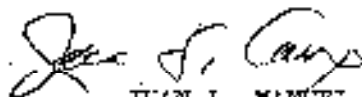
FIRST PROFESSIONAL BOARD EXAMINATION FOR TEACHERS

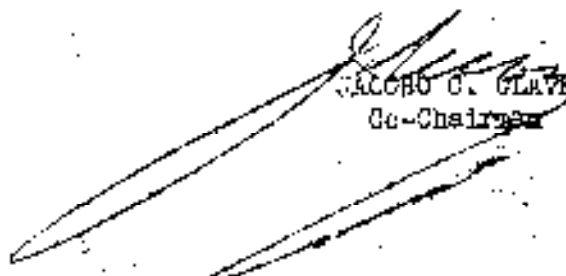
To:

Regional Directors, DEO, OSO
Coordinators of State Colleges and
Universities
Heads of Private Schools, Colleges
and Universities

1. Inclosed is an announcement for the FIRST PROFESSIONAL BOARD EXAMINATION FOR TEACHERS.
2. It is desired that this announcement be given immediate publicity.

NATIONAL BOARD FOR TEACHERS


JUAN L. MANUEL
Co-Chairman


JACOBO C. GLAVA
Co-Chairman

Inclosure to Board Memo. No. 1,3 1977

A N N O U N C E M E N T

1. The NATIONAL BOARD FOR TEACHERS announces the FIRST PROFESSIONAL BOARD EXAMINATION FOR TEACHERS (Elementary and Secondary) in recognition of the vital role of teachers in nation-building and as an incentive to raise the morale of teachers.
2. It shall be administered simultaneously all over the country in 27 Examination Centers on April 2, 1978 from 9:00 A.M. to 5:00 P.M.

EXEMPTION FROM EXAMINATION

3. Exempted from taking the FIRST PROFESSIONAL BOARD EXAMINATION FOR TEACHERS are Teachers who have passed the examination given by the Civil Service Commission or the examination jointly given by the Civil Service Commission and the Department of Education and Culture, teachers who have permanent appointment under the Magna Carta for Public School Teachers as well as teachers who have been granted civil service eligibility under P.D. 907, as amended by P.D. No. 993, and those who are qualified for registration as professional teachers under PD 1006.

REGISTRATION OF EXEMPT CATEGORY

4. Under the exempt category, Teachers concerned should register with the Civil Service Commission and should pay a fee of P10.00 to be included in the roster of professional teachers. They will then be issued a Professional Teacher Certificate by the Civil Service Commission which shall entitle them to all the rights and privileges of professional teachers until their certificates are suspended or cancelled by the National Board for Teachers, for cause.

IN ACCORDANCE WITH PD 1006, EFFECTIVE JANUARY 1, 1980,
NO PERSON SHALL ENGAGE IN TEACHING AND/OR ACT AS
TEACHER, WHETHER IN THE PUBLIC OR PRIVATE ELEMENTARY
OR SECONDARY SCHOOL, UNLESS HE IS A HOLDER OF A
PROFESSIONAL TEACHER CERTIFICATE OR IS CONSIDERED A
PROFESSIONAL TEACHER UNDER PD 1006.

EXAMINATION CENTERS

5. The Examination Centers shall be located in the following 27 places with the corresponding School Divisions to be served:

