

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

September 2, 1981

MEC M E M O R A N D U M  
No. 162, s. 1981

IMPLEMENTATION OF THE ACCREDITATION AND EQUIVALENCY  
TESTING PROGRAM (AEP)

To: Bureau Directors  
Regional Directors  
Schools Superintendents  
Regional/Division Testing Coordinators

1. In line with the national policy to democratize access to education at all levels, the National Educational Testing Center, this Ministry, will implement annually the Accreditation and Equivalency Program (AEP) beginning school year 1981-1982. This program is designed to link non-formal and formal systems of education by accrediting skills, knowledge, and experiences acquired through non-formal and informal means.
2. There shall be one testing site for each region. The examination shall be conducted simultaneously all over the country on the third Monday of December. The results shall be made available to the examinees a month prior to the opening of each school year.
3. The clientele who would be served by the Accreditation and Equivalency Program (AEP) are the following:
  - a. Those who dropped out of school for ~~two~~ years or more;
  - 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; and
  - d. Those who are presently in school but are overage for the particular year level and are recommended by the school authorities to take the Philippine Educational Placement Test.

4. Registration shall start on September 21 and end on October 31, 1981. The applicants should accomplish the Registration Form (copy inclosed) in triplicate. The original copy should be submitted to the Regional Testing Center and the triplicate should be sent to the NETC. Regional directors should advise the NETC of the total number of examinees in their respective regions not later than November 15, 1981.

5. Subsequent guidelines shall be issued from time to time.

6. It is requested that the contents of this Memorandum be immediately disseminated.

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

Incl.:  
As stated

References:  
Department Order: No. 32, s. 1977  
Department Memorandums: Nos. 211 and 252, s. 1977

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

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

BUREAUS & OFFICES  
PROGRAM, SCHOOL  
TESTS

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REVISED RULES AND REGULATIONS ON THE IMPLEMENTATION OF THE  
ACCREDITATION AND EQUIVALENCY PROGRAM (AEP)

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

RULE I - AIMS AND OBJECTIVES

Section 1. The Philippine Educational Placement Test (PEPT) is a battery of 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 two years or more provided that they are not administered the test intended for a grade/year level beyond that level in which they would have been classified had they 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 but are overaged for their particular grade/year level and are recommended by the school authorities to take the PEPT. A deviation of at least three years from the normal age for the particular grade/year level is considered overaged.

RULE III - TESTING CENTERS

Section 1. A testing center shall be organized in each region. The location of the testing center will depend upon the regional director who shall consider the following factors:

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

Section 2. A team to be composed of the Regional Testing Coordinator as Chairman, the Regional Non-Formal Education Coordinator as Co-Chairman, and two other members-designated by the Regional Director shall be organized in each region.

Section 3. For the purpose of carrying out the functions mentioned in the preceding section, the National Educational Testing Center (NETC) and the respective Regional Directors in 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 shall start registering the applicants from September 21 to October 31, 1981, and on the same date every year thereafter. The Division Superintendent, through the Division Testing Coordinator should submit the total number of applicants in the division and the supporting papers; i.e., birth certificate and Form 138 duly authenticated by the registering personnel to the Regional Testing Coordinator, on or before November 15. The Regional Testing Coordinator in turn should advise the NETC 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 attached form shall be used this year.

Section 3. The applicants should accomplish the Registration Form (copy inclosed) in triplicate. The original copy including the supporting papers i.e. birth certificate and Form 138 duly authenticated by the registering personnel 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 admission 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. In the event that Form 138 cannot be secured, a joint affidavit executed by two dis-interested parties and supplemented by the results of an interview of the applicant by the Division Testing Coordinator may be submitted instead.

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. The Regional Director 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, 1981 and every year thereafter.

#### RULE V - TEST ADMINISTRATION

Section 1. The NETC in cooperation with the regional offices shall administer the PEPT.

Section 2. The PEPT shall be administered every third Monday of December of each year in the testing site designated by the regional office.

Section 3. It will be the responsibility of the school divisions concerned to inform the applicants of the exact date, place, and time of examination.

Section 4. The Regional Director shall appoint examiners and proctors for the administration of the PEPT. For every 30 examinees, one examiner and one proctor shall be appointed.

Section 5. All personnel directly involved in the administration of the PEPT are held responsible for safeguarding the security of all classified materials, i.e. the tests and the forms, in order to maintain the integrity of the program.

Section 6. The Guidelines for the administration of the PEPT should be strictly followed.

Section 7. The test booklets should be accounted for page by page and stapled 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 submitted to the NETC representative by the Regional Testing Coordinator.

#### RULE VI - PROCESSING OF THE TEST

Section 1. The answer sheets and test booklets shall be brought back to the NETC by the NETC representative.

Section 2. The processing of the answer sheets 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 NETC 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 owners.

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-leavers should be available in each testing center.



