



*Tanggapan ng Kalihim*

*Office of the Secretary*

MAY 16 2008

DepEd MEMORANDUM

No. 259, s. 2008

**GUIDELINES FOR THE INDEPENDENCE DAY A&E TEST ADMINISTRATION**

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

1. In line with the 110<sup>th</sup> Anniversary of Philippine Independence on June 12, 2008, the Department of Education (DepEd), through the Bureau of Alternative Learning System (BALS) will be administering a **Special Accreditation and Equivalency (A&E) Test**, also known as the **INDEPENDENCE DAY A&E TEST** on June 12, 2008 for the Out-of-School Youth and Adults in 189 Testing Centers nationwide. This is a timely response to President Gloria Macapagal Arroyo's directive relative to the 2008 Independence Day Celebration under Administrative Order No. 205 issued on October 30, 2007. This is one of the DepEd's initiative of providing direct service to the marginalized groups of learners in all barangays nationwide.

2. The target learners/clienteles of the ALS A&E Test are Filipino Out-of School (OSY) and adults at least 11 years old (for elementary level test) and at least 15 years old (for the secondary level test) who are basically literate.

3. The registration for the **Independence Day A&E Test** will be held from May 19 – 31, 2008 at the designated Registration and Testing Centers nationwide. The A&E Test will be held in the same venue on June 12, 2008 in two sessions: from 8:00 a.m. – 12:00 noon (morning session) and from 1:00 – 6:00 p.m. (afternoon session). Walk-in registrants/takers will register in the morning of June 12, 2008 but will take the test in the afternoon.

4. The BALS Officials and staff will deliver and retrieve the test materials, and conduct orientation and on-the-spot/random monitoring during the test administration. The following schedule will be observed:

- a. Delivery of test materials – June 11, 2008
- b. Orientation on A&E Test Administration – June 11, 2008
- c. Administration of the A&E Test – June 12, 2008

5. The test is free and as such, no fee shall be collected by any ALS official involved in the test registration, test administration, release of test results and release of Certificates signed by the Secretary of Education.

6. Basically, the DepEd ALS Field Personnel will manage the conduct of the whole A&E Test Administration process. Specific duties and responsibilities pertinent to the conduct of Special A&E Tests are provided in the enclosed guidelines.

7. Wide and immediate dissemination of this Memorandum is desired.



JESLI A. LAPUS  
Secretary

Encls.:  
As stated

Reference:  
DepED Memorandum: No. 311, 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  
STUDENTS  
TESTS

## GUIDELINES FOR THE INDEPENDENCE DAY A&E TESTS

### Phase I – Registration for Test Administration

When?	May 19-31, 2008
Where?	Schools designated as Registration and Testing Centers (RTCs) in the February 2008 ALS A&E Test unless a new testing center is designated by the SDS
Who are involved?	District ALS Coordinator/TRO & ALS Regional and Division Personnel
Who are qualified to register?	<ul style="list-style-type: none"><li>• An elementary level dropout who is at least 11 years old on or before June 12, 2008</li><li>• A secondary level dropout who is at least 15 years old on or before June 12, 2008</li><li>• STUDENTS PRESENTLY ENROLLED IN THE FORMAL SCHOOL SYSTEM ARE NOT ALLOWED TO REGISTER.</li></ul>
Who will manage the registration and how?	<p><i>The ALS District Coordinator designated by the SDS as the Test Registration Officer (TRO) will manage the registration by doing the following:</i></p> <ul style="list-style-type: none"><li>• Reports to the Registration and Testing Center from May 19 - 31, 2008 from 8:00 a.m. to 5:00 p.m.</li><li>• Interviews prospective applicants to determine if applicants are qualified to register</li><li>• Distributes the registration forms to qualified registrants</li><li>• Evaluates the documents presented by the applicants/registrants and the entries made in the registration form</li><li>• Detaches the lower part of the registration form and return it to qualified registrant</li><li>• Alphabetizes <u>all</u> the names of registrants, then group into thirties (30s) and prepare the Masterlist</li><li>• Submits the Masterlist to TCA and a copy to ALS Division Supervisor</li><li>• Posts the final Masterlist in the testing center on June 12, 2008</li></ul>
Who will monitor/ supervise and evaluate the registration forms?	<p><i>ALS Division Supervisor/Lead Examiner together with the Regional ALS Division Official/Staff shall do the following:</i></p> <ul style="list-style-type: none"><li>• Monitors and supervises the registration in the RTC during the registration period</li><li>• Evaluates the accomplished registration forms keeping track of what to watch out for, e.g., ages, in-school applicants and impostors</li><li>• Reviews the Masterlist/s of registrants prepared by the TRO vis-à-vis the corresponding approved registration forms</li><li>• Keeps the original copies of the approved registration forms together with the corresponding copies of the Masterlists of registrants to be distributed to the examiners on testing day</li><li>• In the absence of the SDS/ASDS, the ALS Division Supervisor approves the Masterlist/s of registrants</li><li>• Submits the final Masterlist/s of registrants <b>ON OR BEFORE JUNE 2, 2008</b> through courier service or electronic mail (e-mail) [<a href="mailto:cedbals@gmail.com">cedbals@gmail.com</a>]</li></ul>
What are the documents needed by the registrants?	<ul style="list-style-type: none"><li>• Two (2) Latest 1" x 1" I.D. photo</li><li>• Any of the following:<ul style="list-style-type: none"><li>✓ Authenticated Birth Certificate</li><li>✓ Driver's License</li><li>✓ GSIS/SSS I.D.</li><li>✓ Marriage Certificate</li></ul></li></ul>
How to register?	<ul style="list-style-type: none"><li>• Go to the Test Registration Officer (TRO) and present any of the documents needed for identification as mentioned in this Memo</li><li>• Fill-out registration form independently</li><li>• Sign I.D. photo at the back and attach to the registration form</li><li>• Sign the registration form (upper and lower portions)</li></ul>

