

Republic of the Philippines  
(Republic of the Philippines)  
KAGABAHAN NG DEPARTMENTAL OFFICES  
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS  
1987

July 17, 1987

DECS MEMORANDUM  
No. 50, s. 1987

NATIONAL TECHNICAL VOCATIONAL EXAMINATION

To: Regional Directors  
Regional Offices  
School Superintendents  
Presidents, State Colleges and Universities  
Heads of Private Senior Colleges and Universities  
Vocational School Superintendents/Administrators

1. The Department of Education, Culture and Sports through the National Educational Council (NEC) on July 17, 1987 has announced the availability of a National Technical Vocational Examination (NTVE) in 1987 to be conducted by all units of technical/vocational institutions and the concerned districts. The National Technical Vocational Examination is intended to provide information that will be a guide to students to make a career decision to begin a career study and its length. This will be conducted on an optional basis by the various schools offering technical programs. The results of the test will be used for guidance, no applicant will be barred from enrolling in technical education institution.

2. The Technical Vocational Examination Committee in each province will be responsible for the efficient and effective administration of the NTVE. The implementing guidelines and administrative details of the NTVE are enclosed. The examination will be held on September 29, 1987 at 10:00 AM. Centers designated by the Technical Vocational Examination Committee (TVEC) will start at 12:00 PM of the same day.

3. The registration period for the NTVE starts with the opening of classes in June 1987. A registration fee of P25.00 will be charged each and every payable upon registration and P25.00 upon successful.

4. An orientation seminar will be conducted at the concerned regional office throughout the country for the regional directors, presidents of state colleges and universities, superintendents, administrators, principals of technical vocational schools, and provincial level coordinators of the provinces to ensure effective vocational support.



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who have agreed to administer the examination are located (see  
calendar of Orientation Seminars for 1967-1968). The venue for  
the workshop seminars will be designated by the regional  
directors.

It is desired that prompt dissemination of these  
directives be made for the information and guidance of all  
concerned.

