

Republika ng Pilipinas
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MINISTERI NG EDUKASYON, KULTURA AT REPERTS
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)
Manila

February 6, 1984

MEMO M E M O R A N D U M
No. 30, s. 1984

GUIDELINES ON THE ADMINISTRATION OF THE PHILIPPINE
SPECIFIC APTITUDE TEST BATTERY (PSATB)

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

1. Conformably with MEMO Memorandum No. 250, s. 1983, the initial administration of the PSATB in selected public and private secondary schools throughout the country will be on February 26, 1984 (Sunday).
2. As previously mentioned and emphasized, the objective of administering the PSATB is to assist students in determining their specific aptitudes for the different professions/vocational courses. The results of the test battery together with the ECEE ratings could be used by the students, with the assistance of the guidance counselors, in guiding them in their career choices upon their graduation from high school in school year 1984-1985.
3. Due to time and financial constraints, the selection of schools that would be the beneficiaries of this initial testing was made at the NEDC. It is hoped that next school year, 1985-1986, this specific aptitude testing could be extended throughout the rest of the country. Meanwhile, each region will be sent the list of schools that would be involved in this initial testing.
4. For the information and guidance of the field, enclosed are the Guidelines on the Administration of the PSATB.
5. It is requested that the contents of this Memorandum be given immediate attention and the widest dissemination.

(SGD.) JAYR O. LAYA
Minister

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Incl.:
As stated

Reference:
EPCS Memorandum: (No. 250, A. 1983)

Attachment: 1-2-3-4--(D.C. 1-76)

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

PROGRAM, SCHOOL
RATINGS
SCHOOLS
STUDENTS
TEST



GUIDELINES ON THE ADMINISTRATION OF THE PHILIPPINE
SPECIFIC APTITUDE TEST BATTERY (PSAIB)

For a more effective administration of the First Philippine Specific Aptitude Test Battery (PSAIB), the following guidelines are being issued for the information and guidance of all concerned.

7. Assignment and Functions of the Testing Team, Chief Examiners, Examiners and Proctors
 - a. The Testing Team is composed of a representative of the Regional Director, the Schools Division Superintendent and the Division Testing Coordinator. They are expected to:
 1. coordinate with the schools covered so that the required number of examinees can be got;
 2. assign the prospective examinees to the different rooms within the centers;
 3. appoint the Chief Examiner, Examiners and Proctors;
 4. conduct the briefing of the Chief Examiner, Examiners and Proctors before examination day. (The Examiners and Proctors should be secondary school teachers);
 5. receive the test materials from the NBTC representative/s;
 6. coordinate and supervise the conduct of the PSAIB in the assigned testing center(s) in the division; and
 7. report in the manner by which the PSAIB was conducted; and supervise, assist and witness the manner by which the distribution and retrieval of the test materials were accomplished.
 - b. The Chief Examiner is expected to:
 1. coordinate and supervise the conduct of the PSAIB in the testing centers;
 2. receive the test materials from the Testing Team and distribute them to the Examiners duly accounted for;
 3. see to it that every room has an Examiner and a Proctor on examination day;
 4. retrieve the test materials from Examiners immediately after the test and return them to the Testing Team who will turn them over to the NBTC representative(s);

5. report on the manner by which the PSATB was conducted in the testing center; and
 6. collect unused Test Booklets with corresponding Answer Sheets before the test begins.
- c. The Examiners and Proctors are expected to:
1. attend the briefing for Examiners and Proctors scheduled by the Testing Team;
 2. be at the examination center at 7:00 - 12:00 and 1:00 - 3:00 PM on the examination day;
 3. receive the test materials for the room assigned to him/her;
 4. administer the PSATB to examinees assigned to his/her particular room in accordance with the Examiner's/Proctor's Handbook;
 5. prepare a list in triplicate of examinees (30) in the room assigned to them; and
 6. return the materials properly accounted for and packed, at the end of the examination day.