	<ul style="list-style-type: none"> <li>• Submit the duly accomplished form to the TRO</li> <li>• Get the lower portion of the registration form. This will serve as the test permit on the testing day, June 12, 2008.</li> </ul>
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### Phase II – Orientation for Test Administration

When?	Morning of June 11, 2008
Where?	Regional Office
Who will give the orientation?	BALS representative
Who will attend?	<ul style="list-style-type: none"> <li>• Regional Director or Asst. Regional Director</li> <li>• Schools Division Superintendent or ASDS</li> <li>• Chief/Asst. Chief of the ALS Division</li> <li>• Education Supervisor II</li> <li>• Regional Accountant</li> <li>• District ALS Coordinator designated as Test Registration Officer (TRO)</li> <li>• ALS Division Supervisor</li> </ul>

### Phase III – Test Administration

When is the national test administration?	<ul style="list-style-type: none"> <li>• June 12, 2008 <ul style="list-style-type: none"> <li>✓ 8:00 – 12:00 noon – Morning Session (registered on May 19-31, 2008)</li> <li>✓ 1:00 – 5:00 p.m. – Afternoon Session (registered on May 19-31, 2008 and registered walk-in)</li> </ul> </li> </ul>
Where is the Testing Center?	<ul style="list-style-type: none"> <li>• Approved Registration and Testing Centers (RTCs) designated by the Schools Division Superintendent</li> </ul>
Who are the test takers?	<ul style="list-style-type: none"> <li>• Test takers whose names are listed in the Official Master List/s of Registrants posted in the approved RTCs</li> </ul>
What are the requirements for admission on testing day?	<ul style="list-style-type: none"> <li>• The test taker should: <ul style="list-style-type: none"> <li>✓ Report to the testing Center before 7:00 a.m. (for morning session) and before 1:00 p.m. (for afternoon session)</li> <li>✓ Present the approved lower portion of the registration form (signed by the TRO ) to the Examiner or go to the Testing Center Administrator/Principal/School Head for identification</li> </ul> </li> </ul>
Who will manage the test administration?	<ul style="list-style-type: none"> <li>• Principal/School Head shall serve as the Testing Center Administrator (TCA), as such he/she shall: <ul style="list-style-type: none"> <li>✓ choose the rooms convenient for testing as per guidelines</li> <li>✓ assign the examiners</li> <li>✓ assign security personnel to ensure smooth and efficient administration of the test</li> </ul> </li> <li>• ALS Division Supervisor shall serve as lead examiner shall discharge the following functions: <ul style="list-style-type: none"> <li><u>Before the test</u> <ul style="list-style-type: none"> <li>✓ bring the test materials and other paraphernalia to the designated testing center on June 12, 2008 on or before 6:30 in the morning</li> <li>✓ receive Extra-Duty Allowances intended for personnel involved in the test registration and administration</li> </ul> </li> <li><u>During the test</u> <ul style="list-style-type: none"> <li>✓ oversee the test administration and ensure the security and confidentiality of the test materials</li> <li>✓ distribute test materials to examiners</li> <li>✓ retrieve test materials from examiners</li> <li>✓ pay the Extra-Duty Allowances of personnel involved in the test administration</li> </ul> </li> <li><u>After the test</u> <ul style="list-style-type: none"> <li>✓ transport test materials from the testing center to the Regional Office in</li> </ul> </li> </ul> </li> </ul>