SECRETARY A. C. DUNNING  
Secretary

India :  
As stated

Reference:  
N. O. 6

Attachment: 1-2-3-4-5-6-7-8-9-10-11-12-13-14-15-16-17-18-19-20-21-22-23-24-25-26-27-28-29-30-31-32-33-34-35-36-37-38-39-40-41-42-43-44-45-46-47-48-49-50-51-52-53-54-55-56-57-58-59-60-61-62-63-64-65-66-67-68-69-70-71-72-73-74-75-76-77-78-79-80-81-82-83-84-85-86-87-88-89-90-91-92-93-94-95-96-97-98-99-100-101-102-103-104-105-106-107-108-109-110-111-112-113-114-115-116-117-118-119-120-121-122-123-124-125-126-127-128-129-130-131-132-133-134-135-136-137-138-139-140-141-142-143-144-145-146-147-148-149-150-151-152-153-154-155-156-157-158-159-160-161-162-163-164-165-166-167-168-169-170-171-172-173-174-175-176-177-178-179-180-181-182-183-184-185-186-187-188-189-190-191-192-193-194-195-196-197-198-199-200-201-202-203-204-205-206-207-208-209-210-211-212-213-214-215-216-217-218-219-220-221-222-223-224-225-226-227-228-229-230-231-232-233-234-235-236-237-238-239-240-241-242-243-244-245-246-247-248-249-250-251-252-253-254-255-256-257-258-259-260-261-262-263-264-265-266-267-268-269-270-271-272-273-274-275-276-277-278-279-280-281-282-283-284-285-286-287-288-289-290-291-292-293-294-295-296-297-298-299-300-301-302-303-304-305-306-307-308-309-310-311-312-313-314-315-316-317-318-319-320-321-322-323-324-325-326-327-328-329-330-331-332-333-334-335-336-337-338-339-340-341-342-343-344-345-346-347-348-349-350-351-352-353-354-355-356-357-358-359-360-361-362-363-364-365-366-367-368-369-370-371-372-373-374-375-376-377-378-379-380-381-382-383-384-385-386-387-388-389-390-391-392-393-394-395-396-397-398-399-400-401-402-403-404-405-406-407-408-409-410-411-412-413-414-415-416-417-418-419-420-421-422-423-424-425-426-427-428-429-430-431-432-433-434-435-436-437-438-439-440-441-442-443-444-445-446-447-448-449-450-451-452-453-454-455-456-457-458-459-460-461-462-463-464-465-466-467-468-469-470-471-472-473-474-475-476-477-478-479-480-481-482-483-484-485-486-487-488-489-490-491-492-493-494-495-496-497-498-499-500-501-502-503-504-505-506-507-508-509-510-511-512-513-514-515-516-517-518-519-520-521-522-523-524-525-526-527-528-529-530-531-532-533-534-535-536-537-538-539-540-541-542-543-544-545-546-547-548-549-550-551-552-553-554-555-556-557-558-559-560-561-562-563-564-565-566-567-568-569-570-571-572-573-574-575-576-577-578-579-580-581-582-583-584-585-586-587-588-589-590-591-592-593-594-595-596-597-598-599-600-601-602-603-604-605-606-607-608-609-610-611-612-613-614-615-616-617-618-619-620-621-622-623-624-625-626-627-628-629-630-631-632-633-634-635-636-637-638-639-640-641-642-643-644-645-646-647-648-649-650-651-652-653-654-655-656-657-658-659-660-661-662-663-664-665-666-667-668-669-670-671-672-673-674-675-676-677-678-679-680-681-682-683-684-685-686-687-688-689-690-691-692-693-694-695-696-697-698-699-700-701-702-703-704-705-706-707-708-709-710-711-712-713-714-715-716-717-718-719-720-721-722-723-724-725-726-727-728-729-730-731-732-733-734-735-736-737-738-739-740-741-742-743-744-745-746-747-748-749-750-751-752-753-754-755-756-757-758-759-760-761-762-763-764-765-766-767-768-769-770-771-772-773-774-775-776-777-778-779-780-781-782-783-784-785-786-787-788-789-790-791-792-793-794-795-796-797-798-799-800-801-802-803-804-805-806-807-808-809-810-811-812-813-814-815-816-817-818-819-820-821-822-823-824-825-826-827-828-829-830-831-832-833-834-835-836-837-838-839-840-841-842-843-844-845-846-847-848-849-850-851-852-853-854-855-856-857-858-859-860-861-862-863-864-865-866-867-868-869-870-871-872-873-874-875-876-877-878-879-880-881-882-883-884-885-886-887-888-889-890-891-892-893-894-895-896-897-898-899-900-901-902-903-904-905-906-907-908-909-910-911-912-913-914-915-916-917-918-919-920-921-922-923-924-925-926-927-928-929-930-931-932-933-934-935-936-937-938-939-940-941-942-943-944-945-946-947-948-949-950-951-952-953-954-955-956-957-958-959-960-961-962-963-964-965-966-967-968-969-970-971-972-973-974-975-976-977-978-979-980-981-982-983-984-985-986-987-988-989-990-991-992-993-994-995-996-997-998-999-1000

Items indicated in the Serials Index  
under the following subjects:

- EXAMINATION
- FEES
- OFFICIALS
- RULES & REGULATIONS
- SEMINARS
- STUDENTS
- VOCATIONAL TRAINING









(Inclosure No. 1 to DDCB Memorandum No. 143, s. 1987)

GUIDELINES FOR THE ADMINISTRATION OF THE NATIONAL  
TECHNICAL VOCATIONAL EXAMINATION (NIVE)

Introduction

Technical Vocational Training requires a special set of physical and mental qualifications. In order to succeed in such courses a student must not only possess potentials or aptitudes to learn certain kinds of behaviors and skills, but potentials or aptitudes must be identified so as to be assured that the student may be treated to a training program which affords the higher probability of success.

