

Republika ng Pilipinas  
(Republic of the Philippines)  
MINISTRI NG EDUKASYON AT KULTURA  
(MINISTRY OF EDUCATION AND CULTURE)  
Maynila

July 2, 1980

MEC M E M O R A N D U M  
No. 144, s. 1980

1980 NATIONAL COLLEGE ENTRANCE EXAMINATION

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

1. The National College Entrance Examination (NCEE) will be administered on November 9, from eight to twelve o'clock noon in all examination centers throughout the country. The regional directors and the schools superintendents shall be responsible for the systematic, efficient and honest administration of the NCEE in their respective regions and/or divisions.

2. Inclosed are the guidelines for the effective administration of the 1980 NCEE (Inclosure No. 1). Attention is invited to the following important aspects:

- a. Composition of the Local Examination Committee (LEC),
- b. Registration procedures,
- c. Determination of examination centers,
- d. Appointment of regional and division testing coordinators;
- e. Appointment of chief examiners, examiners and proctors,
- f. Functions, duties and responsibilities of the regional and division testing coordinators (RTC/DTC), chief examiners, examiners and proctors;
- g. Distribution and retrieval of test materials; and
- h. Funding and allowances of personnel concerned.

3. It is desired that the guidelines be properly studied and strictly followed to forestall the recurrence of problems encountered in the administration of previous NCEEs. Steps should always be taken to keep the optimum security of the test materials, safeguard their confidentiality and insure the integrity and success of the program.

4. A calendar of the various activities pertinent to the administration of the 1980 NCEE is inclosed (Inclosure No. 2). For more details about the conduct of the NCEE, attention is invited to the Examiner's/Proctor's Handbook and other instructions that may be given from time to time by the NETC. Regional directors and/or schools superintendents should contact the NETC, MEC, on specific problems that may arise in their respective regions or divisions.

5. NETC teams will confer with the regional and/or division testing coordinators in each region/division on the proper administration of the 1980 NCEE, following a schedule shown in Inclosure No. 3. They will familiarize the testing coordinators with the new Answer Sheet and with the use of the optical scanner in the correction of these answer sheets.
6. The registration period for the 1980 NCEE is from July 1 to August 15. No extension will be granted. Each examinee will be charged five pesos (P5.00) as registration fee to cover expenses incident to the conduct of the examination. Each school principal will remit the registration fees of his particular school to the school's superintendent. Collections should be remitted by the school's superintendent directly to the NETC, Manila, on or before August 31, 1980, indicating the number of registrants accepted in the division concerned. It is important that this deadline be met as the printing and the packing of the test materials for each city or province will entirely depend on the availability and accuracy of this report. The data should not be floated as this will affect the remittance of the registration fees and the packing of test booklets.
7. High school graduates of March 1979 or summer 1979 who did not enroll during the school year 1979-1980 should take and pass the NCEE if they desire to enroll in a degree course of at least four (4) years of study. The privilege granted through MEC Order No. 27, s. 1979 is no longer valid for Summer 1980 and school year 1980-1981 and thereafter, as per MEC Memorandum No. 97, s. 1980. However, the high school graduates mentioned above who enrolled in four-year or more degree programs during the school year 1979-1980 need not take another NCEE. They can continue their studies until they have completed their chosen degree courses. Those who have enrolled in a four-year or more degree course in the school year 1979-1980 but decided to transfer to another college/university to take another course or continue their original course need not also take another NCEE because they have already established a vested right to the privilege granted them in the directive.
8. Any school official who may be involved directly or indirectly in any anomaly that would affect the integrity of the NCEE program shall be subject to disciplinary action pursuant to certain provisions of P.D. No. 6, inclosed with Department Order No. 47, s. 1972 on discipline of government officials and employees.
9. The full cooperation of all concerned is enjoined to insure the success of this project.

