



AUG 03 2005

DepED MEMORANDUM  
No. 222 s. 2005

GUIDELINES FOR THE 2006 ACCREDITATION AND EQUIVALENCY (A&E) TEST  
OF THE ALTERNATIVE LEARNING SYSTEM

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Regional Directors  
Schools Division/City Superintendents  
Heads, Public and Private Elementary and Secondary Schools

1. The 2006 Accreditation and Equivalency (A&E) Tests (Elementary and Secondary) of the Alternative Learning System (ALS) will be administered in 187 divisions in four waves:

- 1<sup>st</sup> Wave – February 5, 2006 - Mindanao Regions
- 2<sup>nd</sup> Wave – February 12, 2006 – Visayas Regions
- 3<sup>rd</sup> Wave – February 19, 2006 – Luzon : Cluster I (Regions I, II, III and CAR)
- 4<sup>th</sup> Wave – February 26, 2006 – Luzon : Cluster II (Regions IV-A, IV-B, V and NCR)

2. Registration period will be from September 12 to November 25, 2005. All registrants shall register in duly designated Registration and Testing Center (RTC) identified by the Schools Division Superintendent (SDS). A duly appointed ALS District Coordinator shall serve as Test Registration Officer (TRO) in the Registration and Testing Center. The RTC in each division shall be announced later.

3. The following orientation schedules will likewise be observed:

a) National Orientation

Date : September 1, 2005  
Venue : Days Hotel, Subic, Olongapo City  
Participants : Regional ALS Division Chief  
Regional ALS Division Assistant Chief  
Regional Financial & Management Officer


b) Regional Orientation for Test Registration and Test Administration

Date : September 9, 2005  
Venue : Regional Office  
Participants : ALS Division Supervisors  
ALS District Coordinators (Test Registration Officers)

c) Division Orientation for Test Administration

Date : Wave 1 – February 3, 2006  
Wave 2 – February 10, 2006  
Wave 3 – February 17, 2006  
Wave 4 – February 24, 2006  
Venue : Registration and Testing Centers (RTC)  
Participants : Testing Center Administrator (Principal or Head of School)  
Schools Division Superintendents and/or Asst. Schools  
Division Superintendents  
District Supervisors  
Examiners, Proctors, Janitors and Security Guards

4. Other information pertinent to the 2006 A&E Tests are provided in the enclosed Guidelines for widest dissemination and appropriate action of all concerned.

  
FE A. HIDALGO  
Undersecretary  
Officer-in-Charge

Encl.:

As stated

References: DepED Memorandum Nos. 67 and 292, s. 2004  
DepED Order No. 2, s. 2003; and DepED Order Nos. 11 and 17, s. 2002

Allotment: 1—(D.O. 50-97)

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

ACCREDITATION  
EXAMINATIONS  
NONFORMAL EDUCATION  
RULES & REGULATIONS

Reformatted by: Sally/(AL-A&E)  
July 22, 2005

**GUIDELINES FOR THE REGISTRATION AND ADMINISTRATION  
OF THE 2006 ACCREDITATION & EQUIVALENCY TESTS  
OF THE ALTERNATIVE LEARNING SYSTEM**

**PHASE I - ORIENTATION**

**PHASE I - A - National Orientation**

<b>When?</b>	September 1, 2005
<b>Where?</b>	Day's Hotel, Subic, Olongapo City
<b>Who will attend the national orientation?</b>	<ul style="list-style-type: none"><li>◆ <b>BALS Officials and Staff who will conduct the orientation</b></li><li>◆ ALS Regional Division Chief, Assistant Chief, and Financial and Management Officer (17 Regions)</li></ul>

**PHASE I - B - Regional Orientation**

<b>When?</b>	September 9, 2005
<b>Where?</b>	Regional Offices (Simultaneous)
<b>Who will attend the Regional orientations?</b>	<ul style="list-style-type: none"><li>◆ ALS Regional Division Chief and Assistant Chief who will conduct the orientation</li><li>◆ ALS Division Supervisor who will monitor the test registration and who will in turn conduct the Division Orientation on test administration</li><li>◆ District ALS Coordinator who will serve as Test Registration Officer (TRO) (One TRO per division)</li></ul>