The National Technical Vocational Examination (NIVE) is intended to provide information that will help the student make wise career decisions in terms of area of study and its length.

The implementing guideline was issued for all personnel involved in this activity to insure smooth and efficient administration of the NIVE.

A. Composition of the TVEC

The NIVE is to be administered and coordinated on the division level by the Technical Education Examination Committee (TVEC). This Committee is composed of the following:

1. Vocational School Superintendent or President of State Technological College/University located nearest to the provincial capital as Chairman.
2. Schools Superintendent as Co-Chairman.
3. Philippine Constabulary Provincial Commander as Member.
4. The TVEC Testing Coordinator (TTC) to be appointed by the TVC Chairman as Member.
5. Head of Private Vocational/Technical School in the City/Province as Member (if any). In case there is none, the Chairman, or designate a competent vocational supervisor as Member.

B. Registration Procedures

1. Who May Register

All fourth year students of the technical, vocational and of public and private high schools, and all graduates







of vocational/technical (public secondary) and public and private high schools and qualified to take this examination. Fourth year students are classified as In-School (IS) while technical vocational and high school graduates are categorized as Out-of-School (OS) students.

1. When and Where to Register

The registration period for the NIVE starts with the opening of classes in your local school. In your school year, fourth year students are listed as In-School (IS) should register with the Office of the Principal of the schools where they are currently enrolled and apply for the high school code of their local schools using the code book. Out-of-School (OS) Federal Vocals and high school graduates should register with the Office of the High School Principal nearest to their schools but should use the School District Code Number in the NIVE.

2. Fee on Register

Each applicant should complete the NIVE Form 1 (Registration Form) equally numbered 000001-200000 and one accountable form which has three forms change through the year. The local examiner Examination Committee (VEEC) Chairman. He should submit the first 20 x 14 photo copy of the upper portion (student copy) and another copy the lower portion (VEEC's copy) of the registration form for identification purposes. He should pay a fee of twenty-five dollars (\$25.00) in accordance with the approved rate. Both the student's copy (upper portion) and VEECs copy (lower portion) of this form should be signed and initialed by the registering official attached to the official receipt form. The date and year should always be indicated.

The upper portion of the registration form should be given to the registering official. This will serve as the admission slip and should be presented to the Examiner on examination day. The lower portion should be retained by the registering official and turned over to the Chief Examiner for use in the final examination rooms.

3. Assignment of Examinees in Examination Rooms

1. Preferably registered examinees from a particular school should be assigned to a particular examination center. Each room should have 30 examinees. If the room is assigned to a school has less than 30 examinees, students from other high schools may be needed. At least the 30 students required for this. A separate Form 4 should be attached to the NIVE. The high school code number in the NIVE should be the same number assigned to the high school where the student attends.









2. The IBC, on the basis of convenience and accessibility to the majority of the examinees, may determine the number of examination centers, together with their exact location. It shall also determine the specific buildings and classrooms to be used in all of these centers. This must be done early enough as to permit preparation of the list of examinees to each center and to be based on the designation of such centers. As soon as possible the IBC should be advised of all of the different sites for all examination centers.
3. All applications examined (NIVE Form 4 or 4-A) together with the serial number of each applicant arranged alphabetically, shall be prepared in triplicate, one to be prepared in six copies for each room. The original copy should be sent by the NIVE, WFO, by air, not later than August 15, 1966; one copy should be forwarded to the Regional Office and the rest to be retained by the school superintendent. These should be given to the Chief Examiner on the day before the examination day. One copy should be posted on the door of the examination room and the remaining copies should be given to the Examiner on examination day. The number should indicate the Examination Room and the Number on the application card in Form 4 or Form 4-A during the post examination activities.