1. San Fernando, La Union
 - a. Abra
 - b. Ilocos Norte
 - c. La Union
 - d. Ilocos Sur
 - e. Laoag City
2. Baguio City
 - a. Baguio City
 - b. Benguet
 - c. Mt. Province
3. Lingayen, Pangasinan
 - a. Pangasinan
 - b. Dagupan City
 - c. San Carlos City
4. Tuguegarao, Cagayan
 - a. Cagayan
 - b. Kalinga, Apayao
 - c. Isabela
5. Bayombong, Nueva Vizcaya
 - a. Nueva Vizcaya
 - b. Quirino
 - c. Ifugao
6. Basco, Batanes
 - a. Batanes
7. Cabanatuan City
 - a. Cabanatuan City
 - b. Nueva Ecija
 - c. Aurora
8. San Fernando, Pampanga
 - a. Angeles City
 - b. Pataas
 - c. Balacan
 - d. Olongapo City
 - e. Pampanga
 - f. Tarlac
 - g. Zambales
9. Manila
 - a. Manila
 - b. Quezon City
 - c. Caloocan City
 - d. Pasay City
 - e. Rizal
 - f. Cavite
 - g. Cavite City
 - h. Oco, Mindoro
 - i. Romblon
10. San Pablo City
 - a. Laguna
 - b. San Pablo City
 - c. Lucena City
 - d. Quezon
 - e. Marinduque
11. Batangas City
 - a. Batangas City
 - b. Batangas
 - c. Lipa City
 - d. Oriental Mindoro
12. Legaspi City
 - a. Legaspi City
 - b. Sorsogon
 - c. Albay
 - d. Catanduanes
 - e. Masbate
13. Naga City
 - a. Camarines Sur
 - b. Naga City
 - c. Camarines Norte
 - d. Iriga City
14. Iloilo City
 - a. Iloilo City
 - b. Iloilo
 - c. Antique
 - d. Guimaras
 - e. Roxas City
 - f. Capiz
 - g. Aklan

15. Pascoed City
 - a. Negros Occidental
 - b. Silay City
 - c. La Carlota City
 - d. Zibo City
 - e. Cadiz City
 - f. Pascoed City
 - g. San Carlos City
16. Dumaguete City
 - a. Dumaguete City
 - b. Negros Oriental
 - c. Siquijor
17. Cebu City
 - a. Cebu City
 - b. Cebu
 - c. Toledo City
 - d. Magdoug City
 - e. Lapu-Lapu City
 - f. Bohol
 - g. Southern Leyte
 - h. Ormoc City
18. Tacloban City
 - a. Leyte
 - b. Tacloban City
 - c. Biliran
19. Catbalogan, Samar
 - a. Samar
 - b. Calbayog City
 - c. Northern Samar
 - d. Eastern Samar
20. Zamboanga City
 - a. Zamboanga City
 - b. Sulu
 - c. Tawi-Tawi
 - d. Pasilan
21. Cagayan de Oro City
 - a. Cagayan de Oro City
 - b. Bukidnon
 - c. Misamis Oriental
 - d. Camiguin
22. Ozamis City
 - a. Misamis Occidental
 - b. Ozamis City
 - c. Zamboanga del Norte
 - d. Zamboanga del Sur
 - e. Pagadian City
 - f. Dipolog City
23. Surigao City
 - a. Surigao City
 - b. Surigao del Norte
 - c. Surigao
 - d. Surigao del Sur
24. Butuan City
 - a. Gingoog City
 - b. Butuan City
 - c. Agusan del Sur
 - d. Agusan del Norte
25. Davao City
 - a. Davao City
 - b. Davao del Norte
 - c. Davao del Sur
 - d. Davao Oriental
 - e. North Cotabato
 - f. Gen. Santos City
 - g. South Cotabato
26. Cotabato City
 - a. Cotabato City
 - b. Maguindanao
 - c. Sultan Kudarat
 - d. Lanao del Sur II
27. Iligan City
 - a. Iligan City
 - b. Lanao del Norte
 - c. Lanao del Sur I

WHERE TO FILE

6. Applications may be filed with the Office of the Division/City Superintendents of Schools in the places mentioned above not later than January 15, 1978.

APPLICANTS ARE ADVISED TO CHECK CAREFULLY WHETHER THEY MEET THE ADMISSION REQUIREMENTS AND ONLY THOSE WHO MEET THEM SHOULD APPLY FOR THE EXAMINATION. OTHERWISE, THE ADMISSION FEE THAT THEY HAVE PAID IS DEEMED FORFEITED IF THEY ARE FOUND NOT QUALIFIED AND THEIR APPLICATIONS, DISAPPROVED.

