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

May 18, 1984

MECS MEMORANDUM
No. 102, s. 1984

1984 NATIONAL COLLEGE ENTRANCE EXAMINATION

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

1. The 1984 National College Entrance Examination (NCEE) will be administered in designated examination centers throughout the country on September 23, 1984, from 8:00 o'clock A.M. to 12:00 o'clock noon. The Regional Directors and the Schools Division Superintendents shall be responsible for the systematic, efficient and effective administration of the NCEE in their respective regions and/or divisions.

2. Inclosed are the guidelines for the efficient and effective administration of the 1984 NCEE. These guidelines shall be followed strictly. 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 1984 NCEE is 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 Division 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. The RTC/DTC will in turn conduct their seminars with the chief examiners, examiners and proctors in their respective regions/divisions.

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5. The registration period for the 1984 NCEE will be from the start of classes in June until July 31, 1984. No extension will be granted. The registration fee for each examinee is fifteen pesos (P15.00) payable upon registration and is not refundable. Each high school principal (public or private) will remit the total collections from the registration fees of his/her school to the Schools Division Superintendent concerned. The total registration fees collected by the Schools Division Superintendent should be remitted by him/her directly to the National Educational Testing Center (NETC), Manila, together with the list of registrants from each high school, on or before August 15. It is very important that the deadline should be followed strictly 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 of the Schools Division Superintendent in mailing or buying bank drafts should be charged against the cash advance allotted to his/her school division.

6. To carry out effectively 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 validate 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 and who are found negligent or who have committed infractions of the law, rules and regulations, such as initiating or tolerating acts of cheating in any form, which will adversely affect the integrity of the test, shall be dismissed from the service and the students involved shall be debarred from taking the NCEE.

8. Schools Division Superintendents who fail to remit the 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 Division Superintendents should liquidate their cash advances within two months after the administration of the NCEE, otherwise payment of their salaries will be withheld.

10. It is desired that the full and wholehearted cooperation of all concerned shall 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.) JAIME C. LAYA
Minister

Incls.

As stated.

Reference:

NECS Memorandum No. 103, s. 1983

Altogether (D.O. 1-76)

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

EXAMINATIONS
FEES
LEGISLATION

OFFICIALS
RULES & REGULATIONS
STUDENTS

GUIDELINES FOR THE ADMINISTRATION OF THE NCSE

A. Composition of the Local Examination Committee (LEC)

1. Schools Division Superintendent as Chairman
2. EC Commander as Co-Chairman in provincial and city school divisions
3. Two (2) representatives from the private schools to be nominated by the COCCPEA 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 Division 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 youths) who will graduate at the end of the school year or in summer 1985 and high school graduates (out-of-school youths) 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 KETC-NECS). 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 Division 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 through the Schools Division Superintendents. He/She should attach his/her latest photo, size 1" x 1", 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 Fifteen Pesos (P15.00) in accordance with the approved rate.

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The upper portion of the registration form (Student's Copy) should be given to the applicant. This will serve as his/her admission slip and should be presented to the examiner/proctor on examination day; the lower portion (LEC's copy) should be kept in the Division Office. Both upper and lower portions of Form I should be stamped or marked PAID and initialed by the teacher delegated by the principal to collect the registration fees. 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 to the NCEE Form A or A-A (List of Registered Examinees for each examination form). 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 slip 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