**PHASE II - REGISTRATION**

<b>When to register?</b>	September 12 to November 25, 2005
<b>Where to register?</b>	<ul style="list-style-type: none"><li>◆ One school (Elementary or Secondary) identified by the Schools Division Superintendent (SDS) shall serve as the Registration and Testing Center (RTC) of the Division</li><li>◆ The RTC shall be selected based on the following criteria:<ul style="list-style-type: none"><li>(1) The school is in the most strategic location within the division.</li><li>(2) The school has the best facilities in the division, e.g., clean toilets for boys and girls, lighted classrooms with good ventilation.</li><li>(3) The school has at least ten (10) classrooms, with thirty (30) armchairs per room.</li><li>(4) The school should be at least 150 kilometers away from the RTC of another division.</li></ul></li></ul>
<b>Who are qualified to register?</b>	<ul style="list-style-type: none"><li>◆ An elementary level school dropout 11 years old and above may take the elementary ALS A&amp;E Test.</li><li>◆ A high school dropout 15 years old and above may take the secondary ALS A&amp;E Test.</li><li>◆ Non-passers of the previous ALS A&amp;E Test</li><li>◆ Learners/completers of the DepED Programs (Basic Literacy Program, ALS A&amp;E Program and BP-OSA Program)</li></ul>
<b>Who will manage the registration and how?</b>	<ul style="list-style-type: none"><li>◆ The District ALS Coordinator designated by the SDS as the <b>Test Registration Officer (TRO)</b> who shall:<ul style="list-style-type: none"><li>(1) Report to the Registration and Testing Center (RTC) from September 12 to November 25, 2005 from 8:00 a.m. to 5 p.m. to accept test registrants.</li><li>(2) Distribute the Registration forms to registrants or their representatives and interview them (if needed).</li></ul></li></ul>

<b>Who will manage the registration and how? (Con't)</b>	<ul style="list-style-type: none"> <li>(3) Evaluate entries made by the registrants in the registration form.</li> <li>(4) Approve duly accomplished registration forms.</li> <li>(5) Detach the lower part of the registration form and return it to the registrant for use as admission document on the day of the test.</li> <li>(6) Prepare the Master List of Registrants by 30s and submit it to the Division ALS Supervisor.</li> <li>(7) Inform <b>disqualified</b> registrants immediately (not later than November 29, 2005) of their disqualification.</li> <li>(8) On testing day, the TRO shall report to the RTC to accept and register walk-in test takers</li> </ul>
<b>Who else can help the registrants who cannot register personally and how?</b>	<ul style="list-style-type: none"> <li>◆ In case the registrants cannot go to the RTC themselves, the Instructional Managers (IMs) and Mobile Teachers can do the following: <ul style="list-style-type: none"> <li>(1) Get the registration forms from the TRO.</li> <li>(2) Distribute the registration forms to the registrants.</li> <li>(3) Submit the duly accomplished registration forms to the TRO in behalf of the registrants.</li> <li>(4) Return the approved lower portion of the registration forms to the registrants.</li> </ul> </li> </ul>
<b>Who will monitor and evaluate the registration and how?</b>	<ul style="list-style-type: none"> <li>◆ <b>The ALS Division Supervisor shall:</b> <ul style="list-style-type: none"> <li>(1) Monitor the registration during the registration period</li> <li>(2) Evaluate the accomplished registration forms on November 25, 2005, the last day of the registration period.</li> <li>(3) Keep the original copies of the registration forms in the Division Office for safe keeping</li> <li>(4) Review the Master List of Registrants prepared by the TRO at the end of the registration period. See to it that the Master List of Registrants is prepared in groups of thirty (30) with surnames arranged alphabetically.</li> <li>(5) In the absence of the SDS/ASDS (only when the need arises), approve/sign the Master List of Registrants</li> <li>(6) Submit the final Master List of Registrants to the Bureau of Alternative Learning System (BALS) <b>not later than November 29, 2005.</b></li> <li>(7) BALS retains the prerogative to make the final evaluation within the month of December 2005.</li> </ul> </li> </ul>
<b>What are the documents needed by the registrants for registration?</b>	<ul style="list-style-type: none"> <li>◆ ID photo (1" x 1") in 2 copies</li> <li>◆ <u>Any/one</u> of the following (Xerox copy only): <ul style="list-style-type: none"> <li>(1) Birth certificate</li> <li>(2) Baptismal certificate</li> <li>(3) Barangay Certification of residency (residence certificate)</li> <li>(4) Marriage Certificate</li> <li>(5) Driver's License</li> </ul> </li> </ul>
<b>How to register?</b>	<ul style="list-style-type: none"> <li>◆ Get the registration form from the TRO</li> <li>◆ Fill up the registration form available at the Registration and Testing Center (RTC)</li> <li>◆ Attach ID photo (signed at the back) to the registration form</li> <li>◆ Present <u>any/one</u> of the documents listed above.</li> <li>◆ Sign the registration form (upper and lower portions).</li> <li>◆ Submit the registration form duly accomplished to the TRO.</li> </ul>