PARTS AND WEIGHTS

7. The examination will consist of a written test which will have a weight of 100%.

Scope of written test

The written test will cover the following:

Part I - GENERAL PREPARATION (Communication Arts, Foundation Courses, Science, Mathematics and Humanities)

Part II- PROFESSIONAL PREPARATION (Principles of the Teaching - Learning Process, Evaluation and Situational Cases or Roles, Attitudes and Values)

MINIMUM REQUIREMENTS

8. A. Education:

The following may be admitted to the examination:

1. All incumbents of teaching positions who have valid provisional appointments.
2. Those who have successfully completed, in a college or university of good standing, an authorized course or courses leading to a bachelor's degree in EDUCATION or ELEMENTARY EDUCATION at the time they take the examination.
3. Holders of other degrees, which are deemed equivalent to degrees in Education and Elementary Education, as enumerated in the Magna Carta for Public School Teachers.

Those who have obtained their college degrees in authorized private schools should indicate on their application forms the number corresponding to their special orders including the year of graduation.

For those graduating by the end of the second semester of the school year 1977-1978, a certification duly signed by the school registrar that they are graduating by the end of the second semester of the current school year would suffice. However, no action shall be taken on their examination papers until such time when they shall have presented their transcript of records. If applicants are graduating from private schools, their transcript of records should be accompanied by their Special Order Numbers.

List of degrees equivalent to Bachelor of Science in Elementary Education Degree (Rule II - Magna Carta for Public School Teachers):

- a.
 1. Bachelor of Science in Education, Major in Elementary Education
 2. Bachelor of Science in Education (Inverted Course)
 3. Bachelor of Arts, Major in Elementary Education
 4. Bachelor of Pedagogy
 5. Graduate from the four-year teacher-education curriculum in Schools of Agriculture, of Arts and Trades (with appropriate major or minor) and Schools of Fisheries
 6. Bachelor of Science in Home Economics (Elementary)
- b. Any of the following degrees plus 18 units in professional education courses and 5 units in practice teaching in the elementary grades:
 1. Bachelor of Science in Education (with any major or minor subjects)
 2. Bachelor of Arts (with any major and minor subjects other than Elementary Education)
 3. Bachelor of Science in Agriculture, in Agricultural Home-making, in Foods and Nutrition, in Home Economics (Secondary), and in Home Technology

The following shall be deemed equivalent to the Bachelor of Science in Education degree:

1. Bachelor of Arts (except Bachelor of Arts general or Science) with at least 18 professional units in Education

2. Bachelor of Science in Home Economics
3. Bachelor of Science in Library Science
4. Bachelor of Physical Education
5. Bachelor of Science in Industrial Arts
6. Bachelor of Science in Agricultural Education
7. Bachelor of Science in Industrial Education
8. Any technical or professional degree with eighteen (18) units in Education.

Of the required 18 units of credit in professional education subjects 12 units must have been earned by completing the following required courses in professional education:

1. Educational Psychology
2. Principles and Techniques of Teaching
3. Principles of Education
4. Measurement and Evaluation

The remaining 6 units may be carried by completing any two of the following professional education courses:

1. Principles and Techniques of Guidance
2. History of Education
3. Principles of Secondary Education
4. Philippine Educational System
5. Educational Sociology
6. Philosophy of Education
7. Observation, Participation, and Practice Teaching
8. Any other professional/Education subjects

3. For those who did not qualify in the 1976 Philippine Teacher Examination, attendance in the fourth level training program for teachers being conducted by the DCS is required. Certificate of attendance in this training must be submitted. Teachers in private schools and fresh graduates from the Bachelor of Science in Education degree or its equivalent

lent are welcome to attend the fourth level training program for teachers conducted by the DECS.

The foregoing provision does not apply to teachers who did not take but were qualified for the Teacher examination of 1976.

C. Citizenship and Character

Applicants must be citizens of the Philippines and must be of good moral character.

D. Age Limits

Applicants must have reached their 18th but not their 50th birthday on the day of the examination. The age limits do not, however, apply to those who are already in the government or private teaching service on the day of the examination.

E. Physical Condition

Applicants must be in good health and free from physical defects to enable them to meet the physical standards deemed necessary for the position.