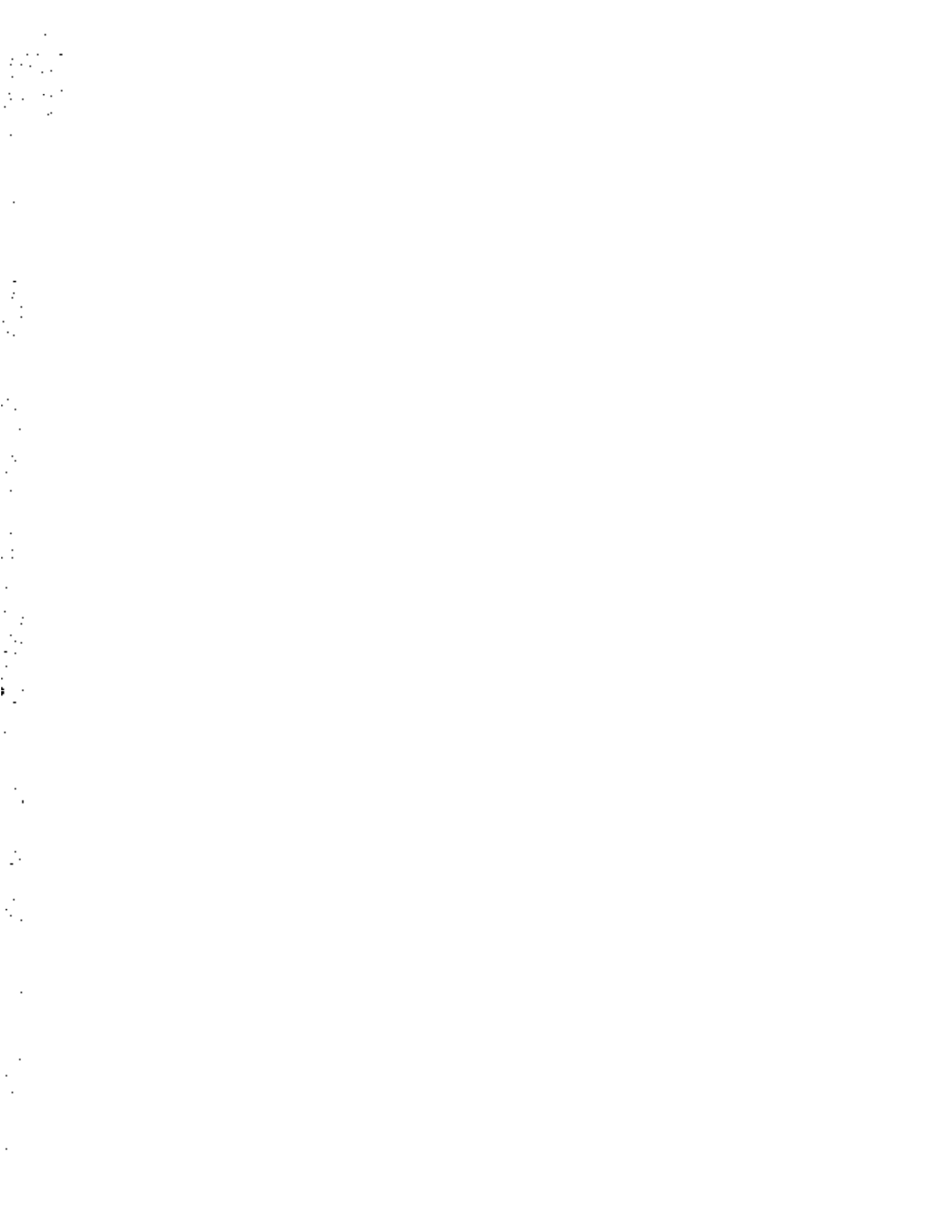
1. The Local Examination Committee (LEC), on the basis of convenience and accessibility to the majority of student registrants, shall determine the number of examination centers, together with their exact location. It shall also determine the specific schools and classrooms to be used in each examination center during the actual administration of the test. This must be done early enough as the preparation of the list of examinees for each center will depend on the designation of such centers. It is strongly recommended 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 irregularities occurred or where irregular administration of previous NCEEs has been 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 has 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.