**PHASE III - TEST ADMINISTRATION**

<b>When is the national test administration?</b>	<ul style="list-style-type: none"> <li>05 February 2006 – Wave 1 (Mindanao Regions)</li> <li>12 February 2006 – Wave 2 (Visayas Regions)</li> <li>19 February 2006 – Wave 3 (Luzon Cluster I: Regions I, II, III, and CAR)</li> <li>26 February 2006 – Wave 4 (Luzon Cluster II: Regions IV-A, IV-B, V &amp; NCR)</li> </ul>
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<p><b>Where is the Testing Center?</b></p>	<ul style="list-style-type: none"> <li>◆ Each DepEd Division has one official registration and testing center. However, extension testing centers can also be created by the Division Office.</li> <li>◆ If there is a need to create additional testing centers in the division, the division office shall:</li> <li>◆ source out its own funds to cover expenses for the additional testing center. Cost for one testing room is P35,255.00, for two testing rooms - P37,675.00, and for 3 testing rooms - P39,600.00. (See Budget Cost per Testing Center attached as Enclosure Nos. 2A, 2B and 2C to DepEd Memorandum No. 222, s. 2005.)</li> <li>◆ Inform the BALS of this additional testing center not later than November 30, 2005.</li> </ul>
<p><b>Who will attend the Division orientation?</b></p>	<ul style="list-style-type: none"> <li>◆ ALS Division Supervisor who will conduct the orientation</li> <li>◆ Schools Division Superintendent (SDS)/Assistant Schools Division Superintendent (ASDS)</li> <li>◆ Principal of the School (RTC) who will serve as the Testing Center Administrator</li> <li>◆ District Supervisors</li> <li>◆ District ALS Coordinators and classroom teachers who will serve as examiners or roving proctors</li> </ul>
<p><b>When is the Division Level orientation?</b></p>	<ul style="list-style-type: none"> <li>◆ Two (2) days before the Testing day</li> <li>1<sup>st</sup> Wave – February 3, 2006 – Mindanao Regions</li> <li>2<sup>nd</sup> Wave – February 10, 2006 – Visayas Regions</li> <li>3<sup>rd</sup> Wave – February 17, 2006 – Luzon: Cluster I (Regions I, II, III &amp; CAR)</li> <li>4<sup>th</sup> Wave – February 24, 2006 - Luzon : Cluster II (Regions IV-A, IV-B, V and NCR)</li> </ul>
<p><b>Where is the Division Level orientation?</b></p>	<ul style="list-style-type: none"> <li>◆ At the designated Testing Center</li> </ul>
<p><b>Who are the test takers?</b></p>	<ul style="list-style-type: none"> <li>◆ Test takers are those whose names appear on the Official ALS A&amp;E Form I (Master List of Registrants)</li> <li>◆ Walk-in test takers will be accepted on the day of the test in the RTC. They shall accomplish the registration form issued by the Test Registration Officer (TRO) on or before 7:00 A.M. They shall bring their registration requirements and their registration forms which will be labeled “walk-in. They shall occupy the room in RTC assigned to late comers.</li> </ul>
<p><b>What are the requirements for admission on testing day?</b></p>	<ul style="list-style-type: none"> <li>◆ <b>The test taker should:</b></li> <li>(1) Report to the Testing Center before 7:00 A.M.</li> <li>(2) Present the approved lower portion of the registration form (signed by the TRO) to the Examiner .</li> </ul>
<p><b>Who will manage the test administration?</b></p>	<ul style="list-style-type: none"> <li>◆ <b>The BALS Representative shall serve as lead examiner and discharge the following functions:</b></li> <li>(1) Bring the test materials and the answer sheets one (1) day before the test administration.</li> <li>(2) Distribute to and retrieve the test materials and the answer sheets from the examiners and ensure that all these materials are accounted for.</li> <li>(3) Receive the reports of the Testing Center Administrator, Region and Division Staff.</li> <li>(4) Oversee the test administration and ensure the security and confidentiality of the test materials.</li> <li>(5) Prepare a report on the general conduct of the test in the RTC.</li> <li>◆ <b>Regional Director shall:</b></li> <li>(1) Oversee and ensure the smooth operation and effective administration of the ALS A&amp;E Tests in the Region</li> </ul>

