

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

May 9, 1983

MECS MEMORANDUM  
No. 103, s. 1983

1983 NATIONAL COLLEGE ENTRANCE EXAMINATION

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

1. The 1983 National College Entrance Examination will be administered in all examination centers throughout the country on September 25, 1983, from 9:00 o'clock a.m. to 12:00 o'clock noon. 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 efficient and effective administration of the 1983 NCEE. These guidelines shall be followed every NCEE period until otherwise rescinded. 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. A calendar of the various activities pertinent to the administration of the 1983 NCEE is also inclosed. For more details about the conduct of the NCEE, attention is invited to the Examiners/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 problem relative to the NCEE 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 and on other important matters pertinent to the program. They in turn will echo this during the seminar with the chief examiners, examiners and proctors in their respective regions/divisions.
5. The registration period for the examination will be from the start of classes of every school year until July 31. No extension will be given. The registration fee for each examinee is ten pesos (P10.00). Each high school principal (public or private) will remit the total collection from the registration fees of his/her school to the Schools Superintendent concerned. The total registration fee collections for the school division 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 15 every year. It is of utmost importance that the deadline be strictly followed as the printing and picking of the test materials for shipment to each school division will depend entirely on the availability and accuracy of reports submitted. Expenses of the schools superintendent in mailing or buying bank drafts should be charged against the cash advance allotted to his/her school division.
6. To effectively carry out the basic objective of P.D. No. 146, the NETC, as the testing arm of the Ministry of Education, Culture and Sports, is hereby authorized to publicize the results of the yearly NCEE where and when deemed necessary.
7. School officials/employees and other government personnel who, in the performance of their official duties in connection with the administration of the NCEE, commit negligence or other infractions of the law, rules and regulations, such as facilitating or abetting acts of cheating in any form thus adversely affecting the integrity of the test, shall be dismissed from the service and the accounts involved shall be debarred from taking the NCEE.
8. Schools superintendents who fail to remit NCEE collections within fifteen (15) days after the close of the registration period shall have their salaries suspended immediately pending the filing of administrative/criminal charges against them in accordance with Section 12 of RA 3019, "Anti-Graft and Corrupt Practices Law".
9. Regional directors and schools superintendents should liquidate their cash advances within two months after the administrator of the NCEE, otherwise their salaries will be suspended.









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

(SGD.) GONFRE D. CORPUZ

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:

EXAMINATION

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STUDENTS







GUIDELINES FOR THE ADMINISTRATION OF THE NCCE

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 the COCOPEA 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 the school year or in summer and high school graduates (out-of-school youth) who intend to enroll 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 NCEE will be from the start of classes in June to July 31 every year. Definitely no request for extension of the registration period will be entertained.

Fourth year students who are referred to as in-school youths (IS) 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 NCE-MDCS). 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 shall accomplish the NCCE Form I (Registration Form) which is given free of charge through the Schools Superintendent's Office. He/she should attach his/her latest 2" x 2" size photograph, one on the upper box portion and number on the lower box portion of the registration form, for identification purposes. He/she should pay a registration fee of ten pesos (P10.00).

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 (LIC'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 designated by the principal to collect the registration fee. The date and year should likewise be indicated.

C. Sorting of Registration Forms (LIC's copy)

The LIC may designate the Division Testing Coordinator (DTC) to sort out the retained copies of the Registration Forms to correspond to the NCCE Form 4 or 4-A (List of Registered Examinees for each examination room). This should allow 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 determine the 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 annual 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. It is strongly suggested that the number of examination centers used previously be reduced by as much as 50% in order to effect closer supervision during the administration of the test and thus minimize the occurrence of irregularities. Examination centers where anomalies occurred or irregular administration of previous NCCEs was reported should not be used anymore. The practice of using all high schools as examination centers within a city or town will not be tolerated.







The LEC chairman should determine the school(s) best suited as examination centers following the principle of convenience and accessibility to the examinees. Only in cases where there are not enough rooms within the school campus should another school be designated as an examination center. In brief, there should be a maximum utilization of the school used as examination center before another center is created or used. The maximum number of examinees assigned to an examination room is strictly thirty (30). Any number beyond 30 should be assigned to another room to be supervised by the alternate examiner and proctor.

2. The LEC must insure that prior arrangements are made with proper school authorities before the actual designation and publication of examination centers is done.

