



**Tanggapan ng Kalihim**  
*Office of the Secretary*

AUG 07 2007

DepED MEMORANDUM  
No. **311**, s. 2007

**GUIDELINES FOR THE 2008 ALTERNATIVE LEARNING SYSTEM ACCREDITATION AND EQUIVALENCY (ALS A&E) TESTS**

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

1. The 2008 Alternative Learning System - Accreditation and Equivalency Tests (Elementary and Secondary Levels) will be administered in 188 divisions in four waves:

- 1<sup>st</sup> Wave - February 3, 2008 - Mindanao Regions
- 2<sup>nd</sup> Wave - February 10, 2008 - Visayas and Bicol Regions
- 3<sup>rd</sup> Wave - February 17, 2008 - Luzon Cluster I (Regions I, II, III and CAR)
- 4<sup>th</sup> Wave - February 24, 2007 - Luzon Cluster II (Regions IV-A, IV-B and NCR)

2. Registration period will be from September 3, 2007 to November 23, 2007. 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. Regional Orientation on the Test Registration and Administration:

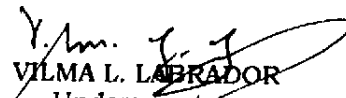
Date : August 22, 2007 (All regions)  
Venue : Regional Office  
Participants : Regional ALS Division Officials and Staff  
ALS Division Supervisors  
ALS District Coordinators (Test Registration Officers)

b. Division Orientation on the Test Administration two (2) days before the actual conduct of the test:

Date : 1<sup>st</sup> Wave - February 1, 2008  
2<sup>nd</sup> Wave - February 8, 2008  
3<sup>rd</sup> Wave - February 15, 2008  
4<sup>th</sup> Wave - February 22, 2008 } (same cluster of Regions as in Item 1)

Venue : Division Offices/Registration and Testing Centers  
Participants : Schools Division Superintendent and/or Asst. Schools  
Division Superintendent  
ALS Division Supervisor  
District Supervisor  
Testing Center Administrator (Principal or Head of School)  
Examiners, Proctors, Janitors and Security Guards

4. Other information pertinent to the 2008 ALS A&E Tests are provided in the enclosed guidelines.
5. Wide and immediate dissemination of this Memorandum is desired.

  
VILMA L. LABRADOR  
Undersecretary  
Officer-in-Charge

Encl.: As stated  
Reference: DepED Memorandum: No. 273, s. 2007  
Allotment: 1—(D.O. 50-97)  
To be indicated in the Perpetual Index  
under the following subjects:

ACCREDITATION  
ALTERNATIVE LEARNING SYSTEM  
OFFICIALS  
RULES & REGULATIONS  
TESTS

Sally - 2008 ALS  
August 1, 2007

**GUIDELINES FOR THE REGISTRATION AND ADMINISTRATION OF THE  
2008 ALTERNATIVE LEARNING SYSTEM ACCREDITATION & EQUIVALENCY TESTS**

**PHASE I - ORIENTATIONS**

*A. Phase I-A: Regional Orientation on the Test Registration and Administration*

When?	August 22, 2007 (all regions)
Where?	Regional Office
Who will attend the regional orientation?	<ul style="list-style-type: none"> <li>• Regional ALS Division Officials and Staff who will monitor/supervise the test registration and administration. The Chief/Asst. Chief of the ALS Division will preside in the conduct of the orientation</li> <li>• Division Supervisors in-charge of ALS who will also monitor/supervise the registration and test administration</li> <li>• ALS District Coordinator who will serve as Test Registration Officer (TRO)</li> </ul>