(SGD.) GONFRE D. CORPUZ  
Minister of Education and Culture

Incls.: As stated

References: Department Order: (No. 47, s. 1972)  
MEC Order: (No. 27, s. 1979)  
Department Memorandum: No. 122, s. 1977  
MEC Memorandum: (No. 97, s. 1980)

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

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

BUREAUS & OFFICES	FEES	OFFICIALS
EXAMINATIONS	GRADUATES	RULES & REGULATIONS
	LEGISLATION	STUDENTS

(Inclosure No. 1 to MEC Memorandum No. 144, s. 1980)

GUIDELINES FOR THE ADMINISTRATION OF THE 1980 NCEE

A. Composition of the Local Examination Committee (LEC)

1. Schools superintendent as chairman
2. PC Commander as co-chairman in provincial divisions
3. Two (2) representatives from the private schools to be nominated by COCOPEA or the National Private Schools Association
4. A representative from the state colleges and universities nominated by PASUC. In the absence of PASUC the chairman of the Local Examination Committee may appoint a competent supervisor of the division
5. Research, evaluation and guidance supervisor (the division testing coordinator)
6. Vocational school superintendent or vocational school administrator as the case may be

B. Registration Procedures

1. Who may register

Students in the fourth year high school (in-school) who will graduate at the end of school year 1980-1981 or in summer of 1981 and high school graduates (out-of-school youths) who intend to enroll in a degree course necessitating at least four years of academic study should register for the National College Entrance Examination (NCEE).

2. When and where to register

The registration period for the November 9, 1980 NCEE will be from July 1 to August 15. Definitely no request for extension of the registration period will be entertained.

Fourth year students who are referred to as in-school youths should register with the office of the principal of the school where they are presently enrolled and should use the code number of their respective high school appearing in the Directory of Philippine High Schools (revised copy) prepared by the NETC-MEC. Applicants who have already graduated from high school and who are referred to as out-of-school youths, should register with the Office of the Schools Superintendent in the city/province where they reside and should use the Division Code Number.

3. How to register

Each applicant should accomplish the NCEE Form I (Registration Form) which is given free of charge. He/she should attach his/her latest 1" x 1" size photograph, one on the upper box portion and another on the lower box of the registration form, for identification purposes. He/she should pay a registration fee of five pesos (P5.00).

The upper portion of the registration form (student's copy) should be given to the applicant. This will serve as his/her admission slip and should be presented to the examiner/proctor on examination day; the lower portion (LEC's copy) should be kept in the Division Office. Both upper and lower portions of Form I should be stamped or marked PAID and initialed by the teacher delegated by the principal to receive the registration fee. The date should likewise be indicated.

**C. Sorting of Registration Forms (LEC's copy)**

The LEC may designate the Division Testing Coordinator (DTC) to sort out the retained copies of the Registration Forms to correspond with the NCEE Form 4 or 4-A (List of Registered Examinees for each examination room). This should make it convenient for examiners and proctors assigned to each examination room to check examinees present against the Registration Forms (Student's copy), which serve as the examinees' admission slips on examination day. The student's copy of the registration form used as admission slip need not be collected anymore.

**D. Determination and Designation of Examination Centers**

1. The Local Examination Committee (LEC) shall, on the basis of convenience and of accessibility to the majority of student-registrants, determine the number of examination centers, together with their exact location considering the area to be served. It shall also determine the specific schools and classrooms in each examination center to be used during the actual administration of the test. This must be done early enough as the preparation of the list of examinees for each center will depend on the designation of such centers. The maximum number of examinees assigned to an examination room is strictly thirty (30). Any number beyond 30 should be assigned to another room in a particular examination center using the alternate examiner or proctor to conduct and supervise the test. The LEC chairman should exercise his sound discretion in the creation of new additional examination center(s) which must be created within the limit of the NCEE cash advance allotted to the division.
2. The LEC must insure that prior arrangements are made with proper school authorities before the actual designation and publication of examination centers.