2) Appointment and Assignment of Regional and Divisional Examiners, School Heads, Chief Examiners, Room Supervisors and Examiners

1. The Regional Director shall appoint the Chief of the Technical Services Division of the Regional Office (NIVE) as the NIVE Coordinator (NIVEC) to coordinate the NIVE.
2. The NIVE Chairman shall appoint the Divisional NIVE Coordinator (DIVEC) from among the Senior Supervisory Staff.
3. The NIVE shall appoint the following:
  - a. One of the school used as examination center to oversee the general supervision of the Center
  - b. One Chief Examiner for the examination among the administrative or supervisory staff of the Division

\*Officials and other persons who have signed an individual involved in these divisions, which specify reference to administration of previous national examinations should not be appointed.



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- c. Recd. supervision from the chief of the supervisory group;
  - d. Recd. assistance from all other competent public school teachers.
6. **Director's Duties and Responsibilities:**
1. **Regional or Divisional NIVE Coordinator (NIVE/CO/DTIC)**

- a. Prepares and submits to the chief of budget concerning the latest cash advances allocated to the region or division;
- b. Coordinates activities relative to the administrative work of the region or division;
- c. Facilitates the transmission of the required reports to the NINE, NIOS, and other agencies and the submission of their submission, August 15, every year;
- d. Facilitates communication between the NINE and the regional office or between the NINE and the division office;
- e. Coordinates with the concerned teachers, through their respective principals, on the students' presentation regarding the number and principal of the students;
- f. Coordinates with the proper agency in the region or division for the supply, allocation and distribution of the NIVE in his region or division;
- g. Includes a copy of the regional director or NIVE chairman orders, if any, issued and non-classified originals upon the NIVE representative during the distribution period and takes charge of the receipt, place of the NIVE; and
- h. Keeps record of the activities relative to the administration in the region or division.

2. **School Head:**

- a. Provides 10 seats in each examination room arranged in accordance with the blueprint;
- b. See that the rooms are clean and orderly;









- d. Makes available the use of the school library, file, and assistance for applicants in need of their own transportation.
- e. Provides appropriate plates of chalk for use by the examiners;
- f. Tells the school janitor for notices;
- g. Sees that certain rooms are available for study and
- h. Provides forms for the assignment of rooms and assignment of a teacher (alternate examiner) who can render first aid in case of an accident.

### 3. Chief Examiner:

- a. Coordinates with the school administration in a specific examination center.
- b. Coordinates with the school janitor in the preparation of the examination center, the examination rooms in particular, at least one day before the examination day. This is particularly so in cases where the Chief Examiner is not connected with the school staff and the school used as examination center;
- c. Devises a schedule which the room assignment of the examiners will only be known one day before the test;
- d. Supervises the posting of the examination schedule on the door of the room one day before the examination day;
- e. Supervises the administration of the test in the various rooms within the examination center;
- f. Decides and takes action on reported cases of scattered materials, missing tests, irregularities, indiscreet and other similar irregularities;
- g. Inaugurates the examination with the keeping watch that no unqualified persons are admitted to the examination. A sign of this nature, marked "CONFIDENTIAL" should be seen by the NETEP for appropriate action;
- h. Collects the test materials after the tests. Test booklets should be properly accounted for, arranged consecutively, placed in their original







plastic bags and sealed. In addition, the contents of the IFFI should be verified before sealing and arranging these sequentially by each subject.