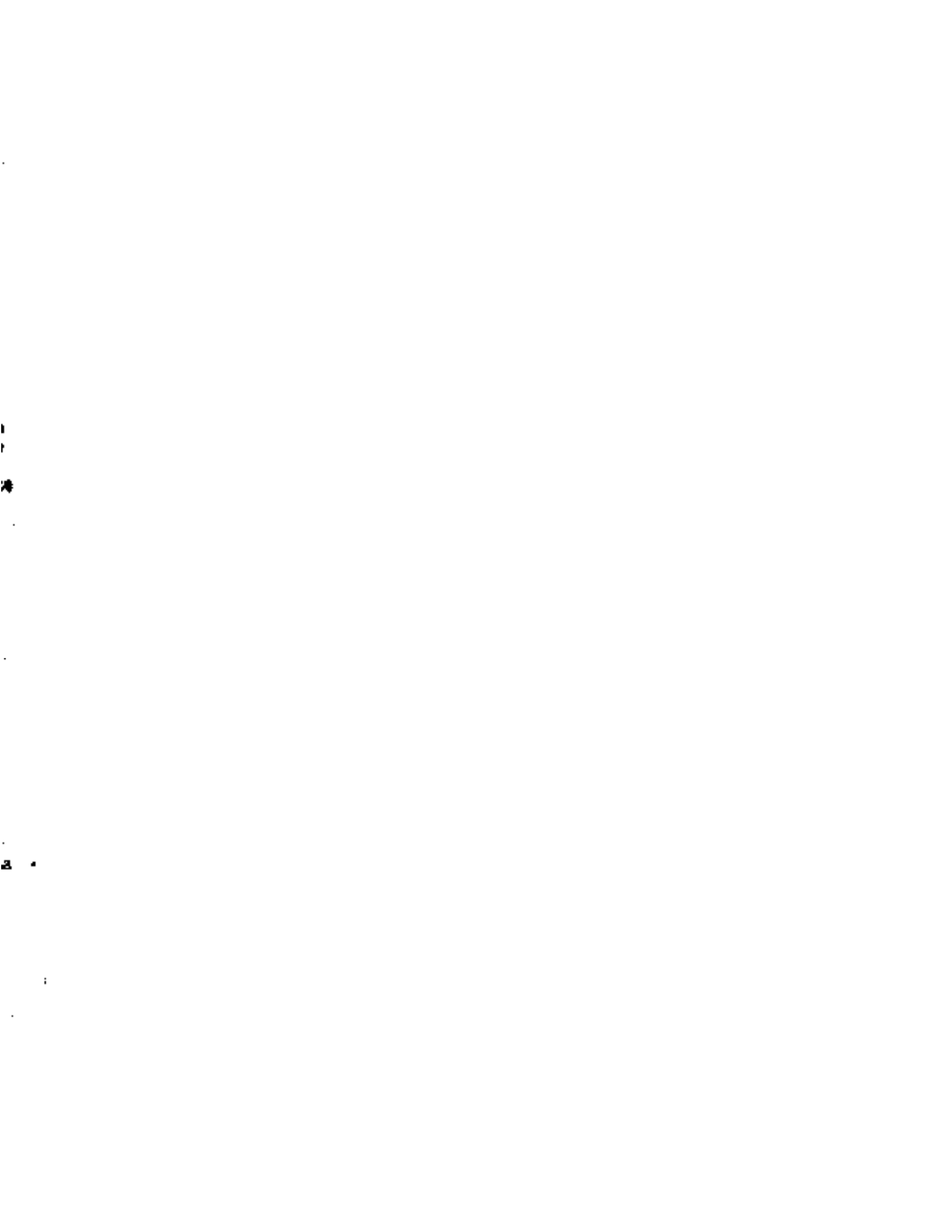
F. Listing of Registered Examinees

A list of examinees (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 six copies for each room. The original copy should be sent to the NETC, MEGS, Manila not later than August 15; one copy should be forwarded to the Regional Office and the rest (4 copies) should be retained by the Schools Division Superintendent. These should be given to the Chief Examiner one day before the examination day. One copy should be posted on the door of the examination room and the other copies should 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, addresses, 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.
7. NCEE Form 6 - List of examiners and proctors by center
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 placed 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 Division 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 Division Superintendent. This includes expenses incurred in his/her coordination work with other government agencies.

2. The MEC 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, Examiners or Proctors 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, etc., where an examination center is located in a building of two or more stories, an Assistant Chief Examiner may be appointed to supervise a minimum of fifteen (15) rooms.

3. The DTC 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 the same school district) who is likewise appointed by the DTC (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 designate 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 Coordinator

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. Prepare and submit to MEIC a budget corresponding to the latest cash advance allotted to the region/division;
- b. Coordinate activities relative to test administration in the region/division;
- c. Expedite the transmittal of the required forms to the MEIC, MEC, Manila to meet the deadline for their submission, August 15, of each year.