	<p>the morning of June 13, 2008</p> <ul style="list-style-type: none"> <li>✓ collect the report of the Testing Center Administrator, the regional monitor and other designated personnel</li> <li>✓ submit to BALS representative the following: <ul style="list-style-type: none"> <li>○ all test materials (duly accounted)</li> <li>○ payroll duly signed by field personnel</li> <li>○ report prepared by TCA, ALS Division Supervisor and Regional Monitor</li> <li>○ summary of actual test takers by room and level</li> <li>○ total number of answer sheets for multiple choice test and total number of answer sheets for essay test per room</li> <li>○ final Masterlists</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>• Regional Director shall oversee the smooth operation and efficient administration of the A&amp;E test in the region</li> <li>• Regional Officials/Staff shall: <ul style="list-style-type: none"> <li>✓ monitor /supervise the test registration and administration</li> <li>✓ evaluate the accomplished registration forms keeping track of what to watch out for e.g., in-school applicants and impostors</li> <li>✓ review the Master List/s prepared by the TRO</li> </ul> </li> <li>• District Supervisor shall liaise with the LGU for support before, during and after the test administration, e.g. transportation of test takers in remote areas</li> <li>• Schools Division Superintendent/Asst. Schools Division Superintendent shall: <ul style="list-style-type: none"> <li>✓ oversee and ensure the smooth and efficient administration of the test in the Division</li> <li>✓ monitor the administration of test</li> <li>✓ designate formal school teachers as Examiners</li> <li>✓ designate formal school teachers as Proctors</li> </ul> </li> <li>• BALS representative shall: <ul style="list-style-type: none"> <li>✓ distribute the test materials to the ALS Division Supervisors</li> <li>✓ monitor the conduct of the test in areas where he/she may be present</li> <li>✓ receive test materials and other test paraphernalia returned/endorsed by ALS Division Supervisors</li> </ul> </li> <li>• The Regional Accountants shall process the TEVs of all those who will be involved in the A&amp;E Tests Orientation and Test Administration in the region.</li> </ul>
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**Phase IV – Release of Test Results, Certification and Authentication**

When?	<ul style="list-style-type: none"> <li>• July – Analysis and Processing of test results</li> <li>• September – Release of Results posted on website (<a href="http://www.deped.gov.ph">www.deped.gov.ph</a>)</li> <li>• November – Release of Certificates</li> </ul>
Where?	<p>ALS A&amp;E Test passers must claim from the ALS Division Supervisor/Division Office the following:</p> <ul style="list-style-type: none"> <li>• Examinee Report/Individual Test Result</li> <li>• Certificate signed by the DepEd Secretary</li> </ul> <p>ALS A&amp;E Test passers may request Certification from the following:</p> <ul style="list-style-type: none"> <li>• the Director IV Bureau of Alternative Learning System, DepEd Central Office for those who took the test in the National Capital Region</li> <li>• Authentication of Certification is done at the DepEd Regional Office</li> </ul>