PHOTOGRAPHS

9. Every applicant should attach at the upper right-hand corner of his application form and on the Notice of Admission a 2" x 1 1/2" copy of his recent photograph.

WHERE TO GET APPLICATION FORMS

10. Application forms may be obtained from the Office of the Division or City Superintendent of Schools of the Examination Center where the applicant intends to take the examination and must be filed in the places previously mentioned not later than January 15, 1978 or if mailed, must be postmarked not later than January 7, 1978.

Note: Forms secured from unauthorized or illegal sources shall disqualify the applicant from taking the examination.

EXAMINATION FEE

11. The Examination Fee for the Professional Board Examination for Teachers shall be ten pesos (P10.00). The amount shall be remitted to the Civil Service Commission.

WHAT APPLICANTS SHOULD BRING TO THE EXAMINATION ROOM
ON THE DATE OF THE EXAMINATION

12. 1. Notice of Admission
 2. No. 2 lead pencil
 3. A 1" x 1" copy of recent photograph

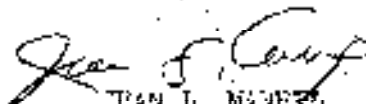
13. The total number of applications in the Examination Centers should be received by the National Educational Testing Center, DEC through the LREC on or before January 30, 1978 and turned over to the Civil Service Commission on or before February 10, 1978. It is important that this deadline be met as the packing of test materials for each Examination Center will depend entirely on the accuracy of this report.

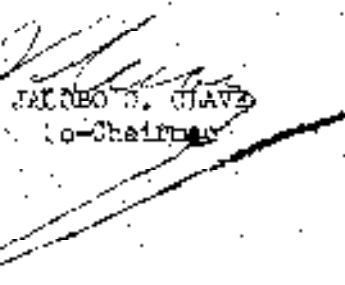
14. Seminars or briefings on the effective administration of the PROFESSIONAL BOARD EXAMINATIONS FOR TEACHERS have been scheduled from March 27-31, 1978.

15. For further details, reference should be made to the Examinee's Handbook or other instructions given during the seminars to be conducted by the Civil Service Commission (CSC) and Department of Education and Culture through the National Educational Testing Center, DEC and CSC. Regional Directors and/or City/Provincial Superintendents likewise should contact the CSC Director or his office of Recruitment, Examination and Selection or the Executive Director of the National Educational Testing Center, DEC for advice on specific problems in their respective areas.

16. It is desired that these guidelines be followed strictly and given prompt attention. Necessary steps may be taken to maintain the security of the test materials and to ensure the integrity of the examination.

17. The full cooperation of all concerned regarding the matter is enjoined.


JUAN L. MANGEL
Co-Chairman


JALBERTO S. CLAVE
Co-Chairman

GUIDELINES ON THE ADMINISTRATION OF THE FIRST PROFESSIONAL BOARD EXAMINATION FOR TEACHERS

The following guidelines on the succeeding phases of the administration of the FIRST PROFESSIONAL BOARD EXAMINATION FOR TEACHERS are hereby outlined for the information and guidance of all concerned:

A. Composition of the Local Board Examination Committee (LSEC)

1. DEC Regional Director as Chairman
2. CSC Regional Director as Co-Chairman
3. Private School Representative to be nominated by COCOPEA - Member
4. Regional Director of the DUGC - Member
5. PC Provincial Commander - Member

B. Composition of the Local Board Examination Committee (LSEC) in other cities/provinces not checked in Section 5

1. Schools Superintendent as Chairman
2. CSC Regional Representative as Co-Chairman
3. All the other members - the same as indicated in A

C. Assignments of Examinees in Examination Center

In the assignment by the LSEC of registered examinees to Examination Centers, the examinees shall be assigned at random such that examinees from the same place should not be assigned in one examination room.

D. Determination and Designation of Examination Center

1. The LSEC shall determine the exact location of the examination building. As a general rule, the number of examinees in one examination room shall be 25.
2. The LSEC must insure that prior arrangements with proper school authorities have been made before final designation of actual examination building.

