

Republika ng Pilipinas
(Republic of the Philippines)
MINISTRI NG EDUKASYON AT KULTURA
(MINISTRY OF EDUCATION AND CULTURE)
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September 8, 1978

MEMORANDUM FOR THE DIRECTOR
NO. 218 3 1978

REVISED RULES AND REGULATIONS ON THE IMPLEMENTATION
OF THE ACCREDITATION AND EQUIVALENCY PROGRAM

To: Bureau Directors
Regional Directors
Coordinator, State Colleges and Universities
Schools Superintendents
Regional/Division Testing Coordinators

1. The Accreditation and Equivalency Program (AEP) is in its second year of implementation. Experiences gained during the first year have added new insights and dimensions for a more effective implementation this year. Revised rules and regulations for the second year of implementation of the AEP contained in the enclosure to this Memorandum are being issued for the information and guidance of the field. In this connection attention is invited to the following important aspects: (a) aims and objectives, (b) scope, (c) testing centers, (d) registration, (e) test administration, (f) processing of the test, (g) certification, (h) notices and (i) funding and honorarium/incentives of personnel.

2. A model for the second year implementation of the Accreditation and Equivalency Program and the AEP Work Schedule are also enclosed.

3. This Office will rely heavily on the leadership of the regional directors and the school superintendents who shall be responsible for the systematic and efficient administration of the PEPT in their respective regions/divisions.

4. It is desired that the revised rules and regulations be attended to promptly and followed strictly. Necessary steps should be taken to maintain the security of the materials to insure the integrity of the examination.

5. This Memorandum rescinds previous rules and regulations issued by this Office.

6. Full cooperation of all concerned on this matter is enjoined.

(SGD) JUAN L. MANUEL
Minister of Education and Culture

Incls

As stated

References

Department Order No 32, s 1977

Department Memorandum No 252 s 1977

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

To be indicated in the Perpetual Index
under the following subjects

✓ CHANGE
✓ OFFICIALS
✓ PLANS
✓ PROGRAM, SCHOOL
✓ TESTS

(Inclosure No. 1 to MLC Memorandum No. 248, s. 1978)

REVISED RULES AND REGULATIONS ON THE IMPLEMENTATION OF THE
ACCREDITATION AND EQUIVALENCY PROGRAM (A&E)

For a more effective implementation of the Accreditation and Equivalency Program, the following revised rules and regulations are hereby issued:

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. The following are the clientele who would be served by the program:

- a. Those who dropped out of school for a minimum of two years and provided that they are not administered the test intended for a grade/year level beyond that level in which he would have been classified had he gone through the regular formal schooling;
- b. Those who dropped out of school and intermittently enrolled but did not finish any grade/year;
- c. Those who have not gone to school at all;
- d. Those who are presently in school overaged for their particular grade/year level and are recommended by the school authorities to take the PEPT. A deviation of not less than three years from the normal age for the particular grade/year level is considered overaged;
- e. The out-of-school youths and adults who previously took the PEPT but did not qualify for the next higher level.

RULE III - TESTING CENTERS

Section 1 A testing center will be organized in each school division. Additional testing centers may be organized in a district or in a big school division upon the recommendation of the division superintendent of schools to the Regional Director, who will approve/disapprove such recommendation. The location of the testing center will depend upon the recommendation of the division superintendent of schools who shall consider the following factors:

- a security
- b accessibility
- c ideal testing conditions

Section 2 A Mobile Team will be organized in each region composed of the Regional Testing Coordinator as chairman and two other members designated by the Regional Director.

Section 3 A Division Testing Team composed of the Research, Evaluation and Guidance Supervisor as chairman, the Division NFE/CAE Supervisor and one other member to be designated by the Division Superintendent of schools will be organized in each school division. The services of the twelve (12) MEC-Philamlife 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 4 For the purpose of carrying out the functions mentioned in the preceding section, the National Educational Testing Center and the different testing centers are authorized to enlist the cooperation and avail of the services of different government and non-government agencies and entities.

RULE IV - REGISTRATION

Section 1 Each school division will start registering the applicants from September 1 to October 31, 1978 and on the same date every year thereafter. The Division Testing Coordinator should submit the total number of applicants in the division to the Regional Testing Coordinator, on or before November 15, who in turn should advise the NECTC of the total number of applicants in the region on or before the last week of November.

Section 2. Application Forms shall be made available free of charge in all division offices. The same form enclosed in Department Memorandum No. 252, s. 1977 will be used this year with the additional information, under 1. Personal Data, Letter c- which is Number of times NEPT was taken.