<p><b>Who will manage the test administration? (Con't)</b></p>	<p>◆ <b>Regional Staff shall:</b></p> <ol style="list-style-type: none"> <li>(1) Monitor the administration of the Tests.</li> <li>(2) Prepare a report on the conduct of the tests for submission to the BALS representative.</li> </ol>
	<p>◆ <b>Schools Division Superintendent shall:</b></p> <ol style="list-style-type: none"> <li>(1) Oversee and ensure the smooth and efficient administration of the ALS A&amp;E Tests in the Division .</li> <li>(2) Monitor the administration of the tests.</li> <li>(3) Approve/grant service credit of two days to teachers (other than examiners/roving proctors) who rendered auxiliary services during the test.</li> <li>(4) Designate from among ALS Coordinators/classroom teachers the examiners and roving proctors.</li> </ol>
	<p>◆ <b>ALS Division Supervisor shall:</b></p> <ol style="list-style-type: none"> <li>(1) Liaise with Local Government Unit (LGU) for support during the test administration, e.g., transportation of test takers from remote areas.</li> <li>(2) Coordinate and monitor the conduct of the ALS A&amp;E Tests in the Division.</li> <li>(3) Prepare a report on the conduct of the tests in the Division for submission to the BALS representative, copy furnished the Regional Office.</li> </ol>
	<p>◆ <b>District Supervisors shall:</b></p> <ol style="list-style-type: none"> <li>(1) Liaise with Local Government Unit (LGU) for support during the test administration, e.g., transportation.</li> </ol>
	<p>◆ <b>Principal/School Head as the Testing Center Administrator shall:</b></p> <ol style="list-style-type: none"> <li>(1) Provide streamers or posters announcing the schedule of the tests in strategic places.</li> <li>(2) Make available the Master List of test takers per Testing Room the day before the tests.</li> <li>(3) Provide one room for Test Booklet Distribution in the RTC.</li> <li>(4) Provide a bulletin board in front of the main building showing the location of the testing rooms and giving other relevant information.</li> <li>(5) Assist in safeguarding the confidentiality of the test materials.</li> <li>(6) Assign the school security guard, janitor or one staff at the gate to ensure that only authorized personnel and test takers are allowed in the testing center premises on testing day.</li> </ol>
<p><b>Who will give the test?</b></p>	<p>◆ <b>Anyone assigned as the EXAMINER shall do the following:</b></p> <p><i>(1) Before the Testing Day</i></p> <ul style="list-style-type: none"> <li>▪ Attend the orientation on the ALS A&amp;E Test Administration as Examiner two (2) days before the test.</li> <li>▪ Familiarize himself/herself with the Examiner's Manual for the Test Administration before the day of the test.</li> <li>▪ Conduct ocular visit to the Testing Center the day before the test and check if there are only thirty (30) armchairs in each of the testing rooms.</li> <li>▪ Prepare the board work.</li> <li>▪ Post the NFE A&amp;E Test Form 1 – Master List of test takers on the door of the Testing Room.</li> </ul> <p><i>(2) On the Testing Day</i></p> <ul style="list-style-type: none"> <li>▪ Report to his/her assigned Testing Center to receive the test materials from the Lead Examiner before 7:00 o'clock in the morning on the day of the test.</li> <li>▪ Check the number of Test Booklets and Answer Sheets received from the Lead Examiner before proceeding to the Testing Room.</li> </ul>