**E. Assignment of Examinees in Examination Centers**

In assigning registered examinees to examination centers, the LEC shall observe the following guidelines:

1. Preferably, registered examinees from a particular school should be assigned to only one examination center.
2. Registered examinees whose school has not been designated as an examination center should be assigned to an examination center most accessible to them.

**F. Listing of Registered Examinees**

A list of examinees (NCEE Form 4 or NCEE Form 4-A) arranged alphabetically, male first then female, in each room to which they are assigned in the examination center, shall be prepared in four copies by the LEC. The original should be sent to the NETC, MEC, Manila, not later than August 31, 1980, one copy should be forwarded to the regional office and the rest (2 copies) be retained by the schools superintendent. These should be given to the Chief Examiner, one of which should be posted on the door of the examination room and the other to be given on examination day to the examiner who will indicate each examinee's Answer Sheet number on the appropriate column during the post-test activities.

**G. NCEE Forms**

1. NCEE Form 1 -- Registration Form accomplished and filed by the NCEE applicant.
2. NCEE Form 2 -- List of high schools participating in the NCEE. This is a checklist of high schools with their respective code numbers which will be used to counter check/update the list of high schools in the High School Library of NETC.
3. NCEE Form 3 -- List of fourth year enrollees by ages and addresses.
4. NCEE Form 4 -- List of registered in-school NCEE applicant per room.
5. NCEE Form 4-A -- List of registered out-of-school NCEE applicants per room.
6. NCEE Form 5 -- List of examination centers, addresses and total number of applicants. This form is the basis for packing materials, hence, accuracy is very important.
7. NCEE Form 6 -- List of examiners and proctors.
8. NCEE Form 7 -- Summary of actual examinees by room/school within the Examination Center.
9. NCEE LEC Composition

All the above forms/reports should be submitted to NETC on or before August 31, 1980, except NCEE Form 7 which will be submitted by the chief examiner after the examination.

**H. Appointment and Assignment of Regional and Division Testing Coordinators, Chief Examiners, Examiners and Proctors**

1. The regional director shall appoint the regional testing coordinator (RTC) in his region from among the supervisory staff in the regional office; while the schools superintendent shall appoint the research, evaluation and guidance supervisor as the division testing coordinator (DTC).

All expenses of the RTC relative to the administration of the NCEE shall be charged against the cash advance of the regional director, while that of the DTC shall be charged against the cash advance of the schools superintendent.

2. The LEC shall appoint one chief examiner for each examination center from among the administrative or supervisory staff of the school concerned to supervise the effective and efficient administration of the NCEE. Chief examiners who were directly or indirectly involved in some problems which somehow affected the administration of previous NCEE should not be reappointed.
3. Members of the faculty of the elementary schools (public and private) shall be appointed by the LEC as examiners to administer the NCEE, one for each designated examination room to be assisted by a proctor from the secondary schools (public or private) who is likewise appointed by the LEC (one for each room). However, in cases where the secondary school teacher has been involved in previous administration of the NCEE and the elementary teacher has no experience, the one with previous experience should be assigned examiner. (In no case should a secondary school teacher be assigned to watch his/her OWN STUDENTS. If possible, each pair (examiner and proctor) should come from a public and a private school or vice versa.

I. Functions, Duties and Responsibilities of the Regional Testing Coordinators, Division Testing Coordinators, Chief Examiners, Examiners and Proctors

1. Regional/Division Testing Coordinators

The testing coordinator (regional/division) is assigned to coordinate, supervise and report on the manner the NCEE was conducted in his region/division.

Duties and Responsibilities

- a. Coordinates activities relative to test administration in the region/division.
- b. Expedites the transmittal of the required forms to the NETC-MEC, Manila, bearing in mind the deadline for their submission, August 22, 1980.
- c. Facilitates communication channels between NETC and the regional office or between NETC and the division office.
- d. Coordinates with home-room teachers through their respective principals on the students' orientation on the new technology on the use of the answer sheet to be corrected by the optical scanner.
- e. Coordinates with the proper agency in the region/division to insure the smooth, efficient and honest administration of the NCEE in his/her region/division.