- i. Supervisor of examination reports to the administrator of the test in his capacity of CEI, paying particular attention to the security aspects and
  - j. Submits the test materials previously approved together with the CEI to the TVEC during the retrieval period. The CEI should contain the accomplished test materials document Form TVEC Form 2 and the IFFI, together with Narrative Report.
4. Room Supervisor
- a. Assists the Chief Examiner in the distribution and retrieval of the NDC materials;
  - b. Receives two copies of NDC form 4 and 4-A and supervises the pasting of one copy on the back of every examination book in the area assigned to him, one day before the examination day. Another copy should be pasted on the assigned on examination day, together with the TVEC's copy of the Registration Form;
  - c. Sees to it that unused test booklets remain in their plastic packages and that no Examiner reads the booklet;
  - d. Sees to it that the word book in the different rooms is prepared by the Room Examiner before the start of the examination. Special attention should be made on the time allotment by subject;
  - e. In case more additional test materials are needed, he gets these from the Chief Examiner and gives them to the Room Examiner;
  - f. Oversees the conduct of examiners and candidates who go out for personal necessities; and
  - g. Sees to it that chairs are fit for use, instructions are placed far enough to discourage cheating.
5. Room Examiner
- a. In coordination with the Chief Examiner and Room Supervisor, supervises the preparation of his









examination room one day before the scheduled administration of the test.

- b. Be at the assigned examination center not later than 7:00 A.M. on examination day, ready to receive the test materials and other instructions from the Chief Examiner. He is held responsible for any inefficient conduct of the test.
- c. Prepare a good work schedule (see Examiner's Handbook).
- d. Check the certification of the individual examinees through the system attached to the NTWF's copy of the Registration Form. It should see to it that no omissions are added into the examination room.
- e. Assigns seats to the examinees following the seating arrangement specified in the Examiner's Handbook and of care to the assignments of the test plan by the Supervisor. (Examinees should not sign for the examinees on the test plan).
- f. Distributes the test materials to the examinees according to the procedures specified in the Examiner's Handbook.
- g. Administer the test in the designated examination room on the scheduled examination.
- h. Read, very carefully and follow strictly the test administration procedures in the appropriate RTR Manual in the Examiner's Handbook.
- i. Supervises each examinee by logging the examinee code numbers and in following the instructions provided in the Examiner's Handbook. (Writing the correct date of issue and high school code number is very important in order sending the NTWF Registration # in according to the wrong address or high school of the student).
- j. Reinsures the security and confidentiality of the test materials in the custody.
- k. Secures, signs and returns appropriately after the administration of the test all test materials and items entrusted to him by the Chief Examiner.
- l. Accomplishes the last Material Accounting Form.







- m. Maintains discipline in the examination room;
- n. Collects the used answer sheets;
- o. Dismisses students only after accounting for the correct number of used booklets and Answer Sheets;
- p. Reports irregularities, if any, that may occur during the administration of the test;
- q. Accomplishes the TIRE. This envelope should be sealed using the NCTE-ETS Sealing tape, in the presence of the Chief Examiner. After sealing the envelope, he should sign across the tape several times.

The following are the contents of this envelope:

- (1) Used Answer Sheets, arranged according to serial numbers;
- (2) TIRE's and the Test Form 4 or 4-A with the Answer Sheet number of each examinee indicated in the appropriate column;
- (3) Seal Taping Bag;
- (4) Batch Slip;
- r. Accounts for all the used and unused test booklets. In the presence of the Chief Examiner, the Room Supervisor should arrange according to serial numbers the USED and UNUSED test booklets given to him earlier by the Chief Examiner. The top flap of the unused bag should be sealed securely.

#### F. Allowance and Obligation of Personnel:

- a. All allowance facilities in the administration of the test are chargeable against the cash advance of the TVLC Chairman.

Members of the TVLC and the Chief Examiners will receive an incentive allowance of P50.00 plus transportation allowance of P30.00 on examination days. The Heads of Schools or as education center and the TVLC members will likewise receive P50.00 while the Examiners will receive P20.00 each plus two days' service credit. Pupils assigned as helpers will receive P10.00 each on examination days. Incentive allowances of P15.00 will likewise be given each of the School Heads, Room









Supervisors, Examiners and Teachers respectively submit the cash advances to the IVEC Chairman.