#### 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 added to complete the 30 students required per room. Separate Form 4 should be prepared for every school.
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 (NCEB Form 4 or NCEB Form 2-A) arranged alphabetically, (real/correct name of the examinee should be listed) male first followed by female, should be prepared in six copies for each room. The original copy should be sent to the NCEC, DECS, Manila not later than August 15 every year; one copy should be forwarded to the Regional Office and the rest (4 copies) should be retained by the Schools Superintendent. These should be given to the Chief Examiner one day before the examination day. One 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 completed and filled out by the NCEE applicant
2. NCEE Form 2 - List of high schools participating in the NCEE. - This is a check list 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 4A - List of registered out-of-school NCEE applicants
6. NCEE Form 5 - List of examination centers, address, schools covered and total number of applicants - This form is the basis for packing materials, hence accuracy of data is very important. This must reach NETC not later than August 15 every year.
7. NCEE Form 6 - List of examiners and proctors by centers
8. NCEE Form 7 - Summary of actual examinees by room/school within the Examination Center

All aforementioned forms/reports should be submitted to NETC on or before August 15, except NCEE Form 7 which will be submitted by the Chief Examiner immediately after the administration of the NCEE. 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 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. This includes expenses incurred in his/her coordination work with other government agencies.







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's should not be reappointed. In big cities like Manila and Cebu, where an examination center is a building of two or more stories, an Assistant Chief Examiner may be appointed to supervise a minimum of fifteen rooms.
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 secondary schools public or private, (if possible coming from another district) who is likewise appointed by the LEC (one for each room). In cases where a 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 Examination Center where students of said center are also examinees should not be assigned as Examiners and Proctors of their own students.

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

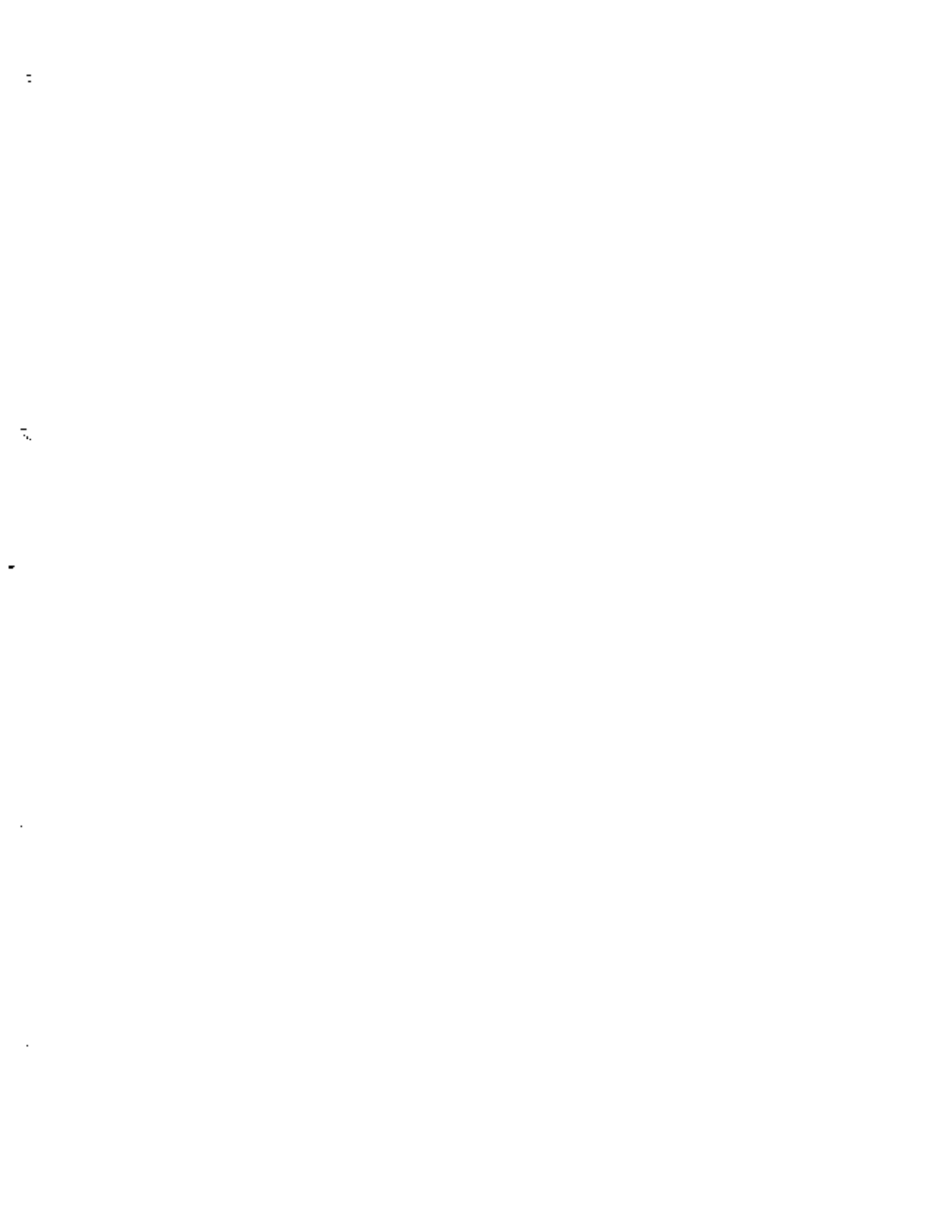
**1. Regional/Division Testing Coordinators**