Section 3 The applicants should accomplish the Registration Form (copy enclosed) in triplicate. The original copy should be submitted to the regional office, the duplicate copy should be retained by the Division Testing Center and the triplicate copy should be sent to the NETC, Ministry of Education and Culture, Manila. Two copies of the applicant's recent photograph, size 1 1/2 x 1 1/2 inches are to be attached, one copy at the place indicated on the address slip and the other on the original copy of the Registration Form submitted to the regional office.

Section 4 Each applicant shall be required to submit his/her last school credentials or Form 138 duly signed by the school authorities or a Certification from the principal of the last school attended. A joint affidavit executed by two disinterested parties supplemented by the results of an interview of the applicant by the Division Testing Coordinator may be submitted in case the Form 138 cannot be secured.

Section 5 Experiences gained by the applicant should be supported by a certification by the employer of the inclusive period served together with the information on the activities/designation served in same.

Section 6 Each division office should submit to the regional office a list of the applicants who registered for the PEPT, alphabetically arranged, classified according to their grade/year level completed, and by testing centers. A consolidated copy of the same should be submitted to the NETC by the regional office on or before December 1, 1978.

RULE V - TEST ADMINISTRATION

Section 1 The NETC through the regional offices shall administer the PEPT.

Section 2 The PEPT shall be administered from January 7 to February 7, 1979 and every year thereafter as scheduled by the regional office.

Section 3 The different school divisions will be notified by the regional office of the scheduled date and time for the test administration.

Section 4 It will be the responsibility of the school divisions concerned to inform the applicants of the exact date, place and time of examination.

Section 5 The Mobile Team will proceed to the division on or before the scheduled date of test administration. The members of the Mobile Team and the Division Testing Team shall be in charge of administering the test.

Section 6 The division superintendent of schools upon the recommendation of the Division Testing Coordinator shall appoint examiners and proctors for the administration of the PEPT. For every 30 examinees, one examiner and two proctors shall be appointed.

Section 7 All personnel directly involved in the administration of the PEPT are held responsible for safeguarding the security of all classified materials, test forms and the forms, in order to maintain the integrity of the program.

Section 8 The Guidelines for the Administration of the PEPT should be strictly followed.

Section 9 The test booklets should be accounted for page by page and stored in plastic envelopes by the Examiner and Proctor before leaving the testing center. The answer sheets should likewise be properly accounted for and sealed in envelopes and delivered to the MEC by the Regional Testing Coordinator.

Section 10 Any of the vehicles allotted to the region shall be made available to the Mobile Team.

RULE VI. PROVISIONS OF THE TEST

Section 1 The answer sheets shall be brought back to the regional office 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 his/her representative not later than February 15 of each year.

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

RULE VII. CERTIFICATION

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

Section 2 The certificates signed by the Minister of Education and Culture will be forwarded to the regional director for distribution to their respective schools.

RULE VIII NOTICES

Section 1 Each examinee shall be notified of his standing on the basis of the results of the PEPT