*B. Phase I-B: Division Orientation on the Test Administration*

When is the division level orientation?	<p>Two (2) days before the Testing day:</p> <ul style="list-style-type: none"> <li>• 1st Wave - February 1, 2008 (Mindanao Regions)</li> <li>• 2nd Wave - February 8, 2008 (Visayas and Bicol Regions)</li> <li>• 3rd Wave - February 15, 2008 (Luzon Cluster I: Regions I, II, III and CAR)</li> <li>• 4th Wave - February 22, 2008 (Luzon Cluster II: Regions IV-A, IV-B, &amp; NCR)</li> </ul>
Who will attend the Division level orientation?	<ul style="list-style-type: none"> <li>• Schools Division Superintendent (SDS)/Assistant Schools Division Superintendent (ASDS)</li> <li>• ALS Division Supervisor who will preside in the conduct of the orientation</li> <li>• District Supervisor</li> <li>• Principal or Head of the School who will serve as the Testing Center Administrator (TCA)</li> <li>• ALS District Coordinators and classroom teachers who will serve as examiners or roving proctors</li> <li>• Mobile Teachers who will serve as roving proctors only</li> <li>• Security guards and janitors</li> </ul>
Where is the division level orientation?	<ul style="list-style-type: none"> <li>• At the designated Registration and Testing Center or at the Division Office</li> </ul>

**PHASE II - REGISTRATION**

When to register?	September 3, 2007 to November 23, 2007
Where to register?	<ul style="list-style-type: none"> <li>• One school (Elementary or Secondary) identified by the SDS shall operate as the Registration and Testing Center (RTC) of the Division.</li> <li>• The RTC shall have the following qualifications:             <ol 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. These facilities include clean and accessible toilets for male and female. The testing</li> </ol> </li> </ul>

Con't	<p>rooms are well lighted and with good ventilation.</p> <p>(3) The school has at least ten (10) classrooms, with thirty (30) <u>armchairs (not desks)</u> per room.</p> <p>(4) The school should be not less than 30 kilometers away from the RTC of another division.</p>
Who are qualified to register?	<ul style="list-style-type: none"> <li>• An elementary level dropout (not enrolled in June of the current school year), 11 years old and above, may take the elementary level ALS A&amp;E Test. (Cut-off date of birthdate is Dec. 1997.)</li> <li>• A high school dropout (not enrolled in June of the current school year), 15 years old and above, may take the secondary level ALS A&amp;E Test. (Cut off date of birthdate is Dec. 1993.)</li> <li>• Non-passers of previous ALS A&amp;E Test</li> <li>• Learners/completers of the ALS Programs (Basic Literacy, A&amp;E, and BPOSA)</li> </ul> <p>NOTE: REGISTRANTS MUST HAVE DROPPED OUT OF SCHOOL – THEY ARE NOT ENROLLED IN JUNE OF THE CURRENT SCHOOL YEAR.</p> <p>STUDENTS PRESENTLY ENROLLED IN THE FORMAL SCHOOL SYSTEM ARE NOT ALLOWED TO REGISTER.</p>
Who will manage the registration and how?	<ul style="list-style-type: none"> <li>• <b>The ALS District Coordinator</b> designated by the SDS as the Test Registration Officer (TRO) will manage the registration by doing the following: <ol style="list-style-type: none"> <li>(1) Reports to the Registration and Testing Center from September 3, 2007 to November 23, 2007 from 8:00 a.m. to 5:00 p.m.</li> <li>(2) Interviews the prospective applicants to determine if applicants are qualified to register</li> <li>(3) Distributes the Registration forms to qualified registrants</li> <li>(4) Evaluates entries made by the registrants in the registration form</li> <li>(5) Detaches 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) For disqualified registrants, Test Registration Officer (TRO) writes "DISQUALIFIED" on the Registration Form</li> <li>(7) Informs <u>disqualified</u> registrants immediately (<b>not later than November 30, 2007</b>) of their disqualification</li> <li>(8) Prepares the Master List/s of Registrants (Form 1) by 30's arranged alphabetically (male and female <b>not</b> separated) and tallies the Master List/s with the corresponding approved registration forms</li> <li>(9) Submits the Master List/s of Registrants and corresponding approved registration forms to the ALS Division Supervisor</li> </ol> </li> </ul>
Who else can help the registrants to register and how?	<ul style="list-style-type: none"> <li>• In case the registrants cannot go to the Registration Testing Center (RTC) themselves, the <b>Instructional Managers (IMs) and Mobile Teachers</b> can do the following: <ol style="list-style-type: none"> <li>(1) Get the registration forms from the TRO at the RTC.</li> <li>(2) Interview prospective registrants.</li> <li>(3) Distribute the registration forms to the qualified registrants.</li> <li>(4) Assist the registrants in filling-out the registration forms <b>BUT DO NOT FILL-OUT/ACCOMPLISH THE REGISTRATION FORMS FOR THEM</b></li> <li>(5) Submit the duly accomplished registration forms to the TRO</li> <li>(6) Return the approved lower portion of the registration forms to registrants and inform disqualified registrants appropriately, if any</li> </ol> </li> </ul>