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

**Duties and Responsibilities:**

- a. Prepares and submits to NETC a budget corresponding to the latest cash advance allotted to the region or division
- b. Coordinates activities relative to test administration in the region/division
- c. Expedites the transmittal of the required forms to the NETC, NCECS, Manila bearing in mind the deadline for their submission, August 15, every year
- d. Facilitates communication channels between the NETC and the regional office or between the NETC and the division office









- e. Coordinates with the home-room teachers, through their respective principals, on the students' orientation regarding the use of the Answer Sheet.
- f. Coordinates with the proper agency in the Region/Division to insure smooth, efficient and honest administration of the NCSE in his/her region/division.
- g. Receives in behalf of the Regional Director/Schools Superintendent concerned, classified and non-classified test materials from the NTC's representatives during the distribution period.
- h. Keeps record 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 NCSE in his/her examination center.

Duties and Responsibilities:

- a. Coordinates activities relative to test administration in a specific examination center.
- b. Coordinates with the proper authorities in the preparation of the examination center, the examination items in particular, at least a day before the examination day. This is especially so in case the Chief Examiner is not connected with the supervisory staff of the school used as examination center.
- c. Receives from the LEC/DTC, on the examination day, two copies of NCSE Form 2 (in-school youths) and/or NCSE Form 4 (out-of-school youths) and supervises the posting of one copy on the door of every examination room one day before the examination day. Meanwhile, the other copy should be given to the examiner on examination day, together with the LEC's copy of the Registration Forms.
- 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 and returns them to the examiner after the examination.
- e. Supervises the administration of the test in the various rooms within the examination center.



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- f. Detects 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 NEIC for appropriate action.
- h. Collects the test materials after the test. Test booklets should be properly accounted for, arranged consecutively, placed in their original plastic bags and sealed. In addition, the contents of the EPTRE's should be verified before sealing and arranged consecutively by batch number.
- 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 test materials previously received together with the Chief Examiner's Confidential Report Envelope (CRECE) to the LCC during the retrieval period. The CRECE should contain the accomplished Test Materials Accounting Forms, NCBE Form 7, and the Chief Examiner's Narrative Report.

### 3. Examiners

The Examiner is appointed by the LCC upon recommendation of the Division Testing Coordinator. He/she is assigned to administer the NCBE 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 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 LCC'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 arrangement specified in the Examiner's/Proctor's Handbook and attends to the accomplishment 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 and the specified time allotments in the Examiner's/Proctor's Handbook
- g. Sees to it that the Proctor supervises each examinee in copying the correct code numbers and in following the instructions provided in the Examiner's/Proctor's Handbook. (Writing the correct division or high school code is very important in order to avoid sending the NCEE Notification Slip of rating to the wrong address or 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 cases
- i. Together with the Proctor, accomplishes the Examiner's/Proctor's Transmittal Report Envelope (APRE)
- j. Maintains the security and confidentiality of the test materials in his/her custody
- k. Accounts for and returns immediately after the administration of the test all test materials and forms entrusted to him/her by the Chief Examiner
- 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. Reports to the examination room on or before 7:00 A.M. on examination day
- b. Reads carefully and follows strictly the examination procedures and time allotments 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 the condition of the contents of the bundle upon opening the plastic bag.
- d. Assists the Examiner in the following activities:
- (1) Prepares the board work specified in the Examiner's/Proctor's Handbook
  - (2) Carries test supplies and materials to and from the examination room
  - (3) Sees to it that chairs are arranged sufficiently far enough to discourage cheating
  - (4) 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 LAC's copy of NCEE Form 1 are identical and reflect the face of the examinee
  - (5) Verifies the count of test materials entrusted to him/her for distribution to the examinees
  - (6) Distributes the test materials to the examinees according to the procedure specified in the Examiner's/Proctor's Handbook
  - (7) Supervises each examinee in copying the correct set of code numbers.
  - (8) Maintains discipline in the examination room
  - (9) Collects the test materials
  - (10) Reports irregularities that may occur during the administration of the test
  - (11) Renders other forms of assistance required by the Examiner during the test session
  - (12) Together with the Examiner, accomplishes the Examiner's/Proctor's Transmittal Report Envelope. This envelope should be sealed using the NETC-WBGS 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 NOEE Form 1 or NEE: Form 1-A with the Answer Sheet number of each examinee indicated in the proper column
- c. Seat Plan
- d. Batch Slip