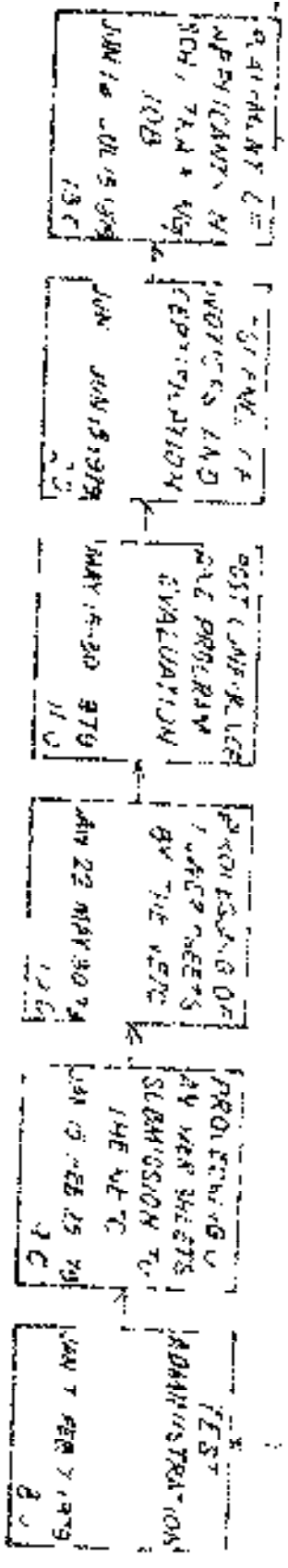
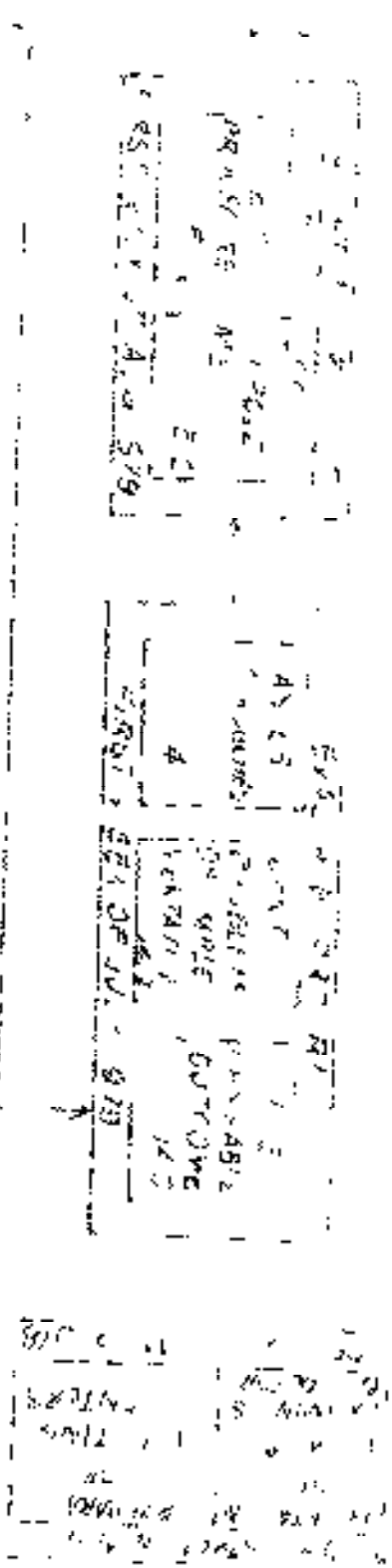
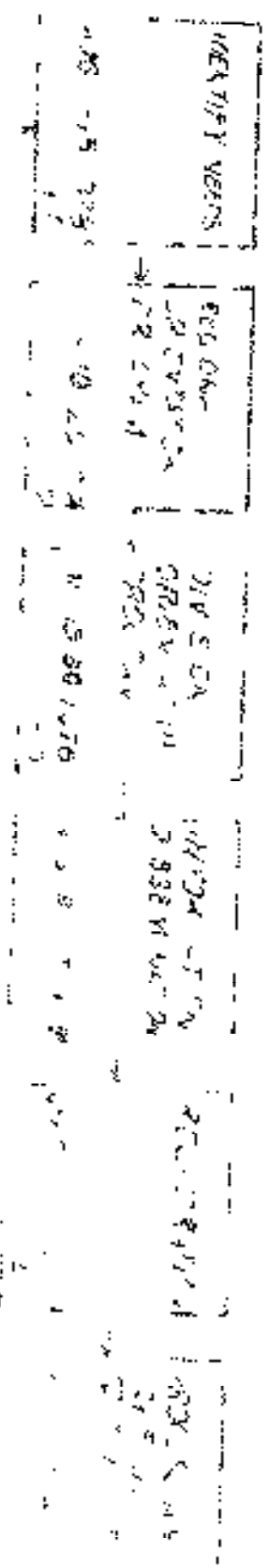
Section 2 A consolidated master list of the names of accredited school teachers should be available in each testing center

RULE IX - FUNDING

Section 1 All expenses incident to the administration of the PEPT, including incentive allowance on examination day for the Regional/Division Testing Coordinators, members of the Mobile Team and Division Testing Team, Chief Examiners, Examiners and Proctors shall be chargeable against the cash advance of the regional director at the following rates if the examination is administered not on school day, subject to the availability of funds and the usual auditing rules and regulations

- a Regional Testing Coordinator - \$40
- b Division Testing Coordinators, members of the Mobile Team and Division Testing Team and Chief Examiners - - - - - \$30 each
- c Examiners and Proctors - - - - - \$20 each plus one day so vice credit for public school teachers

A MODEL FOR THE SECOND YEAR IMPLEMENTATION OF THE ACCREDITATION AND FEEL VALUENCY PROGRAM



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GOAL

Human resources development through the accreditation and equivalence program

OBJECTIVES

- 1 Retrieval of individuals who are out-of-school for re-entry into formal and non-formal systems at job placement
- 2 Provide an efficient staffing pattern for the effective implementation of Department Order No 32

ACTIVITIES	MONTHS											
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	
1 Identification of sources of funds & budgeting	1											
2 Program orientation on a regional level	1											
3 Program Orientation for a Division level												
4 Information Dissemination												
5 Registration												
6 Processing and Scheduling records and testing dates												
7 Pre-administration activities												
a Orientation of supervisors, examiners and proctors												
b Presentation of Testing Centers												
8 Test administration												
9 Processing of answer sheets submission to the NTC												
10 Processing of answer sheets by the NTC												
11 Post Conference & program evaluation												
12 Issuance of notices certification												
13 Placement of applicants in school/training/job												

ASSESSMENT OF RESULTS: The results of the assessment should be on staggered basis so as not to delay the release of results

