

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

April 26, 1982

MEC MEMORANDUM
No. 120, s. 1982

1982 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 1982 National College Entrance Examination will be administered simultaneously in all examination centers throughout the country on September 26 from 8:00 a.m. to 12:00 noon. The regional directors and the school 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 efficient and effective administration of the 1982 NCEE. 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 (PTC/DTC), chief examiners, examiners and proctors;
- g. Distribution and retrieval of test materials; and
- h. Funding and allowances of personnel concerned.

3. A calendar of the various activities pertinent to the administration of the 1982 NCEE is also inclosed. 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 National Educational Testing Center (NETC), Manila. Regional directors and/or schools superintendents should immediately inform the NETC of any problems that may arise in their respective regions or divisions.

4. Representatives of the NETC will confer with the regional and/or division testing coordinators on the proper accomplishment of the answer sheets. They will in turn echo this during the seminar with the examiners and proctors in their respective regions/divisions.

5. The registration period for the 1982 NCEE will be from the start of classes of School Year 1982-1983 until July 31, 1982. No extension will be granted. The registration fee for each examinee is ten pesos (P10.00). Each high school principal (public or private) will remit the registration fees of his/her school to the schools superintendent concerned. The total collections should be remitted by the schools superintendent directly to the National Educational Testing Center (NETC), Manila together with the list of registrants from each high school, on or before August 11, 1982. It is of utmost importance that the deadline be strictly followed as the printing and packing of the test materials for shipment to each school division will depend entirely on the availability and accuracy of reports submitted. Expenses in mailing or buying bank drafts should be charged against the cash advance allotted for each school division.

6. To enable this Office to carry out effectively the basic objective of P.D. No. 146, the National Educational Testing Center (NETC), as the testing arm of the Ministry of Education and Culture, is hereby authorized to validate the results of the yearly NCEE where and when deemed necessary.

7. School officials/employees and other personnel, who, in the performance of their official duties in connection with the NCEE, commit negligence or other infractions of the law, rules and regulations, such as initiating or tolerating acts of cheating in any form which violates the integrity of the test, shall be dealt with administratively/ criminally or both upon the discretion of the Court or proper authorities.

8. Regional directors/schools superintendents and other school personnel who fail to remit NCEE fees and/or liquidate cash advances within the period prescribed in this Memorandum but not beyond the maximum period of two (2) months after the examination shall be dealt with in accordance with pertinent provisions of the Revised Administrative Code. Such failure is also unlawful under Sec. 12 of P.A. 3019, the Anti-Graft and Corrupt Practices Act. Suspension of salaries shall be ordered pending the filing of corresponding *moto proprio* administrative complaint against the said officials.

9. The total NCEE fees and balance of cash advances remitted to the NETC by the regional directors/schools superintendents and other school personnel will, in turn, be remitted to the National Treasury.

10. It is desired that the full and wholehearted cooperation of all concerned be extended to insure the success of this project. Wide dissemination of this Memorandum is likewise desired.

(SGD.) ONOFRE D. COPPUZ
Minister

Incls.: As stated.

References: MEC Memorandums: Nos. 144, s. 1980 and 129, s. 1981

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

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

EXAMINATIONS
FEES

LEGISLATION
OFFICIALS

RULES & REGULATIONS
STUDENTS

(Inclosure No. 1 to MEC Memorandum No. 120, s. 1982)

GUIDELINES FOR THE ADMINISTRATION OF THE 1982 NCEE

A. Composition of the Local Examination Committee (LEC)

1. Schools superintendent as chairman.
2. PC Commander as Co-Chairman in provincial and city school divisions.
3. Two (2) representatives from the private schools to be nominated by CCOPEA or the National Private Schools Association.
4. A representative from the state colleges and universities nominated by PASUC. In the absence of the PASUC representative, the chairman of the Local Examination Committee may appoint the assistant schools superintendent or 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 youth) who will graduate at the end of school year 1982-1983 or in summer 1983 and high school graduates (out-of-school youth) who intend to enrol in a degree course necessitating at least four years of academic study may register for the National College Entrance Examination (NCEE).

2. When and Where to Register

The registration period for the September 26, 1982 NCEE will be from the start of classes of School Year 1982-1983 to July 31, 1982. 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 schools appearing in the Directory of Philippine High Schools (revised copy prepared by the NEIC-MEC). Applicants who have already graduated from the high school and who are referred to as out-of-school youths (OSY), 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 portion of the registration form, for identification purposes. He/she should pay a registration fee of ten pesos (₱10.00).