6. Accounting of Collie Files and Bindings

The NIV Form 1 (Registration Form) is an all-inclusive and is accountable form to the IVEC. In order of official record copies of Form 1 are school principal (teacher in private) should submit the total value of all registration fees to the IVEC Chairman concerned. In the first instance, the Bank Drafts, these should be addressed to the Executive Director of NEIRC, P.O. Box 90000, 00100 Manila together with the list of registrants with each high school identified by NIV Form 1, 2, 3, 4, and 5 and a copy to the IVEC Chairman. The total amount collected and remitted to NEIRC should be in the number of registrants in the IVEC as well as summary of the schools in participation by province annually. NEIRC and NEIRC should also submit materials and reports of each school including with general information on the availability and efficiency of reports submitted. Expenses of the NEIRC including printing and bank drafts should be charged against the cash advances allotted to the school divisions.

After the registration period, all registrants' NIV Form 1 should be made and the original and unnumbered copies (series numbers) should be indicated consecutively provided reports to NEIRC before August 31 every year. Form 1 should be kept as copy of the records of the subject in inspection by any authorized representative of the IVEC.

A collection report (Gen. Form No. 5) duly audited by CUA Auditors in their respective offices should be submitted not later than September 15 every year. Vocational School Superintendents/Presidents who fail to remit the NIV collection within 30 days after the end of the registration period shall have their salaries suspended immediately. This suspension order may be lifted upon remittance of the past year's payment with the list of registrants.

Regional Director and Vocational School Superintendents concerned should liquidate their cash advances in accordance with the operation and Budget or Disbursement Policy Form No. 05-0, duly audited by their respective CUA Auditors.

6. Test Booklets (TBs) and Answer Sheets (ASs)

TBs and ASs shall come in two sizes of elastic bags. The regular parts shall come in 100 while the buffer parts shall come in 50.

7. Distribution/Retrieval of Test Materials

The distribution and retrieval of the test material require utmost care, diligence and vigilance on the part of