II. Distribution and Retrieval of Test Materials

1. Distribution Phase:

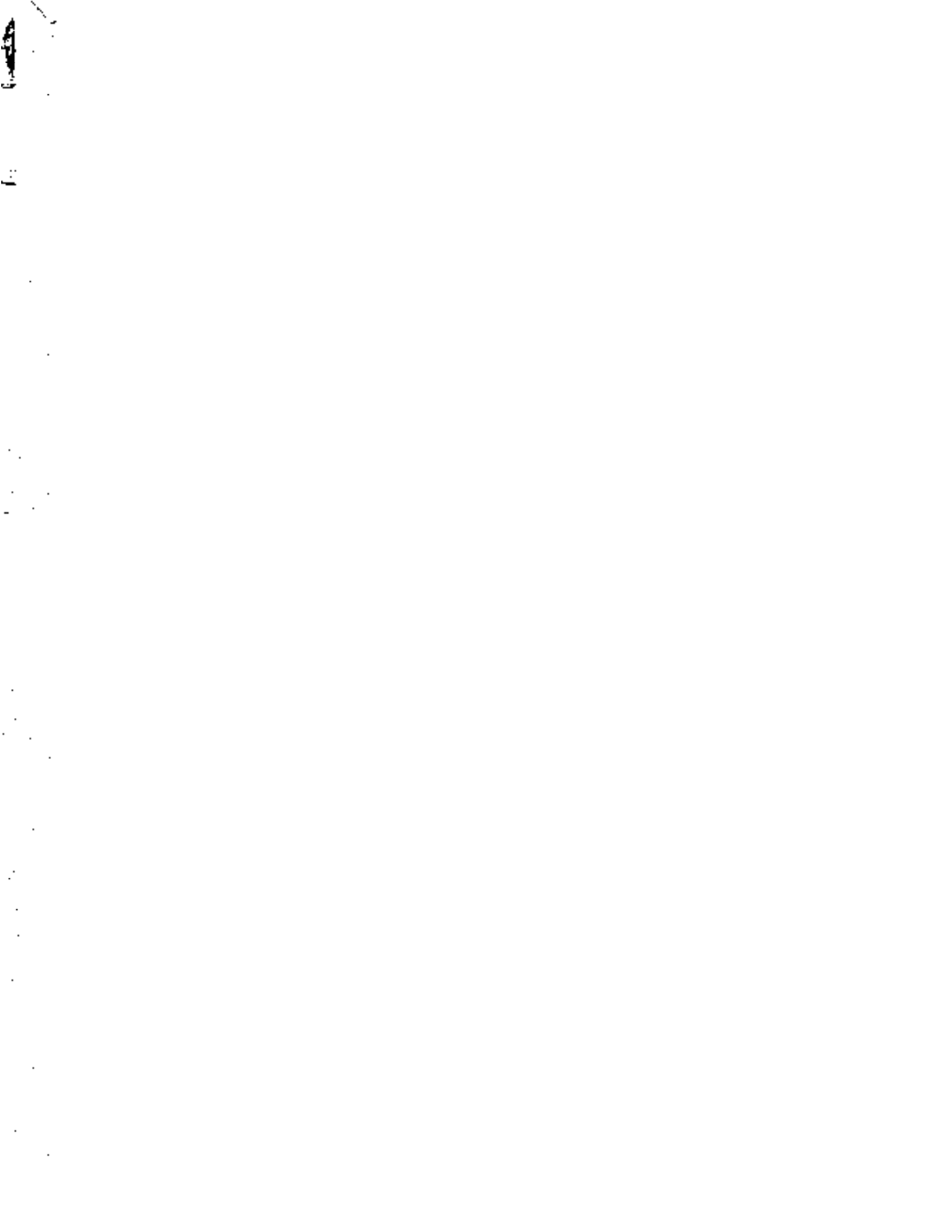
- a. The NETC representative(s) will deliver the test materials to the division where there are examination centers. The regional or division offices concerned will be notified by wire about their arrival.
- b. The Testing Team shall receive the test materials from the NETC representative(s) immediately upon his/her arrival. The Testing Team shall verify the number of boxes received against the delivery form in the presence of the regional representative if one is assigned to that center. These materials are to be kept and safeguarded by the Testing Team until the NETC representative departs for Manila after the test. The confidentiality of the test should be safeguarded at all times by instituting strict security measures.
- c. On examination day, the Testing Team shall turn over the test materials to the Chief Examiner before 7:00 AM in the presence of the NETC representative(s) showing that the unbroken seal of the boxes.



d. The Chief Examiner breaks the seal in the presence of all members of the Testing Team and the MEIC representative, verifies the number of test materials received and distributes them to the Examiners with proper accounting.

2. Retrieval Phase:

- a. After the examination, the Examiner and Proctor shall collect the test booklets and arrange them consecutively according to serial numbers. They should check the pages of each test booklet and should count the number carefully before placing them in the plastic bags. The open end should be stapled thereafter.
- b. The Chief Examiner shall receive from the Examiner and Proctor the following materials:
 1. Test booklets, used and unused.
 2. Examiner's/Proctor's Transmittal Report Envelope with its contents as specified including the Answer Sheets, Seat Plan, List of Examinees and a short narrative report on the conduct of the test.
- c. The Chief Examiner shall place inside the Chief Examiner Transmittal Report Envelope all unused Answer Sheets.
- d. The Testing Team, assisted by all members, shall receive from the Chief Examiner the following:
 1. Plastic bags containing used and unused test booklets;
 2. Examiner's/Proctor's Transmittal Report Envelopes containing among other things used answer sheets;
 3. Chief Examiner's Transmittal Report Envelope; and
 4. Examiner's/Proctor's Handbook.
- e. Before the materials listed above are packed, the MEIC representative shall verify the count after which if everything is found correct, he/she supervises the packing and sealing of the boxes. The Testing Team shall sign across the seal extending to the envelopes.
- f. The packed materials shall still be in the custody of the Testing Team until formally turned over to the MEIC representative.



1.1. Funding and Allowances of Personnel.

1. All expenses incident to the administration of the 1983 PSATB is chargeable against the cash advance of the Schools Division Superintendent. In accordance with the retrenchment policy of the government only the following payments are authorized:
 - a. The regional director or his/her representative, KETC representatives, schools division superintendent, division testing coordinator, Chief Examiner and school head of the center hosting the examination should be given P50,00 each on examination day.
 - b. Examiners and Sectors are to receive P50,00 each on examination day and one day service credit each for public school centers; personnel from the private schools are covered by the rules and regulations of their respective Board of Trustees.
 - c. Helpers assigned to the Chief Examiners, on the basis of one for every 1000 examinees or fraction thereof, to help in clerical, janitorial and security functions shall be paid P50,00 each on examination day.
 - d. Incidental expenses shall be paid but not to exceed P200,00, only.
2. Payment of the above mentioned expenses is subject to the availability of funds given as cash advance to the Schools Division Superintendent and the usual accounting and auditing regulations. Disbursement should be within the cash advance of the Schools Division Superintendent. In no instance will expenses over and above the cash advance be reimbursed.
3. Liquidation of the cash advance should be made within 90 days or two months period after the administration of the PSATB.

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