<b>Who will give the test?</b> <b>(Continuation)</b>	<ul style="list-style-type: none"> <li>▪ Check the identity of the test takers against the registration forms before allowing them to enter the testing room.</li> <li>▪ Give preliminary instructions to the test takers before distributing the test materials strictly in accordance with the script/text detailed in the Examiner's Manual for Test Administration.</li> <li>▪ Distribute systematically the test materials to the test takers in accordance with the Examiner's Manual for Test Administration.</li> <li>▪ Answer queries from test takers regarding preliminary instructions.</li> <li>▪ Administer the tests in the testing room strictly in accordance with the Examiner's Manual for Test Administration.</li> <li>▪ Check the progress of the test to find out if the test takers are following directions correctly (that they are writing the answers on the answer sheets and not on the test booklet nor scratch paper) but does not read the test questions.</li> <li>▪ Retrieve systematically the Test Booklets as well as the Answer Sheets after the test. Test takers shall not be allowed to stand, go around or leave the room while retrieval is being done.</li> </ul> <p><b>(3) <u>After the Test</u></b></p> <ul style="list-style-type: none"> <li>▪ Return all the Test Booklets, Answer Sheets, and Examiner's Manual for Test Administration to the Lead Examiner.</li> <li>▪ Accomplish and submit the list of actual test takers to the Lead Examiner.</li> <li>▪ Submit the original registration forms to the Division ALS Supervisor for safekeeping.</li> </ul>
<b>Who will assist the Examiner?</b>	<ul style="list-style-type: none"> <li>◆ <b>The Teacher assigned as a Roving Proctor (one for every five (5) testing rooms) shall:</b> <ol style="list-style-type: none"> <li>(1) Give assistance to the Examiners whenever necessary .</li> <li>(2) Accompany the test takers to the restroom and/or clinic whenever necessary.</li> </ol> </li> <li>◆ <b>The Janitor (one for every Ten (10) testing rooms) shall:</b> <ol style="list-style-type: none"> <li>(1) Arrange the testing room in accordance with the instruction of the Testing Center Administrator.</li> <li>(2) Ensure that there are only thirty (30) armchairs inside a testing room.</li> <li>(3) Extra armchairs shall be placed outside the room.</li> <li>(4) Clean the toilets and rooms before and after the tests.</li> <li>(5) Return the extra armchairs inside the testing room after the tests.</li> <li>(6) Make sure that all rooms are well lighted and ventilated.</li> </ol> </li> <li>◆ <b>The Security Guard shall:</b> <ol style="list-style-type: none"> <li>(1) Secure the testing center before and on the day of the test.</li> <li>(2) See to it that only the test takers and designated personnel with appropriate ID Cards are allowed in the premises of the Testing Center during the testing day.</li> </ol> </li> </ul>

**PHASE IV - PROCESSING OF TEST RESULTS AND CERTIFICATION**

<b>When?</b>	March 2006 – Analysis of test results May 2006 – Release of test results and attestation by Regional Offices June 2006 – Issuance of certificates signed by the Secretary of Education
<b>Who will be involved and how?</b>	<ul style="list-style-type: none"> <li>◆ The CEM as contracted by BALS will process test results.</li> <li>◆ The CEM will release test results to BALS.</li> <li>◆ The BALS will transmit test results to the Region for distribution.</li> <li>◆ The BALS will also transmit certificates signed by the DepED Secretary to the Region for distribution.</li> </ul>

