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REPUBLIC OF THE PHILIPPINES
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APR 30 2004

DepED MEMORANDUM
No. 192 ,s. 2004

INVITATION TO TAKE THE 2004 ICT PROFICIENCY EXAMINATION

To: Undersecretaries
Assistant Secretaries
Regional Directors
Bureau Directors
Directors of Services, Centers and Heads of Units
Schools Division/City Superintendents
All Others Concerned

1. For the information and guidance of all concerned, enclosed is a copy of the letter of Director General Angelo Timoteo M. Diaz De Rivera, National Computer Center, Department of Science and Technology (NCC-DOST), inviting all qualified personnel to take the Information and Communication Technology-Electronic Data Processing (ICT-EDP) Specialists Proficiency Tests in the areas of Computer Programming and Systems Analysis and Design. Examinations will be conducted on May 15 and 16, 2004 and on November 13 and 14, 2004.

2. Also enclosed is a copy of the ICT-EDP Proficiency Tests Primer for details.

3. For more information, please visit NCC website at www.ncc.gov.ph or call up tel. no. 920-7414.

4. Immediate dissemination of this Memorandum is desired.

EDILBERTO C. DE JESUS
Secretary

Encls.: As stated
Reference: None
Allotment: 1—(D.O. 50-97)
To be indicated in the Perpetual Index
under the following subjects:

ELIGIBILITY
EXAMINATIONS
INFORMATION TECHNOLOGY

Lilian/DM-ProficiencyExamination
Apr. 20, 2004/shiela computer

(Enclosure to DepED Memorandum No. 192, s. 2004)

2004 ICT PROFICIENCY EXAMINATION

May 15 – 16, 2004

FREQUENTLY ASKED QUESTIONS

Q. What is the ICT Proficiency Exam?

A. The ICT Proficiency Exam is pursuant to Sec. 3 and Sec.4 of PD 1408 which states that: "In furtherance of this decree, the Civil Service Commission (CSC) and the National Computer Center (NCC), through the National Computer Institute (NCI), shall jointly assess the competence or proficiency of those holding Electronic Data Processing (ICT) positions, and certify those who are qualified for the grant of an eligibility as provided in this Decree".

Thus, the NCC together with the CSC will conduct the ICT (EDP) Proficiency Tests for Computer Programming and Systems Analysis and Design.

Q. Who can take the exam?

A. To qualify, an applicant must be a Filipino citizen and a bachelor's degree holder or will graduate before the exam date (as certified by the Dean of the school) and must have undergone formal training in college or training institution in the areas of programming or SSAD.

Q. When will the IT Proficiency Examination be conducted?

A. The IT Proficiency Examination is conducted twice a year. For this year 2004, the exams will be conducted on May15 and 16, 2004 and November 13 and 14, 2004.

Q. Where are the regional registration centers?

A. The regional registration centers are as follows:

REGION I:	Don Mariano Marcos Memorial State University Mariano Marcos State University
REGION II:	Isabela State University
REGION III:	Tarlac State University
NCR:	National Computer Center – Quezon City
REGION IV:	Batangas State University
REGION V:	Bicol University
REGION VI:	West Visayas State University
REGION VII:	Cebu State College of Science and Technology
REGION IX:	National Computer Center – Zamboanga City
REGION X:	Mindanao Polytechnic State College
REGION XI:	University of Southeastern Philippines – Davao City
CAR:	Benguet State University
CARAGA:	Northern Mindanao State Institute of Science and Technology

Q. How do I apply?

A. Application forms may be filed personally at the NCI Registrar's Office (2/F, NCC Bldg., C.P. Garcia Ave., U.P. Diliman, Quezon City), and at any of the regional registration centers, or through the NCC Website (www.ncc.gov.ph). The Application forms are available at the NCI Registrar's Office; regional registration centers or may be downloaded from the NCC website.

Q. **What documents should I submit?**

A. All duly accomplished application forms must be filed together with the following:

- Two (2) recent passport-sized pictures,
- Certified true copies of Transcript of Records duly authenticated by the Registrar of the school or the HRD Manager of the Office;
- For those graduating before the examination date, a certification from the Dean that:
  1. He/she is a candidate for graduation before the exam date, and;
  2. He/she has taken relevant IT subjects in college;
- Self-addressed stamped envelope (speed-mail) for the examination permit (for applicants who filed through the website); and;
- Self-addressed stamped envelope for the examination result.