15. Together with the Examiner, accounts for all the used test booklets. In the presence of the Chief Examiner they should arrange consecutively according to serial numbers the used and unused test booklets given to them earlier 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 30's and 5's are sealed in plastic bags. A sheet of paper indicating the serial number of the test booklets contained therein is placed inside the plastic bag.
- c. The plastic bags are packed in grades or cartons and assigned to a particular division. Each carton or crate is labelled, strapped with steel band and/or sealed with special NERC-49CS sealing tape. (Inside the last crate or carton are operational forms such as Examiner's/Proctor's Transmittal Report Envelopes, each containing one copy of the Seat Plan 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 Test Booklet number is for accounting purposes. The Answer Sheet number is also the Examinee Number (EN).
- b. The Answer Sheets are sealed in plastic bags of 30's and 5's with a batch slip 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. For examination centers with more than one crate or carton, the Answer Sheets and other forms are placed inside the last crate or carton.

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 NCES.

Distribution Phase

1. The NTC 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 provincial distribution center, the Schools Superintendent of the division where the distribution center is located shall be designated by the Regional Director to act as his/her representative to receive and 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 in the regional distribution center. The packing guide that accompanies the test materials should be used as reference and for accounting purposes.
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 NIA personnel on security matters.
3. Procedures for the turnover and distribution of test materials.
  - a. The Regional Director as 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 and packing guide.
  - 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 when to turn over the test materials to the Chief Examiner of that particular examination center with the security and integrity of the NCEE as prime considerations.

- c. The Chief Examiner verifies the count of test materials received and breaks the seal in the presence of the Examiners and Proctors 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 METC 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.

#### Retrieval Phase

1. After the examination, the Examiner and Proctor verify the count of the test materials. The examiner should get back the unused Test Booklets if any, from the Chief Examiner, and together with the used Test Booklets arranges them consecutively by serial numbers and after having confirmed that the pages of each Test Booklet are intact, returns 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 cover), for safekeeping and future reference to be kept at the Schools Division Office
3. The Chief Examiner shall place inside the Chief Examiner's Transmittal 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 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 covers of the examination forms

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 or tied together for transmittal to the NETC, Manila. These should be placed inside the crates and properly labelled. The other forms such as 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 cover) 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 IC Headquarters. These materials will be picked up by the NETC representative(s) after the examination day as per schedule.

#### L. Funding and Allowances of Personnel

1. All expenses incident to the administration of the 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 P20.00 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, but not to exceed nine hundred (P900.00) pesos depending upon the number of registrants in the division.
  3. All expenses incurred by the personnel of the Regional Office incident to the administration of the NCEE within the Region is chargeable against the cash advance of the Regional Director concerned, including the TAD(X) allowance of the Regional Testing Coordinator on the day of the 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 Region, as the case may be.
  5. Incidental expenses during the administration phase of the NCEE which include meals and snacks of security and other 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 Superintendents. 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.
  7. A budget for the Division should be prepared and submitted to NCTC based on the amount of cash advance received in the previous NCEE. If there is a considerable increase in the number of registrants during the current school year a corresponding increase of the cash advance may be allowed.
- M. 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 NCTC. In case of doubts, Regional Directors and/or Schools Superintendents may contact NCTC, Ministry of Education, Culture and Sports, Manila for advice on specific problems that may arise in their respective Regions/Divisions.

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







(Inclosure No. 2 to MEMO Memorandum No. 103, 5, 1983)

CALENDAR OF ACTIVITIES FOR THE YEARLY NCEE

February to April 30 .....	Printing of non-classified NCEE Forms
May 1-31 .....	Shipment of NCEE Forms to School Divisions
From start of classes to July 31 ..	Registration Period
August 1-12 .....	Seminar with Regional and Division Testing Coordinators
August 15 .....	Conference with coordinating government agencies on the security aspect of the NCEE program
August 15 .....	Deadline for submission of required reports and remittances of registration fees of each Division to the MEIC-MLES, Manila
September 7-25 .....	Distribution of NCEE classified materials
September 25 .....	NCEE Day
September 26-30 .....	Retrieval of NCEE materials from examination centers and delivery to retrieval centers
September 26-October 15 .....	Retrieval of NCEE materials from retrieval centers by MEIC representatives
September 26-October 26 .....	Switching of NCEE Answer Sheets and turnover to NCC
October 27-January 31 .....	Sight verification, editing, etc. of Answer Sheets
February 1 - 15 .....	Staggered turnover of NCEE Notification Slips to the MEIC and inventory of same
February 16 .....	Distribution of NCEE Notification Slips to Regional Offices/School Divisions