<p>Who will monitor/supervise and evaluate the registration forms?</p>	<ul style="list-style-type: none"> <li>• The <b>ALS Division Supervisor</b> together with the <b>Regional ALS Division Official/Staff</b> shall do the following:             <ol style="list-style-type: none"> <li>(1) monitor and supervise the registration in the RTC during the registration period</li> <li>(2) evaluate the accomplished registration forms keeping track of what to watch out for, e.g. ages, in-school applicants and impostors</li> <li>(3) review the Master List/s of Registrants prepared by the TRO vis-à-vis the corresponding approved registration forms on or before <b>November 28, 2007</b>. See to it that the same are prepared by groups of thirty (30) with surnames arranged alphabetically (male and female <b>not</b> separated)</li> <li>(4) The ALS Division Supervisor keeps the original copies of the approved registration forms together with the corresponding copies of the Master List/s of Registrants to be distributed to the examiners on testing day</li> <li>(5) In the absence of the SDS/ASDS, the ALS Division Supervisor approves 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 30, 2007</b> and furnish the Regional Office a copy of the same</li> </ol> </li> </ul>
<p>What are the documents needed by the registrants?</p>	<ul style="list-style-type: none"> <li>• Submit latest ID (1" x 1") in 2 copies to the TRO.</li> <li>• Show <u>one</u> of the following (original copy):             <ol style="list-style-type: none"> <li>(1) Birth Certificate</li> <li>(2) Baptismal Certificate</li> <li>(3) Marriage Certificate</li> <li>(4) Driver's License</li> </ol> </li> </ul>
<p>How to register?</p>	<ul style="list-style-type: none"> <li>• Get the registration form from the TRO at the Registration and Testing Center or from the Mobile Teacher or Instructional Manager</li> <li>• Fill-out the registration form</li> <li>• Attach latest ID photo (signed at the back)</li> <li>• Present <u>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 or to the Mobile Teacher/Instructional Manager (as the case maybe) – who will, in turn, submit the same to the TRO</li> </ul>

### PHASE III - TEST ADMINISTRATION

<p>When is the national test administration?</p>	<ul style="list-style-type: none"> <li>• 1st Wave - February 03, 2008 - (Mindanao Regions)</li> <li>• 2nd Wave - February 10, 2008 - (Visayas and Bicol Regions)</li> <li>• 3rd Wave - February 17, 2008 - (Luzon Cluster I : Regions I, II, III &amp; CAR)</li> <li>• 4th Wave - February 24, 2008 - (Luzon Cluster II: Regions IV-A, IV-B and NCR)</li> </ul>
<p>Where is the Testing Center?</p>	<ul style="list-style-type: none"> <li>• Approved Registration and Testing Centers designated by the Schools Division Superintendent</li> </ul>
<p>Who are the test takers?</p>	<ul style="list-style-type: none"> <li>• Test takers whose names are listed in the official Master List/s of Registrants</li> </ul>
<p>What are the requirements for admission on testing day?</p>	<ul style="list-style-type: none"> <li>• The test taker should:             <ol style="list-style-type: none"> <li>(1) Report to the Testing Center <b>before 7:00 a.m.</b></li> <li>(2) Present the <b>approved lower portion</b> of the registration form (signed by the TRO) to the Examiner or go to the TCA for identification</li> </ol> </li> </ul>