Q. **When is the deadline for filing of applications?**

A. The deadline for filing of applications is as follows:

- NCI – Quezon City: April 30, 2004
- Regional Registration Centers: April 23, 2004

Q. **How much is the examination fee?**

A. An examination fee of Five Hundred Pesos (P500.00) must be paid in cash at the regional registration centers or via postal money order for those who filed electronically (email, fax, on-line-registration) to the following address:

NATIONAL COMPUTER CENTER
C.P. Garcia Avenue, U.P. Campus
Diliman, Quezon City

Q. **Where can I take the examinations?**

A. An applicant may indicate in his Application Form his preferred testing centers (priority 1 and 2). If an applicant cannot be accommodated in any of the preferred testing centers, he will be assigned to a major island-testing center.

The testing centers are as follows:

REGION I:	Don Mariano Marcos Memorial State University* Mariano Marcos State University*
REGION II:	Isabela State University*
REGION III:	Tarlac State University*
NCR:	National Computer Center – Quezon City **
REGION IV:	Batangas State University*

REGION V:	Bicol University*
REGION VI:	West Visayas State University*
REGION VII:	Cebu State College of Science and Technology**
REGION IX:	National Computer Center – Zamboanga City**
REGION X:	Mindanao Polytechnic State College*
REGION XI:	University of Southeastern Philippines – Davao City**
CAR:	Benguet State University*
CARAGA:	Northern Mindanao State Institute of Science and Technology*

* Testing centers which will administer Programming proficiency exam only.

** Major island testing centers will be administering both Programming and SAD Proficiency exams.

♦ The examination fee is refundable in case both preferred testing centers will not open and the applicant is not willing to be assigned to a major island-testing center.

Q. **What if I cannot apply through the Internet? Is there another way I can register?**

A. Registration is probably blocked by an internal firewall or contains a virus, which is blocked by the ISP. You can register by downloading the application form and sending your application through FAX at 920-7418 or sending it through email to nciregs@ncc.gov.ph or proceed to the nearest registration center of your choice.

Q. **How do I know if my application was processed?**

A. Those who did on-line registration will be contacted through their email address specified on the application form. All instructions and replies will be sent through this email address.

Q. **What are the benefits of taking the examination?**

1. The examination can be a substitute / equivalent for a CSC 1st grade eligibility.
2. The examination could also be used as pre-employment test to be administered by employers to programmers and systems analysts to measure competence.

Q. **What is the coverage of the examination?**

1. **Computer Programming:**
   - Basic Computer Concepts: Internal data representation, software systems, hardware components;
   - Programming and Stages of Program Development: Problem Analysis, Program Design, Program Coding, Testing and Debugging, and Program Documentation;
   - File Access Methods;
   - Programming Languages
   - Programming Environment
   - Internet / E-Commerce
   - Networking

2. Systems Analysis and Design:

- Management: Organization, Structure and Function
- Information Systems Development Life Cycle: systems investigation or fact-finding, system requirements definition, logical design, output design, input design, file design, computer process design, implementation, evaluation, and costs benefit analysis;
- Systems Control, testing and maintenance;
- Information Systems Development and Methodologies / Tools;
- Communication Skills

Note: Sample questions for Bodies of Knowledge and Problems in Computer Programming and SSAD can be downloaded from the NCC website.

Q. What type of examination will be administered?

1. **Computer Programming:**

- Written two (2) hours,
- Hands-on, six (6) hours using any of the following languages;
  - C-Language / or C++
  - COBOL
  - JAVA
  - Visual Basic

2. **Systems Analysis and Design:**

- Written and Practical Systems Analysis and Design (8 hours):
  - First Day:
    - Multiple Choice, Essay (2- 3) hours;
    - Case Study (5 -- 6) hours;
  - Second Day:
    - Oral presentation of case solution (30 – 45) minutes per examinee.

Q. How can I prepare for the examination?

A. An applicant may enroll in review classes at the following review centers:

REGION I:	Don Mariano Marcos Memorial State University Mariano Marcos State University
REGION II:	Isabela State University
REGION III:	Tarlac State University
NCR:	National Computer Center – Quezon City
REGION IV:	Batangas State University
REGION V:	Bicol University
REGION VI:	West Visayas State University
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REGION X:	Mindanao Polytechnic State College
REGION XI:	University of Southeastern Philippines – Davao City
CAR:	Benguet State University
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- You my contact the registration centers for details of review classes.

Q. **Where can I get review materials?**

A. You may get a copy of the review materials from the registration centers.

Q. **When and How will I get the result of the examination?**

A. The results of the examination will be posted in the NCC website and will be sent to the examinees via mail, three (3) months from the date of the examination.

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