**BUDGET COST PER TESTING CENTER**  
**One Testing Room**

Testing Room:	30 examinees/room		
<b>Phase I: Test Registration</b>			
<i>A. Orientation of the NFE A&amp;E Test Registration Officers (TROs)</i>			
transportation of two (ES I & NFED)	2 person x P700.00	1,400.00	
meals and snacks (TROs & others)	5 persons x P150.00	750.00	
extra-duty allowance of TROs (registration period)	1 person x P1500.00	1,500.00	
	<b>Sub-total</b>	<b>3,650.00</b>	
<i>B. Monitoring and Evaluation of the Test Registration</i>			
<i>a. Division Monitors</i>			
transportation	1 person x P700.00	700.00	
per diem	1 person x P800.00 x 3 days	2,400.00	
extra-duty allowance of ES I	1 person x P1000.00	1,000.00	
	<b>Sub-total</b>	<b>4,100.00</b>	
<b>Phase 2: Test Administration</b>			
<i>C. Orientation on the NFE A&amp;E Test Administration</i>			
transportation of RO Monitors	1 person x P1,000.00	1,000.00	
transportation of DO/Dist. Monitors	5 persons x P300	1,500.00	
lunch and snacks	8 persons x P200	1,600.00	
	<b>Sub-total</b>	<b>4,100.00</b>	
<i>D. Monitoring of Test Administration</i>			
<i>a. Region Monitors</i>			
transportation	2 persons x P1,000	2,000.00	
per diem	2 persons x P800.00 x 2.5 days	4,000.00	
extra-duty allowance	2 persons x P500.00	1,000.00	
<i>b. Division Monitors</i>			
transportation	2 person x P700.00	1,400.00	
per diem	2 person x P800.00 x 1 day	1,600.00	
extra-duty allowance	2 persons x P500.00	1,000.00	
<i>c. District Monitors</i>			
transportation	1 person x P250.00	250.00	
per diem	1 person x P800.00 x 1 day	800.00	
Extra-duty allowance:			
District Supervisor	1 person x P500.00	500.00	
Testing Center Administrator	1 person x P500.00	500.00	
Examiner	1 person x P500.00	500.00	
Proctors	1 person x P300.00	300.00	
Security Guards	1 person x P250.00	250.00	
Janitors	1 person x P250.00	250.00	
	<b>Sub-Total -----&gt;</b>	<b>14,350.00</b>	
	<b>Total -----&gt;</b>		<b>26,200.00</b>
<i>d. Miscellaneous Expenses</i>	10% of the total test admin.		<b>2,620.00</b>
	<b>TOTAL</b>		<b>P 28,820.00</b>