Who will manage the test administration?	<ul style="list-style-type: none"> <li>• <b>BALS Representative shall serve as lead examiner and discharge the following functions:</b> <ul style="list-style-type: none"> <li>A. <i>Before the Test</i> <ul style="list-style-type: none"> <li>(1) Bring the test materials and the answer sheets one (1) day before the test administration</li> <li>(2) Distribute and retrieve the test materials and the answer sheets from the examiners and ensure that all these materials are accounted for</li> </ul> </li> <li>B. <i>During the Test</i> <ul style="list-style-type: none"> <li>(3) Oversee the test administration and ensure the security and confidentiality of the test materials</li> </ul> </li> <li>C. <i>After the Test</i> <ul style="list-style-type: none"> <li>(4) Collect the report of the Regional Office, Division Office, Testing Center Administration representation on the general conduct of the test in the Registration/Testing Center</li> <li>(5) Submit all collected reports on the general conduct of the test in the RTC to BALS Director</li> </ul> </li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Regional Director shall:</b> <ul style="list-style-type: none"> <li>(1) Oversee and ensure the smooth operation and effective administration of the ALS A&amp;E Tests in the region</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Regional Officials/Staff – one official/staff shall be assigned in every Division:</b> <ul style="list-style-type: none"> <li>(1) Monitor/Supervise the test registration and administration</li> <li>(2) Evaluate the accomplished registration forms keeping track of what to watch out for, e.g. ages, in-school applicants and impostors</li> <li>(3) Review the Master List/s of Registrants prepared by the TRO vis-à-vis the corresponding approved registration forms on or before <b>November 28, 2007</b>. See to it that the Master List of Registrants is prepared by groups of thirty (30) with surnames arranged alphabetically (male and female <b>not</b> separated)</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Schools Division Superintendent/Asst. Schools Division Superintendent shall:</b> <ul 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 a maximum of <b>two (2) days</b> to school personnel who rendered auxiliary services during the test</li> <li>(4) Designate ALS District Coordinators and classroom teachers as examiners and roving proctors</li> <li>(5) Designate the Mobile Teachers as roving proctors but not as examiners</li> </ul> </li> </ul>

<p>Who will manage the test administration? (con't)</p>	<ul style="list-style-type: none"> <li>• <b>ALS Division Supervisor shall:</b> <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 in remote areas</li> <li>(2) Conduct the local orientation on Test Administration two (2) days before the testing day</li> <li>(3) Coordinate and monitor the conduct of the Tests in the Division</li> <li>(4) Prepare a report on the conduct of the tests in the division and submit the same to the BALS representative and furnish a copy to the Regional Office</li> </ol> </li> </ul> <hr/> <ul style="list-style-type: none"> <li>• <b>District Supervisor shall:</b> <p>Provide general support during the test administration, e.g., transportation of test takers</p> </li> </ul> <hr/> <ul style="list-style-type: none"> <li>• <b>Principal/School Head shall:</b> <p>Serve as the Testing Center Administrator and discharge the following functions:</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) Choose the rooms convenient for testing as per guidelines</li> <li>(3) Make available the Master List of A&amp;E Test Registrants per testing room the day before the tests</li> <li>(4) Assign one room as the Test Distribution Center in the school</li> <li>(5) Provide a bulletin board in front of the main building showing the location of the testing rooms and giving other relevant information</li> <li>(6) Assist in safeguarding the confidentiality of the test materials</li> <li>(7) 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> </li> </ul>
<p>Who will give the test?</p>	<ul style="list-style-type: none"> <li>• The <b>EXAMINER</b> shall perform the following: <ul style="list-style-type: none"> <li><i>A. Before the Testing Day</i> <ol style="list-style-type: none"> <li>(1) Attend the orientation on the ALS A&amp;E Test Administration two days before the test</li> <li>(2) Familiarize himself/herself with the Examiner's Manual for Test Administration</li> <li>(3) Conduct ocular visit of his/her assigned testing room in the Testing Center the day before the test and check if there are thirty (30) armchairs</li> <li>(4) Prepare the board work</li> <li>(5) Post the Master List of Registrants on the door of the Testing Room a day before the testing day</li> </ol> </li> </ul> </li> </ul>