**Registration & Testing Centers for the Independence Day A&E Tests**

REGION	DIVISION	REGISTRATION / TESTING CENTER	
I	Ilocos Norte	Mariano Marcos Memorial Elementary School	
	Ilocos Sur	Sto. Domingo South Central School	
	La Union	Paringao Elementary School	
	Pangasinan I	Binmaley I Central School	
	Pangasinan II	Bobonan Central School	
	Dagupan City	West Central Elementary School I	
	Laoag City	Ilocos Norte National High School	
	San Carlos City	Central II Elementary School	
	Urduyeta City	Urduyeta City National High School	
	Alaminos City	Alaminos Central School	
	Candon City	Candon South Central School	
	Vigan City	Ilocos Sur National High School	
	San Fernando City	La Union National High School	
	II	Batanes	Basco Central School
Cagayan		Lal-lo North Central School	
Isabela		Ilagan South Central School	
Santiago City		Santiago North Central School	
Nueva Vizcaya		Solano East Central School	
Quirino		Cabarroguis Central School	
Cauayan City		Cauayan South Central School	
Tuguegarao City		Tuguegarao West Central School	
III	Aurora	A.V. Mijares Elementary School	
	Bataan	Tomas Pinpin Memorial Elementary School	
	Bulacan	Baliuag South Central School	
	Nueva Ecija	Nueva Ecija National High School	
	Pampanga	San Matias Elementary School	
	Tarlac	Capas East Central School	
	Zambales	Iba Elementary School	
	Angeles City	Sto. Rosario Elementary School	
	Balanga City	Balanga Integrated School	
	Cabanatuan City	Cabanatuan East Central School	
	Gapan City	Gapan South Central School	
	Malolos City	Sta. Isabel Elementary School	
	Muñoz City	Muñoz Central School (Pob. South)	
	Olongapo City	Olongapo City Elementary School	
	San Fernando City	Sindalan Elementary School	
	Tarlac City	Sto. Cristo Elementary School	
	San Jose Del Monte City	Sapang Palay National High School	
	IV-A	Batangas Prov.	Lemery Pilot Elementary School
		Cavite Province	Dasmariñas National High School
Laguna		Bay Central Elementary School	
Quezon		Sariaya East Central School	
Rizal		Cainta Elementary School	
Antipolo City		Juan Sumulong Elementary School	
Batangas City		Julian A. Pastor Memorial Elementary School	
Calamba City		Calamba Elementary School	
Cavite City		Cavite National High School	
Lipa City		Padre Valeriano Malabanan Elementary School	
Lucena City		Lucena West I Elementary School	
San Pablo City		San Pablo Central School	
Santa Rosa City		Santa Rosa Elementary School	
Tanauan City		Tanauan South Central School	
IV-B	Marinduque	Mog-pog Central Elementary School	
	Occidental Mindoro	Sablayan National High School	

	Oriental Mindoro	Socorro Central School
	Palawan	Claudio Sandoval Elementary School
	Romblon	San Agustin Central Elementary School
	Calapan City	Adriatico Memorial School
	Puerto Princesa City	Puerto Princesa Pilot Elementary School
<b>V</b>	Albay	Malabog High School
	Camarines Norte	Labo Elementary School
	Camarines Sur	Rodriguez High School
	Catanduanes	Virac Pilot Elementary School
	Masbate	Tomas Conde Central School
	Sorsogon	Gubat North Central School
	Iriga City	Iriga Central School
	Legazpi city	Bagumbayan Central School
	Ligao City	Ligao West Central Elementary School (Binatagan)
	Masbate City	Jose Zurbito Sr. Elementary School
	Naga City	Naga Central School II
	Sorsogon City	Sorsogon National High School
	Tabaco City	Tabaco City National High School
<b>VI</b>	Aklan	Kalibo Elementary School I
	Antique	Del Angel Salazar Elementary School
	Capiz	Capiz National High School
	Guimaras	San Miguel Central School
	Iloilo	Iloilo National High School
	Negros Occidental	Negros Occidental National High School
	Bacolod City	Rizal Elementary School
	Bago City	Bago City Elementary School
	Cadiz City	Cadiz West II Elementary School
	Iloilo City	A. Mabini Elementary School
	Kabankalan City	Erams West Central Elementary School
	La Carlota City	La Carlota South Central School I
	Passi City	Passi National High School
	Sagay City	Maria Lopez Elementary School
	San Carlos City	Cong. Vicente Gustilo Sr. Memorial School
	Silay City	Silay North Elementary School
	Roxas City	Pres. Manuel Roxas Memorial School (South)
<b>VII</b>	Bohol	Carmen Central Elementary School
	Cebu Province	Naga Central Elementary School
	Negros Oriental	Sibulan Central School
	Siquijor	Larena Central Elementary School
	Bais City	Bais City Pilot School
	Bayawan City	Bayawan East City Central School
	Cebu City	Zapatera Elementary School
	Danao City	Danao City Central School
	Dumaguete City	West City Elementary School
	Lapu-Lapu City	Science and Technical Center
	Mandaue City	City Central School
	Tagbilaran City	Dr. Cecilio Putong National High School
	Talisay City	Talisay City Central School
	Tanjay City	Tanjay City South Central School
	Toledo City	North City Central School
<b>VIII</b>	Biliran	Naval Central School
	Eastern Samar	Eugenio S. Daza Pilot Elementary School
	Leyte	Baybay North Central School
	Calbayog City	Division Office Central
	Northern Samar	Bobon School for Philippine Craftsmen
	Southern Leyte	Sogod Central School
	Western Samar	Samar National High School