Republic of the Philippines  
 Ministry of Education and Culture  
 NATIONAL EDUCATIONAL TESTING CENTER  
 Arroceros St., Manila



Examination Permit No. \_\_\_\_\_

Registration Form  
 (To be accomplished in triplicate)

I. Personal Data

A. Name \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_ Civil Status \_\_\_\_\_

B. Address \_\_\_\_\_

C. Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

II. A. Educational Background

<u>Gr./Yr.</u>	<u>School</u>	<u>Address</u>	<u>Inclusive Dates</u>	
			<u>Yr. Started</u>	<u>Yr. Finished</u>
I				
II				
III				
IV				
V				
VI				
VII				
1st				
2nd				
3rd				
4th				

B. Reason (s) for dropping:

Transfer of residence \_\_\_\_\_ Drug addiction \_\_\_\_\_



B. If you are not or have not been employed, how do/did you spend your time?

- \_\_\_\_\_ Helping in household chores
- \_\_\_\_\_ Helping in family's business
- \_\_\_\_\_ Backyard gardening
- \_\_\_\_\_ Helping in the farm
- \_\_\_\_\_ Doing odd jobs for relatives
- \_\_\_\_\_ Small-scale poultry/piggery
- \_\_\_\_\_ Doing-nothing; just staying home
- \_\_\_\_\_ Other activities. PLS. specify \_\_\_\_\_

IV. A. Training Seminars/Workshops Attended

<u>Nature of Training</u>	<u>Sponsoring Agency</u>	<u>Inclusive Dates</u>

B. If you are working now, did the training help you in getting your present job? Yes \_\_\_\_\_; No \_\_\_\_\_

C. Do you know that there are agencies like the NFE, NEMC, HEGCD, NCCD, HOEL, that give regular training on various skills for those who are out-of-school? Yes \_\_\_\_\_; No \_\_\_\_\_

D. 1. Would you like to participate in a skills training course? Yes \_\_\_\_\_; No \_\_\_\_\_

2a. If yes, what skill(s) would you like to learn?

\_\_\_\_\_

2b. Where would you like to learn this skill?

\_\_\_\_\_

E. 1. Do you have any particular vocational/technical skill? Yes \_\_\_\_\_; No \_\_\_\_\_

2a. If yes, what skill(s) is this?

\_\_\_\_\_

2b. Where did you learn this skill?

In-school \_\_\_\_\_  
Out-of-school \_\_\_\_\_

(Note: From hereon, applicant must accomplish only the third or triplicate copy up to the end.)

V. Activities Engaged In

Please check how often you indulge/engage in each of the following:

Activities	Very Often	Often	Occasionally	Rarely	Never
A. Go around w/ friends	_____	_____	_____	_____	_____
B. Engage in active sports	_____	_____	_____	_____	_____
C. Listen to radio/watch TV	_____	_____	_____	_____	_____
D. Read	_____	_____	_____	_____	_____
E. Participate in community activities	_____	_____	_____	_____	_____
F. Help at home	_____	_____	_____	_____	_____
G. Attend concerts/music festivals	_____	_____	_____	_____	_____

VI. Values and Aspirations

A. The following factors are considered important in achieving success. Number the most important as 1; the second most important as 2; and the third most important as 3.

Education \_\_\_\_\_ Influential connections \_\_\_\_\_  
 God's Will \_\_\_\_\_ Luck \_\_\_\_\_  
 Hard Work \_\_\_\_\_ Natural/inborn ability \_\_\_\_\_  
 Inherited Wealth \_\_\_\_\_ Family \_\_\_\_\_

B. If you happen to win \$1,000 in the sweepstakes, would you (Check one only)

1. give it to your parents? \_\_\_\_\_
2. spend it for your everyday needs? \_\_\_\_\_
3. save it for the future? \_\_\_\_\_
4. give it to charity? \_\_\_\_\_
5. invest it in small business? \_\_\_\_\_
6. use it for your education? \_\_\_\_\_

- 7. spend it for a celebration on your good luck? \_\_\_\_\_
- 8. spend it for a vacation in the city/province? \_\_\_\_\_
- 9. Others. Pls. specify \_\_\_\_\_

C. How far would you want to go if you go back to school?

- 1. complete elementary \_\_\_\_\_
- 2. complete high school \_\_\_\_\_
- 3. complete vocational/technical training after high school \_\_\_\_\_
- 4. some college \_\_\_\_\_
- 5. complete college \_\_\_\_\_
- 6. complete master's degree \_\_\_\_\_
- 7. complete Ph.D. \_\_\_\_\_

D. Considering your ability and your/your family's resources, how far do you think you will go?

- 1. complete elementary \_\_\_\_\_
- 2. complete high school \_\_\_\_\_
- 3. complete vocational/technical training after high school \_\_\_\_\_
- 4. some college \_\_\_\_\_
- 5. complete college \_\_\_\_\_
- 6. complete master's degree \_\_\_\_\_
- 7. complete Ph. D. \_\_\_\_\_

VII. Opinions

	<u>Agree</u>	<u>Undecided</u>	<u>Disagree</u>
1. All boys and girls should at least complete high school	_____	_____	_____
2. Girls don't have to go to college because they just end up housewives anyway.	_____	_____	_____
3. School hours should be arranged to enable students to earn a living while in school	_____	_____	_____
4. The best way for those who are poor to raise their standard of living is through schooling	_____	_____	_____
5. Parents should force their children to finish high school	_____	_____	_____
6. The things taught in school nowadays are not what young people need.	_____	_____	_____
7. Students nowadays know what's best for them.	_____	_____	_____

Republic of the Philippines  
Ministry of Education and Culture  
NATIONAL EDUCATIONAL TESTING CENTER  
Region \_\_\_\_\_  
Division \_\_\_\_\_



Examination Permit No. \_\_\_\_\_

This is to certify that \_\_\_\_\_, may take the  
BEPT on \_\_\_\_\_ in \_\_\_\_\_ at \_\_\_\_\_  
(Date) (Place) (Time)

Approved:

\_\_\_\_\_  
Regional Testing Coordinator

\_\_\_\_\_  
Division Testing Coordinator