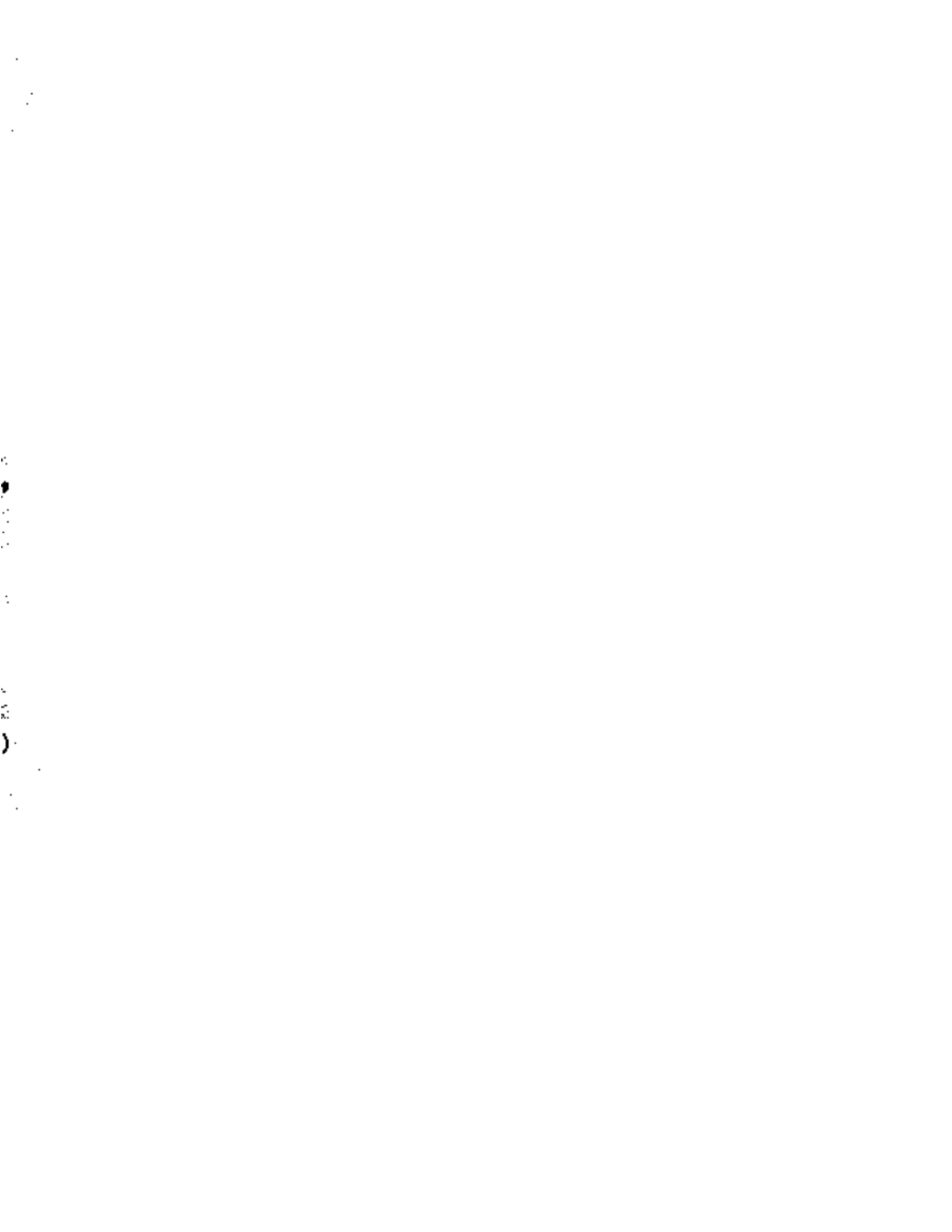
- d. Facilitates communication channels between the NETC and the regional office or between the NETC and the division office;
- e. Coordinates with the home-room teacher, through their respective principals, on the students' orientation regarding the use of the Answer Sheet;
- f. Coordinates with the proper agency in the Region/Division to insure smooth, efficient and honest administration of the NCEE in his/her region/division;
- g. Receives in behalf of the Regional Director/Schools Division Superintendent concerned, classified and non-classified test materials from the NETC representatives during the distribution period; and
- 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 NCEE 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 rooms in particular, at least one 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/DIC, 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 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;
- 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. Test booklets should be properly accounted for, arranged consecutively, placed in their original plastic bags and sealed. In addition, the contents of the EPTR's should be verified before sealing and arranging these 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 Transmittal Report Envelope (CEIRE) to the LEC during the retrieval period. The CEIRE should contain the accomplished Test Materials Accounting Forms, NCEE Form 7, and the Chief Examiner's Narrative 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 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 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 specific 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);

- b. Together with the Proctor, accomplishes the Examiner's/Proctor's Transmittal Report Envelope (EPTRE);
- i. Maintains the security and confidentiality of the test materials in his/her custody. (Note: The examiners should not dismiss the student unless they have counted the Answer Sheets and the Test Booklets);
- j. Accounts for and returns immediately after the administration of the test all test materials and forms entrusted to him/her by the Chief Examiner; and
- k. 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 bags 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 apart to discourage cheating; (if classroom desks are the only available seats, then the proctor prepares a seating arrangement where students will not be tempted to cheat.)
 - (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 LEC's copy of NCEE Form I are identical and both reflect the face of the examinees.)
 - (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 (Goes from one student to another for the signature on the seat plan.)