2. Receives in behalf of the regional director/superintendent concerned, classified and non-classified test materials from the NETC representatives during the distribution period.
3. Keeps records of the activities relative to test administration in the region/division.

4. Chief Examiners

The chief examiner is primarily assigned to supervise the smooth, efficient and honest administration of the NCEE in his/her examination center.

Duties and Responsibilities

- a. Coordinates activities relative to test administration in a specified examination center.
- b. In case the chief examiner is not connected with the supervisory staff of the school used as examination center, he/she coordinates with the proper authorities in the preparation of the examination center, examination rooms in particular, a day before the scheduled examination day, November 9, 1980.
- c. Receives from the LEC/DTG before the examination day, two copies of NCEE Form 1 (in-school youths) and/or NCEE Form 1-A (out-of-school youths) and supervises the posting of one copy on the door of every examination room in the examination center. Meanwhile, the other copy should be given to the examiner on examination day, together with the LEC's copy of the Registration Form.
- d. Collects unused Test Booklets with corresponding Answer Sheets before test proper activities begin and indicates the total number and the serial numbers on the Test Materials Accounting Form.
- e. Supervises the administration of the test in the various rooms within the examination center.
- f. Decides and takes action on reported cases of tampered materials, missing test booklets, and other similar irregularities.
- g. Collects and submits to the LEC/DTG the test materials immediately after the test.
- h. Submits an evaluation report on the administration of the test in his/her examination center giving particular attention to the security aspect.
- i. Submits the Chief Examiner's Transmittal Report Envelope to the LEC during the retrieval of all test materials. This envelope should contain the accomplished Test Materials Accounting Forms and the Chief Examiner's Evaluation Report.

5. Examiners

The examiner is appointed by the LEC upon recommendation of the division testing coordinator. He/she is assigned to administer the NCEE in a designated room and is responsible for the security of test materials in his/her custody.

Duties and Responsibilities

- a. In coordination with the Chief Examiner, supervises the preparation of his/her examination room one day before the scheduled day of the administration of the test.
- b. Be at the assigned examination room not later than 7:00 o'clock A.M. on examination day, with the test materials and forms needed in the administration of the test.
- c. Together with the proctor, checks the identification of the individual examinees through the picture on the LEC's copy of the Registration Form.
- d. Together with the proctor, assigns seats to the examinees following the seating arrangements specified in the Examiner's/Proctor's Handbook; attends to the accomplishment of the seat plan by the examinees.
- e. Administers the test in the designated examination room on the scheduled examination day.
- f. Reads very carefully and follows strictly the test administration procedures in the Examiner's/Proctor's Handbook.
- g. Sees to it that the proctor supervises each examinee in copying the correct set of code numbers and in following the instructions provided in the Examiner's/Proctor's Handbook.
- h. Uses sound discretion in attending to any problem that may arise. As much as possible, he/she should consult with the Chief Examiner about such case.
- i. Together with the proctor, accomplishes the report on Examiner's/Proctor's Transmittal Report Envelopes. Likewise, he/she accomplishes the Test Evaluation Report separately.
- j. Maintains the security and confidentiality of the test materials in his/her custody.
- k. Accounts for and returns all test materials and forms entrusted to him/her by the chief examiner immediately after the administration of the test.
- l. Accomplishes the Test Materials Accounting Form.

4. Proctors

The proctor is appointed by the LEC through the recommendation of the division testing coordinator to help the examiner in a designated examination room.

Duties and Responsibilities

- a. Be at the examination room an hour before the scheduled time of examination (8:00 A.M.) on examination day.
- b. Reads carefully and follows strictly the examination procedures specified in the Examiner's/Proctor's Handbook.