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 portion 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 and year 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 examinee's 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 Center

1. The Local Examination Committee (LEC) on the basis of convenience and accessibility to the majority of student registrants shall maintain the existing number of examination centers, together with their exact location. It shall also determine the specific schools and classrooms to be used in each examination center during the actual administration of the test. Examination center(s) where there was abnormal administration of the previous tests should not be used anymore. 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 and proctor to conduct and supervise the test. The existing examination centers should be maintained and if possible should be reduced as much as 50% in order to effect closer supervision of the test. The practice of using all high schools as examination center(s) within a city or town will not be tolerated. The LEC chairman should determine the school that can accommodate all the examinees. Only in cases where there are not enough rooms within the school campus, should another school be designated as an examination center.
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. However, if the last room occupied is less than 30, examinees from other high schools may be assigned to complete the desired number of 30 per room.
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, (real/correct name of the examinee should be listed) male first followed by female, should be prepared in four copies for each room to which they will be assigned in the examination center. The original copy should be sent to the NETC, MEC, Manila, not later than August 11, 1982; one copy should be forwarded to the Regional Office and the rest (2 copies) should 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 to the examiner on examination day. The examiner will indicate the 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 filled out 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 check/update the list of high schools in the High School Library of NETC.
3. NCEE Form 3 - Test Materials Accounting Form.
4. NCEE Form 4 - List of registered in-school NCEE applicants per room.
5. NCEE Form 4-A List of registered out-of-school NCEE applicants.
6. NCEE Form 5 - List of examination centers, address and total number of applicants. This form is the basis for packing materials, hence accuracy of data 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 Centers.

All of the above forms/reports should be submitted to NETC, on or before August 11, 1982, except NCEE Form 7 which will be submitted by the Chief Examiner immediately after the NCEE is administered. This report, NCEE Form 7, should be in the Chief Examiner's Transmittal Report envelope together with the other reports to be placed in the box or crate.

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) for his Region from among the supervisory staff in the Regional Office; while the Schools Superintendent shall appoint the Research Evaluation and Guidance Supervisor, as much as possible, as the Division Testing Coordinator (DTC).

All expenses of the DTC 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 NCEEs should not be reappointed. In big cities like Manila, Cebu, etc., where an examination center is a building of three or more stories, a Chief Examiner may be appointed for every ten rooms used.
3. The LEC shall also appoint competent members of the faculty of the elementary schools (public and private) as Examiners to administer the NCEE, one for each designated examination room to be assisted by a competent proctor preferably from the elementary 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 appointed proctor, said TEACHER SHOULD NOT BE ASSIGNED TO WATCH HIS/HER OWN STUDENTS. IF POSSIBLE, EACH PAIR (EXAMINER/PROCTOR) SHOULD COME FROM A PUBLIC AND PRIVATE SCHOOL OR VICE VERSA. Teachers of a school designated as Testing Center, where students of said center are also examinees should not be assigned as Examiners and Proctors.

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 11, 1982.
- c. Facilitates communication channels between the NETC and the regional office or between the NETC and the division office.
- d. Coordinates with the home-room teachers, through their respective principals, on the students' orientation regarding the use of the Special Answer Sheet.
- 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.
- f. Receives in behalf of the Regional Director/Schools Superintendent concerned, classified and non-classified test materials from the NETC representatives during the distribution period.
- g. Keeps records of the activities relative to test administration in the region/division.

2. 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 specific 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 room in particular, at least a day before the scheduled examination day, September 26, 1982.
- c. Receives from the LEC/DTC, before the examination day, two copies of NCEE Form 4 (in-school youths) and/or NCEE Form 4-A (Out-of-school youths) and supervises the posting of one copy on the door of every examination room one day before examination day.

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 number 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. Goes around the examination center keeping watch that no Examiners/Proctors or unauthorized persons are reading and answering the test booklets and transmitting such answers to the examinees. A report on this matter marked "CONFIDENTIAL" should be sent to the NETC for appropriate action.
- h. Collects the test materials after the test and **submits** these to the LEC/DTC.
- i. Submits an evaluation report on the administration of the test in his/her examination center paying particular attention to the security aspect.
- j. 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.

3. 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 the 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. They should see to it that no impostors are admitted into the examination room.
- 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 and signing of the seat plan by the examinees. (Examiners/Proctors should not sign for the examinees on the seat plan).
- 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. Writing the correct division/high school code numbers is very important in order to avoid sending the NCEE Notification Slip of rating to the wrong address/high school of the student.
- h. Uses sound discretion in attending to any problems 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 Examiner's/Proctor's Transmittal Report Envelopes.
- 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 assist the Examiner in a designated examination room.

Duties and Responsibilities:

- a. Be at the examination room on or before 7:00 A.M. on examination day.

- b. Reads carefully and follows strictly the examination procedures specified in the Examiner's/Proctor's Handbook.
- c. 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.
- d. 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 identifies and admits examinees as they enter the examination room. He/she should scrutinize carefully the registration form and see to it that the pictures in the student's copy and the LEC's copy of NCEE Form 1 are identical and reflects the picture of the examinee.
 - (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) LEC'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
- (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 with numbers written on it is placed inside the plastic bag to indicate the serial number 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 batch slip indicating the serial numbers of the Answer Sheets contained therein. Also the batch number to be used in a particular room is inserted inside.
- 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/Retrieval 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 NCEE.