	Ormoc City	Cogon Central School
	Maasin City	Maasin Central School
	Tacloban City	Rizal Central School
<b>IX</b>	Zamboanga del Norte	Sindangan Pilot Demonstration School
	Zamboanga Sibuguey	Kabalasan Elementary School
	Zamboanga Sur	Dumalinao Pilot School
	Dapitan City	Dapitan Central School
	Dipolog City	Zamboanga del Norte National High School
	Isabela City	Isabela East Central Elementary School
	Pagadian City	San Pedro Central School
	Zamboanga City	Zamboanga City High School (Main)
<b>X</b>	Bukidnon	Malaybalay City Central School
	Camiguin	Mahinog Central School
	Lanao del Norte	Kolambugan Central School
	Misamis Occidental	St. John the Baptist High School
	Misamis Oriental	Misamis Oriental General Comp. High School
	Cagayan De Oro City	Cagayan De Oro City Central School
	Gingoog City	Don Restituto Baul Central School
	Iligan City	Iligan City Central School
	Tangub	Tangub City National High School
	Oroqueta City	Misamis Occidental National High School
	Valencia City	Valencia City National High School
	Ozamiz City	Ozamiz City Central School
<b>XI</b>	Compostela Valley	Nabunturan National Comprehensive High School
	Davao del Norte	Carmen National High School
	Davao Oriental	Mati National Comprehensive High School
	Davao Sur	Malalag Central Elementary School
	Davao City	Daniel R. Aguinaldo National High School
	Digos City	Davao Del Sur National High School
	Panabo City	Panabo Central Elementary School
	Samal City	Peñaplota Central Elementary School
	Tagum City	Mag-ugpo Pilot Central Elementary School
<b>XII</b>	North Cotabato	Kabacan Pilot Elementary School
	Saranggani	Malapatan National High School
	South Cotabato	Surallah Central Elementary School
	Sultan Kudarat	Isulan Central School
	Cotabato City	Notre Dame Village Elementary School
	General Santos City	Ireneo Santiago National High School
	Kidapawan City	Kidapawan City Pilot Center
	Koronadal City	Koronadal Central Elementary School I
	Tacurong City	Tacurong Pilot Elementary School
<b>Caraga</b>	Agusan del Norte	Buenavista Special Educ. Integrated School
	Agusan del Sur	Agusan del Sur National High School
	Siargao	Dapa National High School
	Surigao del Norte	Sison Central Elementary School
	Surigao del Sur	Tandang SPED Center
	Butuan City	Agusan National High School
	Bislig City	Bislig Central Elementary School
	Surigao City	Surigao City Pilot School
<b>ARMM</b>	Basilan	Concepcion Central Elementary School
	Lanao del Sur I	Tamparan Central Elementary School
	Lanao del Sur II	Malabang Central Pilot School
	Maguindanao	Shariff Aguak Central Elementary School
	Sulu	Mohammad Tulawie Central Elem. School
	Tawi-Tawi	Bongao School of Arts and Trades
	Marawi City	A.P.C.E.S.
<b>CAR</b>	Abra	Bangued West Central School



	Apayao	Conner Central School
	Benguet	Benguet National High School
	Kalinga	Bulanao Central School
	Ifugao	Lagaue Central School
	Mt. Province	Mt. Province General Comp. High School
	Baguio City	Josefa Cariño Elementary School
<b>NCR</b>	Caloocan City	Caloocan High School
	Las Piñas	Las Piñas Elementary School - Central
	Makati City	Makati Elementary School
	Malabon/Navotas	Navotas Elementary School
	Mandaluyong	Mandaluyong Elementary School
	Manila	Padre Gomez Elementary School
	Marikina City	Marikina Elementary School
	Muntinlupa	Muntinlupa Elementary School
	Pasig/San Juan	Pasig Central Elementary School
	Parañaque	Parañaque Central Elementary School
	Pasay City	Pasay City East High School
	Quezon City	Don Alejandro Roces Sr. Science Tech. High School
	Taguig/Pateros	Upper Bicutan Elementary School
	Valenzuela City	Malinta Elementary School

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