- a. Acts as a witness to the examiner's opening of the plastic bag containing the test booklets. Individually, each must certify in the Test Evaluation Report the condition of the contents of the bundle upon its opening.
- b. Assists the Examiner in the following activities:
  - (1) Carries test supplies and materials to and from the examination room.
  - (2) Sees to it that chairs are arranged sufficiently far enough to discourage cheating.
  - (3) Properly admits and identifies the examinees as they enter the examination room.
  - (4) Verifies the count of test materials entrusted to him/her for distribution to the examinees.
  - (5) Distributes the test materials to the examinees according to the procedure specified in the Examiner's/Proctor's Handbook.
  - (6) Supervises each examinee in copying the correct set of code numbers.
  - (7) Maintains discipline in the examination room.
  - (8) Collects the test materials.
  - (9) Reports irregularities that may occur during the administration of the test.
  - (10) Renders other forms of assistance which may be required by the examiner during the test session.
  - (11) Together with the examiner, accomplishes the Examiner's/Proctor's Transmittal Report Envelope. This envelope should be sealed using the NETC-MEC sealing tape, in the presence of the chief examiner. After sealing the envelope, both examiner and proctor should sign across the tape several times. The following are the contents of this envelope
    - (a) Used answer sheets, arranged consecutively according to serial numbers.
    - (b) LEO's copy of the NCEE Form 4 or NCEE Form 4-A with the answer sheet number of each examinee indicated in the proper column.
    - (c) Seat plan
    - (d) Test Evaluation Report of the examiner and proctor.
  - (12) Together with the examiner, accounts for all the used test booklets. They should arrange these consecutively according to serial numbers to be placed inside the plastic bag. In the presence of the chief examiner, they should rearrange

consecutively according to serial numbers the used and unused test booklets returned to them by the chief examiner. The open end of the plastic bag should be stapled securely.

J. How the Test Booklets and Answer Sheets are Packed

1. Test Booklets

- a. The test is in a booklet form marked with a 6-digit serial number.
- b. The test booklets packed by 30s and 5s are sealed in plastic bags. A sheet of paper inside the plastic bag indicates the serial numbers of the test booklets contained therein.
- c. The plastic bags are packed in crates or cartons and assigned to a particular division. Each carton or crate is labelled, strapped with steel band and/or sealed with special NETC-MEC sealing tape. Inside each crate or carton are operational forms such as the Examiner's/Proctor's Transmittal Report Envelopes, each containing two copies of the Test Evaluation Report and a pair of sealing tapes.

2. Answer Sheets

- a. The answer sheets are computer printed in two-fold form and pre-numbered with a 6-digit serial number. The inclusive serial numbers of the answer sheets assigned to an examination center need not tally with the inclusive serial numbers of the test booklets. The number of the test booklet is for accounting purposes only.
- b. The answer sheets are sealed in plastic bags of 30s and 5s with a sheet of paper inside indicating the serial numbers of the answer sheets contained therein.
- c. The plastic bags containing the answer sheets are bundled by examination centers and placed inside the crates or cartons containing test booklets that are assigned to a particular examination center.

K. Distribution of Test Materials

The distribution and retrieval of the test materials require utmost care, diligence and vigilance on the part of the LEC, regional and division testing coordinators, the chief examiners, the examiners and proctors to insure the confidentiality and security of the test materials and to maintain the integrity of the NCSE.

Distribution Phase:

1. The National Educational Testing Center, MEC has the responsibility of shipping the test booklets in crates or cartons to the regional director or schools superintendents as the case may be. In case the crates or cartons are shipped directly to

the distribution center, the schools superintendent of the division where the distribution center is located will act as representative of the regional director to distribute the allocation for each division. The regional director or his authorized representative, however, should supervise the turnover of the test materials to the LEC chairman or his authorized representative.