Distribution Phase

1. The National Educational Testing Center (NETC), M.E.C., has the responsibility of shipping the Test Booklets in crates or cartons to the Regional Director or Schools Superintendent, 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 test materials become the responsibility of the LEC. In this connection, the LEC chairman is advised to coordinate with the local AFP or NISA personnel on security matters.
3. Procedure for the turnover and distribution of 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 to the Division Testing Coordinator. The LEC chairman or the Division Testing Coordinator in the presence of LEC members, verifies the number of boxes/crates received against the number specified in the Delivery Form.

(Inclosure No. 3 to MEC Memorandum No. 120 s. 1982)

SCHEDULE OF NCFE ORIENTATION SEMINARS AND SCREENING OF MEC-PHILANLIFF
SCHOLARS IN GUIDANCE (GRADUATE LEVEL)

DATE	REGION	NETC TEAMS	VENUE*
8-2-82	I		
8-5-82	III	Dr. Felisa H. Quinto	
8-9-82	V	Mrs. Anunciacion M. Ella	
8-2-82	II	Dr. Margarita Bonoan	
8-5-82	IV	Mrs. Wilma R. Abello	
	NCF	Upon request of the Regional Director	
8-2-82	VI	Mrs. Lucila F. Tibigar	
8-5-82	VII	Miss Virginia Trinidad	
8-9-82	VIII		
8-2-82	X		
8-5-82	XI	Mr. Felix M. Aguda	
8-9-82	XII	Miss Josefina Domalasa	
8-12-82	IX		

*The choice of the venue is left to the discretion of the Regional Director. The NETC should be informed about the decision on this matter on or before July 15, 1982.

- 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 Examiner 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 earlier the test materials to the Chief Examiner of that particular examination center with the security of the test materials and the 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 (Test Materials Accounting Form) and vice versa. For the turnover of test materials from the Chief Examiner to Examiners and vice versa, the Test Materials Accounting Form should be accomplished.

Retrieval Phase

1. After the examination, the Examiner and Proctor verify the count of the test materials. They should 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 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 Envelope.
 - 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 test materials received from the Chief Examiners. They should see to it that plastic bags of test booklets are packed in crates or cartons. The Examiner's/Proctor's Transmittal Report Envelopes and the Chief Examiner's Transmittal Report Envelopes should be packed in a separate carton for transmittal to the NETC, 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 ~~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 back to the NETC, Manila, should 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) a day or so after the examination day 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 1982 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 Coordinator, Chief Examiners and School Heads of the examination center should be given P40.00 each on examination day.
 - b. Examiners and Proctors should be given P20.00 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. In connection with the administration of the NCEE, provisions may be made for clerical assistance if found necessary.

3. All expenses incurred by the personnel of the Regional Office incident to the administration of the 1982 NCEE within the Region is chargeable against the cash advance of the Regional Director concerned, including the P40.00 allowance of the Regional Testing Coordinator on the day of examination.
 4. Travelling expenses by the representatives of the Division or Region while attending NCEE regional orientation seminars will be charged against the cash advance of the Division or the Regional Office, as the case may be.
 5. Incidental expenses during the administration phase of the NCEE which include meals and snacks of security and othe personnel assigned in each examination center and transportation of NCEE materials to and from the examination center are chargeable against the cash advance of the **Schools Superintendent. Likewise, incidental expenses** including meals and snacks of personnel in charge of security and transportation of NCEE materials to and from the Regional distribution/retrieval centers are chargeable against the cash advance of the Regional Director.
 6. Payment of the above mentioned expenses is subject to the availability of funds given as cash advance to the Regional Directors and/or **Schools Superintendents and the usual accounting and auditing regulations.**
- L. The cash advances given to the Regional Directors and Schools Superintendents should be liquidated within two (2) months after the administration of the NCEE.

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.

The field is enjoined to give prompt attention to the implementation of this Memorandum and to follow it strictly .

(Inclosure No. 2 to MEC Memorandum No. 120, s. 1982)

CALENDAR OF ACTIVITIES FOR THE 1982 NCEE

February to April 30, 1982	Printing of non-classified NCEE Forms
May 1-31, 1982	Shipment of NCEE Forms to School Divisions
From start of classes SY 1982-1983 to July 31, 1982	Registration Period
August 2-13, 1982	Seminar with Regional and Division Testing Coordinators
August 11, 1982	Deadline for submission of required reports and remittances of registration fees of each Division to the NETC, MEC, Manila
August 11, 1982	Coordinating conference with gov- ernment agencies concerned rela- tive to the security of the NCEE project
September 7-26, 1982	Distribution of NCEE classified materials
September 26, 1982	NCEE Day
September 26-30, 1982	Retrieval of NCEE materials from examination centers and delivery to retrieval centers
September 26-October 15, 1982	Retrieval of NCEE materials from retrieval centers by NETC representatives
September 26-October 26, 1982	Batching of NCEE Answer Sheets and turnover to NCC
October 27-January 15, 1983	Sight verification, editing, etc, of Answer Sheets
February 1-15, 1983	Staggered turnover of NCEE Notification Slips to the NETC and inventory of same
February 16, 1983	Distribution of NCEE Notifica- tion Slips to Regional Offices/ Schools Divisions