E. Appointment and Assignment of Local Board Examiners and Proctors

1. The LSEC shall appoint one Examiner and one Proctor for each designated examination room from among the public school supervisors or principals and one private school head or principal.
2. The LSEC shall likewise appoint one Chief Examiner for each building, and one Supervising Examiner for every four to six rooms.

F. Functions, Duties and Responsibilities of LBEC and Examiners:

1. LOCAL BOARD EXAMINATION COMMITTEE (LBEC)

The LBEC is assigned to administer and supervise the administration of the Professional Board Examination for Teachers in a designated examination center;

Duties and Responsibilities

- a. Coordinate all activities including security aspects relative to test administration in a specified Examination Center.
- b. Receive from the Division/City Superintendent of Schools the processed application forms, not later than January 20, 1978 and issue notices of admission to individual applicants indicating thereby their specific school and room assignment. Complete reports should be submitted to the National Educational Testing Center, DEC.
- c. Receive for consideration and decision problems of Division/City Superintendents regarding the processing of application forms.
- d. Receive from the National Educational Testing Center and the Civil Service Commission representative the test materials and operational forms, provide storage and security for these, and distribute the same to the Examiners on the day of the examination.
- e. Make arrangements for briefing of all Examiners and Proctors.
- f. Oversee and supervise the administration of the test in the various examination rooms within the Center.
- g. Decide and take action on reported cases of tampered materials, missing booklets, and other similar irregularities.
- h. Implement the guidelines on the proper conduct of Examiners during the test administration in accordance with the security measures to be adopted.
- i. Pay allowances of all personnel that helped in the administration of the Professional Board Examination for Teachers.
- j. Receive from the Chief Examiner and submit to the National Educational Testing Center and Civil Service Commission representatives the test materials immediately after the test and provide storage and security for these materials until they are to be sent back to the NETC/DEC.
- k. Submit an evaluation report on the administration of the test in the examination center.

2. Examiners

Examiners (Chief, Supervising, Room) shall be appointed by the Department of Education and Culture and they shall be assigned to administer the Professional Board Examination for Teachers in a designated building/rooms and shall be responsible for the security of test materials in their custody.

Duties and Responsibilities

1. Chief Examiner

- a. Conduct a physical check-up of the examination building and coordinate with the head of the school in the preparation of the examination rooms for April 2, 1976, at the latest, a day prior to the scheduled examination day.
- b. Be at the assigned examination building at 7:00 A.M., at the latest, on the examination day and receive the materials from the LREC.
- c. Be responsible for the packages and their contents from the time these are formally delivered to him until said packages are turned over to the LREC after the examination.
- d. Distribute the test materials to the Supervising Examiners for the rooms assigned to them.
- e. Serve as consultant in the administration of the examination, and be conveniently available for consultation.
- f. After the examination, receive test materials from the Supervising Examiners. Supervising Examiners should not be allowed to leave until they have accounted for the test materials.
- g. Collect the Supervising Examiner's Report (2 copies) and accomplish the Chief Examiner's Summary Report in triplicate.
- h. Bundle the test materials by kind and label the separate packages accordingly, and turn these over to the LREC.
- i. Submit Supervising Examiner's Report (1 copy) and Chief Examiner's Summary Report (2 copies) to the LREC.

2. Supervising Examiner

- a. Be at his place of assignment at 7:00 A.M., at the latest, on the examination day and check whether examinees and proctors are present.
- b. Receive from the Chief Examiner the test materials allocated to the rooms he shall supervise.

- c. Be accountable for all test materials issued to him.
- d. Distribute the test materials to the examiners.
- e. Make a continuous round of every room assigned to him to make sure that the guidelines are strictly followed.
- f. Accomplish the Supervising Examiner's Report (2 copies).
- g. After the examination, receive and count carefully all test materials from the examiner; examiners should not be allowed to leave until they have been cleared of all their accountable materials.
- h. Bundle the test materials by kind, label, and submit these to the Chief Examiner.
- i. Submit Supervising Examiner's Report (copies) to the Chief Examiner.