2. After the test materials are turned over to the LEC, the storage and security of the materials become the responsibility of the LEC. In this connection, the LEC chairman is advised to coordinate with the local AFP or NISA on security matters.
3. Procedure for the turnover of the test materials:
  - a. The regional director or the designated regional testing coordinator or the superintendent in charge of the distribution center, turns over the materials to the LEC chairman or division testing coordinator. The LEC chairman or the division testing coordinator verifies the number of boxes/ crates received against the number specified in the Delivery Form in the presence of LEC members without breaking the seal.
  - b. The LEC chairman, the division testing coordinator and the members should devise a scheme for the distribution of the test materials to the different examination centers in the division observing strict security measures. As much as possible, these materials should be turned over to the chief examiners right on the examination day. In some special cases where the examination center is far from the LEC distribution center, the LEC chairman should use his sound discretion in turning over the test materials to the chief examiner of that particular examination center with the security of the test materials and integrity of the NCEE as prime considerations.
  - c. The chief examiner verifies the count of test materials received, breaks the seal in the presence of the examiners on examination day and distributes said materials to them.
  - d. In all instances, the receiver verifies the count of the test materials received from the NETC to the distribution center (Delivery Form I), to the LEC (Delivery Form II), and to the chief examiner and vice versa (Test Materials Accounting Form). For the turnover of test materials from the chief examiner to the examiners and vice versa, the Test Materials Accounting Form should also be accomplished.

Retrieval phase:

1. After the examination, the examiner and proctor verify the count of the test materials. They check the consecutive arrangement of the test booklets (used and unused) according to serial numbers and after having confirmed that the pages of each test booklet are intact, return them to the plastic bag. The plastic bag should be stapled in the presence of the chief examiner. Likewise, the contents and the details printed on the Examiner's/Proctor's Transmittal Report Envelope should be verified by the chief examiner before the envelope is sealed. The examiner and proctor must sign across the seal extending to the envelope.
2. The chief examiner shall receive from the examiner and proctor the following materials:
  - a. Test booklets
  - b. Examiner's/Proctor's Transmittal Report Envelope with its contents as specified properly accounted for.
  - c. LEC's portion of the registration forms, together with the Examiner's/Proctor's Handbook and NCEE Form 4 or NCEE Form 4-A (detached from the door), for safekeeping and future reference at the division office.
3. The chief examiner shall place inside the Chief Examiner's Report Envelope the unused answer sheets with plastic bags opened. Meanwhile, extra unused answer sheets with plastic bags intact should be packed together with the test booklets.
4. The LEC chairman, the DTC, and the other members of the LEC shall receive from the chief examiner the following:
  - a. plastic bags containing used and unused test booklets
  - b. Examiner's/Proctor's Transmittal Report Envelopes
  - c. Chief Examiner's Transmittal Report Envelope
  - d. Examiner's/Proctor's Handbook, together with the LEC's copy of the registration forms and NCEE Form 4 or NCEE Form 4-A detached from the doors of the examination rooms.

The LEC chairman, assisted by the DTC and the LEC members supervises the sorting out of the materials received from the chief examiner. They should see to it that the plastic bags of test booklets are packed in crates or cartons. The Chief Examiner's Transmittal Report Envelope should be packed in a separate carton for transmittal to the NCTC, Manila. The other forms such as the Examiner's/Proctor's Handbook, the LEC's copies of the registration forms and the NCEE Form 4 or NCEE Form 4-A (detached from the door) should be left in the division office for safekeeping and reference.

5. The crates/cartons which will be shipped to NETC, Manila, will then be delivered to the regional director or to his authorized representative in the distribution/retrieval centers for storage at the PC headquarters. These materials will be picked up by the NETC representative(s) three (3) days after the examination depending upon the availability of transportation facilities in the retrieval center.