b. Affs

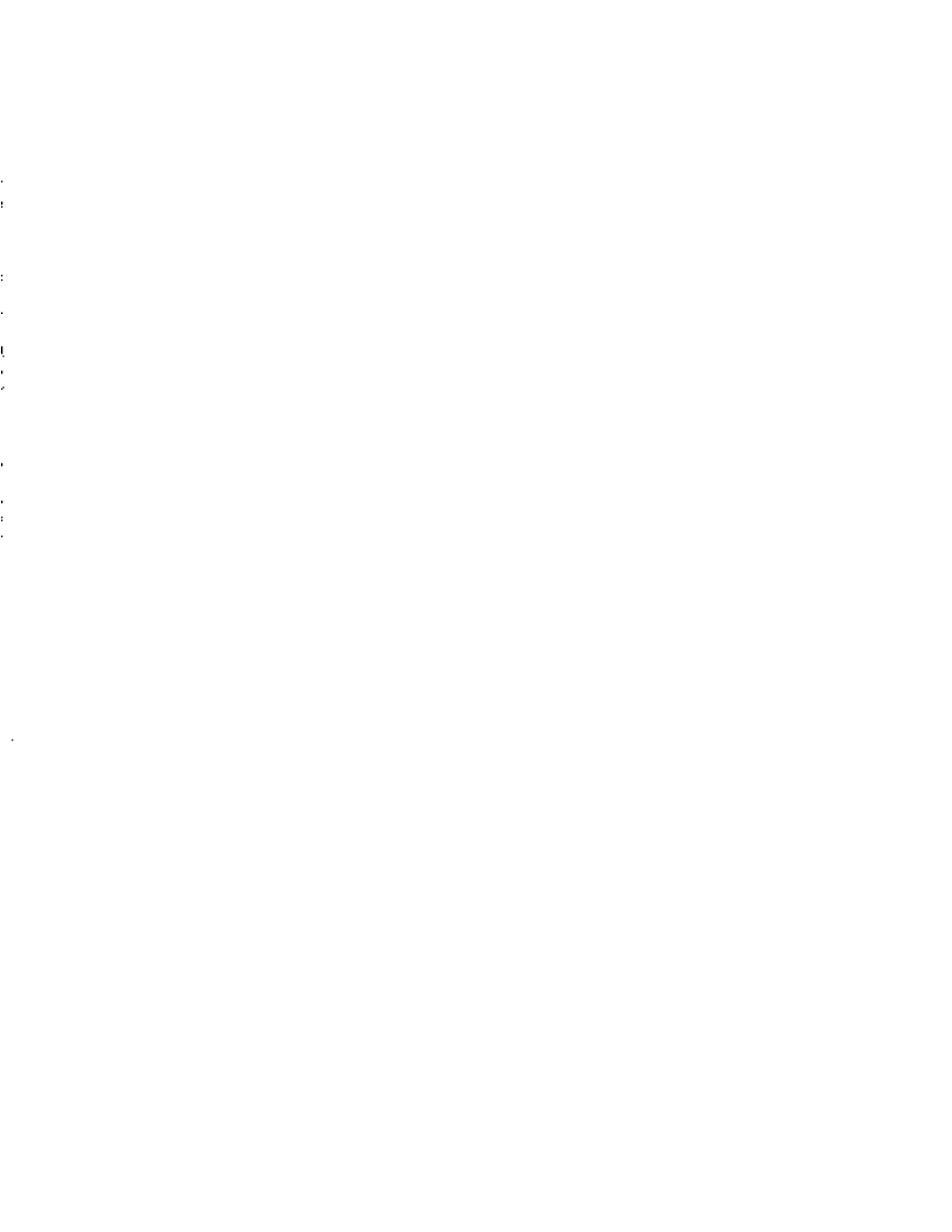
c. CEIRB

d. Examiner's handbook, together with the TVIC's copy of the registration forms and NISE Form 4 or 4-A detached from the door of the examination room.

The TVIC Chairman assigned by the DMC and the TVIC, together, supervise the packing of the test materials received from the Chief Examiner. They should see to it that plastic bags or test booklets are packed in suitable cartons. The lid and the CEIRB should be packed in a separate carton tied tightly and identified to the CEIRB number. These should be placed inside the crates and properly labeled.

5. The crates or cartons should be assigned to the Exam Director or to his authorized representative in the retrieval center for storage at the DMC or DDC headquarters. These materials will be retrieved by the NCTR representative within 48 hours and placed in examination depending on the availability of transportation.









(Inclosure No. 2 to DESO Memorandum No. 101, of 1957)

CALENDAR OF ORIENTATION TRAINING FOR THE AICE

Date	Region	Team Leader
August 18-19 20-22 23-24	I III V	Dr. Lucia Nizkor, NEARC Mrs. Magdalena Maleval, IIRIA Mrs. Gloria Villan, SOVF
August 18-19 24-25 26-27	II IV VIII	Dr. Robert E. Nedela, NEARC Dr. Catalina F. J. de, NEARC Mrs. Anita Guarcion, IIRIA
August 18-19 24-25 26	VI VII VIII	Mrs. Guadalupe J. de, NEARC Mrs. Sylvia Livingston, IIRIA Mrs. Suso Landa, SOVF
August 18-19 24-25 26-27	X XI IX	Mrs. Lourdes Orosvaldo, NEARC Mrs. Virginia L. de, IIRIA Dr. Rosa de la Cruz, SOVF
September 2-3	VII	

DETAILS

Director Miss G. Villan 1  
Asst. Director Teresa G. de la Cruz 1  
Mr. Ronald J. J. de la Cruz 1  
Mrs. Gloria Villan 1  
Mrs. Sylvia Livingston 1  
Mrs. Suso Landa 1  
Mrs. Rosa de la Cruz 1

Director Miss F. de la Cruz 1  
Asst. Director Alicia Guarcion 1