- (8) Maintains discipline in the examination room;
- (9) Dismisses students only after accounting for the correct number of test booklets and answer sheets;
- (10) Collects the test materials;
- (11) Reports irregularities that may occur during the administration of the test;
- (12) Renders other forms of assistance required by the examiner during the test session
- (13) Together with the Examiner, accomplishes the Examiner's/Proctor's Transmittal Report Envelope. This envelope should be sealed using the NETC-NECS 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 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; and
 - (d) Batch Slip.
- (14) Together with the Examiner, accounts for all the used and unused test booklets. In the presence of the Chief Examiner they should arrange 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. Attention is invited to the sheet of paper indicating the serial numbers of the test booklets contained in the plastic bag with sequence number (1, 2, 3, 4, 5, etc.) at the upper right hand corner. The sequence numbers should tally with the last five digits (01, 02, 03, 04, 05, etc.) of the batch number found inside the plastic bag of answer sheets.
- (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 bands and/or sealed with special NETC-NECS sealing tape. (Inside the last crate or carton are operational forms such as Examiner's/Proctor's Transmittal Report Envelope, 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, in all instances should tally with the inclusive serial number of the test booklets. In case of a defective TB or AS, both should be changed entirely with a new one.
- (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 bag 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~~ 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 NETC has the responsibility of shipping the Test Booklets in crates or cartons to the Regional Director or Schools Division Superintendent, as the case may be. In case the crates or cartons are shipped directly to the provincial distribution center, the Schools Division 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 have been 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. Procedures 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 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 the particular examination center with the security and integrity of the NCEE as prime considerations.
- c. The Chief Examiner verifies the count of the test materials received from the LEC and on examination day, match the set (plastic bag of TB and plastic bag of AS) in a designated room within the examination center. On a pre-arranged time, the Chief Examiner distributes the set of test materials to the examiners and proctors.
- d. In conformity with the Examiner's/Proctor's Handbook, the plastic bags containing the Test Booklets and Answer Sheets should be opened in the examination room in the presence of the examinees.

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 the contents as specified, properly accounted for.
 - c. LEC's portion of the registration forms, together with Examiner's/Proctor's Handbook and NCEE Form 4 or NCEE Form 4-A (detached from the door), 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 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 DIC and the LEC members, supervises the sorting 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 Envelope (EPTRE) and the Chief Examiner's Transmittal Report Envelope (CEIRE) should be packed in a separate carton tied securely for transmittal to the NEIC, 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 door) should be left in the Division Office for safekeeping and reference.

5. The crates/cartons which will be shipped back to the NEIC, Manila, should be delivered to the Regional Director or to his authorized representative in the distribution/retrieval centers for storage at the PC or NISA Headquarters. These materials will be picked up by the NEIC representative(s) within three (3) days after the examination day or a little bit later, depending on the availability of transportation back to Manila from the area of retrieval.

L. Funding and Allowances of Personnel

1. All allowances incident to the administration of the NCEE within the Division is chargeable against the cash advance of the Schools Division Superintendent concerned. The following mode of payment of allowances should be observed:
 - a. LEC members, Division Testing Coordinators, Chief Examiners and Schools Heads of the examination center should be given P45.00 each on examination day.
 - b. Examiners and Proctors should be given P25.00 each on examination day and two days service credits 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 one thousand (P1,000.00) pesos depending upon the number of registrants in the division.
3. All allowances 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 P45.00 allowance of the Regional Testing Coordinator on the day of the examination.

4. 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 Division 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. Schools Division Superintendent should reimburse actual transportation fares of the Chief Examiners and cargoes in getting and returning the test materials from PC/MISA headquarters, etc.
 5. Payment of the above mentioned expenses is subject to the availability of funds given as cash advance to the Regional Director and/or Schools Division Superintendents and the usual accounting and auditing regulations for special projects like the NCEE.
 6. A budget for the division should be prepared and submitted to NEIC not later than August 15, 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 Division 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 NEIC. In case of doubts, Regional Directors and/or Schools Division Superintendents may contact NEIC, 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 MECS Memorandum No. 102, s. 1984)

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
- Start of classes in June 1984 to July 31, 1984 Registration Period
- August 1-12 Seminar with Regional and Division Testing Coordinators
- August 11 Conference with coordinating government agencies on the security aspects of the NCEE program
- September 3-23 Distribution of NCEE classified materials
- September 23 NCEE day
- September 23 - October 21 Retrieval of NCEE materials from examination centers and delivery to retrieval centers
- October 1-31 Batching of NCEE Answer Sheets and delivery to NCC
- November 1 to January 31 Sight verification, editing, etc., of Answer Sheets
- February 15-28 Staggered turnover of NCEE Notification Slips to the METC and inventory of same
- March 1 Distribution of NCEE Notification Slips to Regional Offices/School Divisions