L. Funding and Allowances of Personnel

1. All expenses incident to the administration of the 1980 NCEE within the division is chargeable against the cash advance of the schools superintendent concerned. The following mode of payment of allowances should be observed:
  - a. LEC members, division testing coordinators, chief examiners and school heads of the examination center should be given P20 each on examination day.
  - b. Examiners and proctors should be given P10.00 each on examination day and one day service credit each for public school teachers. Personnel from the private schools are covered by the rules and regulations of their respective Board of Trustees.
2. Allotment for clerical assistance for each division (LEC) is one casual employee for a period of five (5) months, preferably from August to December, in accordance with the minimum wage law.
3. All expenses incurred by the personnel of the region incident to the administration of the 1980 NCEE within the region is chargeable against the cash advance of the regional director concerned including P20 allowance of regional testing coordinator on the day of examination only.
4. Travelling expenses of representatives of the division/region incurred in attending NCEE regional training seminars will be chargeable against the cash advance of the division or the regional office, respectively.
5. Payment of above-stated expenses is subject to availability of funds given as cash advance to the regional directors and/or schools superintendents and the usual accounting and auditing regulations.

For further details, please refer to the Examiner's/Proctor's Handbook and other instructions given from time to time by the NETC. In case of doubts, regional directors and/or schools superintendents may contact NETC, Ministry of Education and Culture, Manila for advice on specific problems that may arise in their respective region/division.

It is requested that these guidelines be followed strictly and given prompt attention. Necessary steps should always be taken to safeguard the test materials and insure the integrity of the NCEE program.

(Inclosure No. 2 to MEC Memorandum No. 144, s. 1980)

CALENDAR OF ACTIVITIES FOR THE 1980 NCEE

May 1-31 . . . . . Printing of non-classified NCEE Forms

June 1-15 . . . . . Shipment of NCEE Forms to school divisions

July 1 to August 15 . . . . . Registration period

August 22 . . . . . Deadline for submission of required reports to the NETC, MEC, Manila

August 16-31 . . . . . Conferences with regional and division testing coordinators

August 31 . . . . . Remittances of registration fees to the NETC, MEC, Manila

September 3 . . . . . Coordinating conference with government agencies concerned relative to the security of the NCEE project

October 27 to November 8 . . . . . Distribution of NCEE classified materials

November 9 . . . . . NCEE Day

November 10-15 . . . . . Retrieval of NCEE materials from examination centers and delivery to retrieval centers

November 10-18 . . . . . Retrieval of NCEE materials from retrieval centers by NETC representatives

Nov. 10 to December 12 . . . . . Batching of NCEE answer sheets and turnover to NCC

Nov. 17, 1980 to Jan. 31, 1981 . . . . . Processing of test results

February 1-15, 1981 . . . . . Staggered turnover of NCEE Notification Slips to the NETC and inventory of same

February 16-28, 1981 . . . . . Distribution of NCEE Notification Slips to regional offices/school divisions

(Inclosure No. 3 to MEC Memorandum No. 144, s. 1980)

TENTATIVE SCHEDULE OF ORIENTATION SEMINARS  
ON THE USE OF THE OPTICAL SCANNER  
IN THE 1980 NCEE

Date	Region	NETC Teams	Venue *
8/18/80	I		San Fernando, La Union
8/21/80	III	Mrs. Lucila F. Tibigar	San Fernando, Pampanga
8/26/80	V	Dr. Margarita C. Bonoan	Legazpi City
8/18/80	II		Tuguegarao, Cagayan
8/21/80	IV	Mr. Felix M. Aguda	Quezon City
8/25/80	NCR	Miss Melba L. Dipasupil	Quezon City
8/18/80	VI		Iloilo City
8/21/80	VII	Dr. Teresa C. Goba	Cebu City
8/25/80	VIII	Miss Josefina Domalasa	Tacloban City
8/18/80	X		Cagayan de Oro City
8/21/80	XI	Mrs. Marcita M. Perez	Davao City
8/25/80	XII	Miss Alice A. Tuliao	Cotabato City
8/28/80	IX		Zamboanga City

\* The regional director is expected to choose the most appropriate venue for the seminar in his region.