3. Room Examiner

- a. Be at the assigned examination room at 7:00 A.M., at the latest, on the examination day.
- b. Administer the test in his/her designated room on the scheduled examination day.
- c. Assign seats to the examinees and follow the seating arrangement specified in the Examiner's Handbook.
- d. Check the identification of the individual examinee through the picture in the Registration Form.
- e. Read very carefully and follow strictly the test administration procedure in the Professional Board Teachers Examination Examiner's Handbook.
- f. Maintain the security and confidentiality of the test materials in his/her custody.
- g. In cases of cheating and other similar test irregularities, a report on the disciplinary action taken, such as disqualifying the examinee from taking the test further after the examinee has ignored two warnings given to him, should be submitted to the Chief Examiner.
- h. Accomplish the Examiner's Transmittal Report and Test Evaluation Report.
- i. Account for and return all test materials and forms entrusted to him by the Chief Examiner immediately after the test.

4. Proctor

The Proctor is appointed by the LBEC to help the Examiner in a designated examination room.

Duties and Responsibilities

- a. Be at the testing room at least one hour (or 7:00 A.M.) before the scheduled time of examination at 8:00 A.M.
- b. Read carefully and follow strictly the examination procedure in the Professional Board Teacher Examination Examiner's Handbook.
- c. Assist the Examiner in the following activities:
 1. Carry test supplies and materials to and from the examination room.
 2. See to it that chairs are arranged sufficiently far apart to discourage cheating.
 3. Properly admit and identify the examinees in the examination room.
 4. Distribute the test materials to the examinees according to the procedure given in the Examiner's Handbook.
 5. Collect test materials.
 6. Maintain discipline in the examination room.
 7. Verify the count of the test materials entrusted to him/her for distribution to the examinees.
 8. Report irregularities that may occur during the administration of the test.
- d. Accomplish and submit the required reports to the Examiner.

5. Distribution and Retrieval

The distribution and retrieval of the test materials require utmost care and vigilance on the part of the LBEC, Examiners, and Proctors to insure the security and confidentiality of the test materials under their custody and to maintain the integrity of the examination.

The following guidelines on the distribution of test materials are hereby outlined for the information and guidance of all concerned:

1. The National Educational Testing Center and the Civil Service Commission representatives together with the NISA escort

shall be turned over to the LBEC's Headquarters.

2. The LBEC shall verify the number of cartons/boxes received against the number specified on the Test Materials Accounting Form before acknowledging receipt of same.
3. After the test materials are turned over to the LBEC, the storage and security become LBEC's responsibility. In this connection, the LBEC Chairman is advised to coordinate with the NISA/PC.
4. The LBEC shall devise a scheme for the distribution of the test booklets to the different examination rooms within the center.
5. The LBEC shall turn over the test materials to the Chief Examiner who shall distribute these to the Supervising Examiner who will finally turn these over to the Examiners concerned on examination day. The Examiners shall verify the count of the test booklets inside the plastic bags without breaking the plastic bags..

The following guidelines in the retrieval of test booklets shall likewise be observed:

1. After the examination, the Examiners shall verify the count of the test materials. They shall check the consecutive arrangement of the test booklets according to the serial numbers, and after being convinced of the completeness of the pages of the test booklets, shall return them to the plastic bag and staple the open end.
2. While item 1 is being done, no examinee shall be allowed to leave the room until he has accounted for his test materials. (One Examiner shall stay at the door to make sure that no examinee brings out an examination booklet).
3. The Examiner shall turn over the test materials to the Supervising Examiner who shall check the count and turn these over to the Chief Examiner who shall make a final physical count of the test booklets through the plastic bags and of the other test materials.
4. The Chief Examiner shall pack the plastic bags containing the booklets in the same cartons/boxes and submit them to the LBEC who shall take charge of the disposal of the test booklets.

All LBEC Chairmen are instructed to avail themselves of the services of the NISA, AFP, and/or the Local Police Force, if necessary, to help them in the peaceful and orderly administration of the examination.

(See reverse side for cont'n.)

H. Funding and Honorarium of Personnel

There will be supplementary guidelines issued with regard to funding and honoraria of personnel.