

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

April 10, 1985

MECS MEMORANDUM
No. 52, s. 1985

1985 NATIONAL COLLEGE ENTRANCE EXAMINATION

To: Bureau Directors
Regional Directors
Chief of Service and Heads of Units/Centers
School Superintendents
Presidents, State Colleges and Universities
Heads of Private Schools, Colleges and Universities

1. The Ministry of Education, Culture and Sports (MECS) through the National Educational Testing Center (NETC), will administer the National College Entrance Examination (NCEE) on September 20, 1985, in all examination centers in the country. The Regional Directors (RD) through the Schools Division Superintendent (SDS) shall be responsible for the systematic, efficient and effective administration of the NCEE in their respective regions and school divisions.

2. Attention is invited to MECS Memorandum No. 102, s. 1984, and its inclosures with regard to the guidelines to be followed in the administration of the NCEE particularly on the following 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 (RDC/ DTC), Chief Examiners, and Proctors;
- g. Distribution and retrieval of test materials; and
- h. Funding and allowances of personnel concerned.

3. Detailed instructions on the conduct of the examination are contained in the Examiner's/Proctor's Handbook. Additional instructions, if deemed necessary, will be released to the field from time to time by the NETC, Manila. Regional Directors and/or School Division Superintendents should immediately inform the NETC of any problem relative to the NCEE that may arise in their respective regions or divisions.

4. The NETC will be responsible for training the Regional Testing Coordinators or Division Testing Coordinators on the responsibilities and functions of the various personnel involved and the

procedures to be followed in the NCEE administration. These testing coordinators will in turn conduct their echo seminar with the Chief Examiners, Examiners and Proctors in their respective regions or divisions.

5. The registration period for the 1985 NCEE will be from the start of classes in June 1985 to July 31, 1985. No extension of registration will be granted. The registration fee for each applicant 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 high school to the Schools Division Superintendent (SDS) concerned who will in turn remit the total collections directly to the National Educational Testing Center (NETC) Manila on or before August 25, 1985. The name and place of the public or private high school should be indicated. The NETC will deposit the full amount of remittances to the Bureau of Treasury, Manila. A certified report on the number of applicants, male and female, by the high school Principal confirmed by the Schools Division Superintendent, copy furnished the Regional Director, should be submitted to the NETC, Manila. It is very important that the deadline be **strictly followed** to avoid delay in the printing and packing of the test materials. The quantity of materials sent to each school division will **entirely depend** upon the number of applicants reported to the NETC.

6. A Schools Division Superintendent who fails to remit the NCEE collections within fifteen (15) days after the close of the registration period shall have his/her salary suspended, without prejudice to the filing of administrative/criminal charges against him/her in accordance with Section 12 of RA 3019, "Anti-Graft and Corrupt Practices Act."

7. Regional Directors and Schools Division Superintendents and their respective disbursing officers should liquidate their cash advances within two months after the administration of the NCEE. Otherwise payments of their salaries will likewise be withheld.

8. The NETC may be compelled to recommend drastic action against erring school officials and employees and other government personnel who in the performance of their official duties are found negligent or have committed infractions of the law, rules and regulations, such as initiating or tolerating acts of cheating in any form that will adversely affect the integrity of the test.

9. LEC members; Regional and Division Testing Coordinators, Chief Examiners, School Heads of the examination center and NETC personnel who may be assigned test duties will receive an allowance of forty-five pesos (P45.00) on examination day. Examiners and Proctors will each receive twenty-five pesos (P25.00) on examination day. An additional two days service credits shall be granted to public school teachers. Personnel from the private schools are covered by the rules and regulations of their respective Board of Trustees.

10. The full and wholehearted cooperation of all concerned is enjoined. Widest dissemination of this Memorandum is desired for the information and guidance of the field.

(SGD.) FERNANDO A. BERNARDO
Deputy Minister
Officer-in-Charge

Reference:

MECS Memorandum: (No. 102, s. 1984)

Allotment: 1-3-4--(E.O. 1-76)

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

ALLOWANCE	REPORT
BUREAUS & OFFICES	RULES & REGULATIONS
EXAMINATION	SERVICE
FEEES	STUDENTS
LEGISLATION	TEACHERS
OFFICIALS	