Who will give the test? (con't)	<p><i>B. On the Testing Day</i></p> <ol style="list-style-type: none"> <li>(1) 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>(2) Check the number of Test Booklets and Answer Sheets received from the Lead Examiner before proceeding to the Testing Room</li> <li>(3) Check the identity of the test takers against the registration forms before allowing them to enter the testing room</li> <li>(4) Give preliminary instructions to test takers before distributing the test materials <b>strictly in accordance with the script/text detailed in the Examiner's Manual for Test Administration</b></li> <li>(5) Distribute systematically the test materials to the test takers in accordance with the Examiner's Manual for Test Administration</li> <li>(6) Answer queries from the test takers regarding preliminary instructions</li> <li>(7) Administer the tests in the testing room strictly in accordance with the Examiner's Manual for Test Administration, e.g.: write on the board and emphasize the time the test started and the time it should end</li> <li>(8) Check the progress of the test to find out if the test takers are following directions correctly, e. g. make sure that the examinees don't write anything on the test booklet</li> <li>(9) Keep all the examinees inside the testing room until after all are done with the test. No examinee shall be allowed to leave the room even if he/she has finished the test earlier than the allotted time</li> <li>(10) Retrieve systematically the Test Booklets as well as the Answer Sheets and scratch papers after the test. Test takers shall not be allowed to stand, go around or leave the room while retrieval is being done.</li> <li>(11) Follow strictly the Examiner's Manual for the Test Administration, e.g. examiners are <b>NOT</b> allowed to read/scan nor tear/copy/photocopy any part of the test booklet/s that are unused while the test is in progress.</li> </ol>
	<p><i>C. After the Test</i></p> <ol style="list-style-type: none"> <li>(1) Account and return all the Test Booklets, Answer Sheets, scratch papers, pencils, and the Examiner's Manual for Test Administration to the Lead Examiner</li> <li>(2) Submit the list of actual test takers properly marked on the Master List of Registrants to the Lead Examiner</li> <li>(3) Return the original registration forms together with a copy of the corresponding Master List/s of Registrants to the Division ALS Supervisor for safekeeping</li> </ol>
Who will assist the examiner?	<ul style="list-style-type: none"> <li>• The designated <b>Roving Proctor</b> (one for every five (5) testing rooms) shall : <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> </ul>



	<ul style="list-style-type: none"> <li>• The assigned <b>Janitor</b> (one for every ten (10) testing rooms) shall :           <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:               <ul style="list-style-type: none"> <li>- there are only 30 armchairs inside the testing room. Excess armchairs should be removed.</li> <li>- the testing room is well <u>lighted</u> and with good <u>ventilation</u></li> </ul> </li> <li>(3) See to the availability and cleanliness of the toilets and rooms before and after the tests</li> <li>(4) Return the extra armchairs inside the testing room after the tests</li> </ol> </li> </ul>
	<ul style="list-style-type: none"> <li>• The assigned <b>Security Guard</b> shall :           <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**

When?	<ul style="list-style-type: none"> <li>• March - April - Analysis and Processing of test results</li> <li>• May - June - Release of test results and attestation by BALS (if needed) However, Regional Directors and/or Schools Division Superintendents are authorized to issue certification to A&amp;E Test passers.</li> <li>• July - Issuance of certificates signed by the Secretary of Education</li> </ul>
Who will be involved and how?	<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> </ul>
	<ul style="list-style-type: none"> <li>• The BALS will transmit test results to the Division for distribution.</li> <li>• The BALS will also transmit certificates which bear the signature of the DepED Secretary to the Division for distribution.</li> </ul>