**BUDGET COST PER TESTING CENTER  
Two Rooms**

Testing Room:			
Secondary (one room)	30 examinees/room		
Elementary (one room)	30 examinees/room		
No. of testing room per municipality	2 testing rooms		
<b>Phase I: Test Registration</b>			
<b>A. Orientation of the NFE A&amp;E Test Registration Officers (TROs)</b>			
transportation of DO staff	2 person x P700.00	1,400.00	
meals and snacks (TROs & others)	5 persons x P150.00	750.00	
extra-duty allowance of TROs (registration period)	1 person x P1,500.00	1,500.00	
	<b>Sub-total</b>	<b>3,650.00</b>	
<b>B. Monitoring and Evaluation of the Test Registration</b>			
a. Division Monitors			
transportation	1 person x P700.00	700.00	
per diem	1 person x P800.00 x 3 days	2,400.00	
extra-duty allowance of ES I	1 person x P1000.00	1,000.00	
	<b>Sub-total</b>	<b>4,100.00</b>	
<b>Phase 2: Test Administration:</b>			
<b>A. Orientation on the NFE A&amp;E Test Administration</b>			
transportation of RO Monitors	1 person x P1,000.00	1,000.00	
transportation of DO/Dist. Monitors	5 persons x 700	3,500.00	
lunch and snacks	8 persons x P200	1,600.00	
	<b>Sub-total</b>	<b>6,100.00</b>	
<b>B. Monitoring of Test Administration</b>			
a. Regional Monitors			
transportation	2 persons x P1,000	2,000.00	
per diem	2 persons x P800.00 x 2.5 days	4,000.00	
extra-duty allowance	2 persons x P500.00	1,000.00	
b. Division Monitors			
transportation	1 person x P700.00	700.00	
per diem	2 person x P800.00 x 1day	1,600.00	
extra-duty allowance	2 persons x P500.00	1,000.00	
c. District Monitors			
transportation	1 person x P250.00	250.00	
per diem	1 person x P800.00 x 1 day	800.00	
Extra-duty allowance:			
District Supervisor	1 person x P500.00	500.00	
Examiner	2 persons x P500.00	1,000.00	
Proctor	1 person x P300.00	300.00	
Security Guard	1 person x P250.00	250.00	
Janitor	1 person x P250.00	250.00	
Testing Center Administrator	1 person x P500.00	500.00	
	<b>Sub-Total -----&gt;</b>	<b>14,150.00</b>	
	<b>Total -----&gt;</b>		<b>28,000.00</b>
d. Miscellaneous Expenses			
	10% of the total test admin.		2,800.00
<b>TOTAL</b>			<b>P 30,800.00</b>

**BUDGET COST PER TESTING CENTER**  
**Three Rooms**

Testing Room:			
Secondary (two rooms)	60 examinees/room		
Elementary (one room)	30 examinees/room		
No. of testing room per municipality	3 testing rooms		
<b>Phase I: Test Registration</b>			
<b>A. Orientation of the NFE A&amp;E Test Registration Officers (TROs)</b>			
transportation of DO staff	2 person x P700.00	1,400.00	
meals and snacks (TROs & others)	6 persons x P150.00	900.00	
extra-duty allowance of TROs (registration period)	1 person x P1500.00	1,500.00	
	<b>Sub-total</b>	<b>3,800.00</b>	
<b>B. Monitoring and Evaluation of the Test Registration</b>			
a. Division Monitors			
transportation	1 person x P700.00	700.00	
per diem	1 person x P800.00 x 3 days	2,400.00	
extra-duty allowance of ES I	1 person x P1000.00	1,000.00	
	<b>Sub-total</b>	<b>4,100.00</b>	
<b>Phase 2: Test Administration:</b>			
<b>A. Orientation on the NFE A&amp;E Test Administration</b>			
transportation of RO Monitors	1 person x P1000.00	1,000.00	
transportation of DO/Dist. Monitors	9 persons x 200.00	1,800.00	
lunch and snacks	13 persons x P200.00	2,600.00	
	<b>Sub-total</b>	<b>5,400.00</b>	
<b>B. Monitoring of Test Administration</b>			
a. Regional Monitors			
transportation	2 persons x P1000	1,400.00	
per diem	2 persons x P800.00 x 2.5 days	8,000.00	
extra-duty allowance	2 persons x P500.00	1,000.00	
b. Division Monitors			
extra-duty allowance	2 persons x P500.00	1,000.00	
transportation	1 person x P700.00	700.00	
per diem	2 person x P800.00 x 1 day	1,600.00	
c. District Monitors			
transportation	1 person x P250.00	250.00	
per diem	1 person x P800.00 x 1 day	800.00	
Extra-duty allowance:			
District Supervisor	1 person x P500.00	500.00	
Testing Center Administrator	1 person x P500.00	500.00	
Examiner	3 persons x P500.00	1,500.00	
Proctors	1 person x P300.00	300.00	
Security Guards	1 person x P250.00	250.00	
Janitors	1 person x P250.00	250.00	
	<b>Sub-Total -----&gt;</b>	<b>18,050.00</b>	
	<b>Sub-Total -----&gt;</b>		<b>31,350.00</b>
d. Miscellaneous Expenses	10% of the total test admin.		3,135.00
<b>TOTAL</b>			<b>P 34,485.00</b>