



JUL 3 0 2008

DepED MEMORANDUM  
No. 352 , s. 2008

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

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

1. The Department of Education (DepED), through the Bureau of Alternative Learning System (BALS) will be conducting the Accreditation and Equivalency (A&E) Tests Administration on October 2008 in 190 Registration and Testing Centers nationwide. The A&E Tests administration is usually held annually in February. However, since February is very close to the registration and opening of the formal school classes, it was decided that the A&E Tests shall be held in the month of October every year. The new schedule will give ample time to the A&E test passers to prepare for their entry to the secondary schools or to the colleges and universities.
2. The A&E Tests in two learning levels – elementary and secondary levels are standardized paper and pencil-based test and composition writing. Passers of said tests get a diploma certifying their competencies as comparable to the graduates of the elementary and secondary formal school system.
3. The target learners/clienteles of the ALS A&E Tests are Filipino Out-of-School Youth (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.
4. The registration period will be held on August 1-31, 2008 at the Registration and Testing Centers (RTCs) nationwide designated by the Schools Division Superintendent (SDS). A duly appointed District ALS Coordinator shall serve as the Test Registration Officer (TRO) in the Registration and Testing Center.
5. For and in consideration of the austerity measures of the government, specifically on the efficient and effective utilization of public funds, the RTCs with less than 100 total test registrants will be cancelled, except those funded by the Local Government Units (LGUs) or Non-Government Organizations (NGOs). In coordination with the Schools Division Superintendents, the RTCs in each Division shall be announced later in order to consider the valid issues and concerns raised during the previous test administration.

6. The October 2008 Alternative Learning System – Accreditation and Equivalency (A&E) Tests will be administered in four waves by geographical clusters:

- 1<sup>st</sup> Wave - October 5, 2008 - Mindanao Regions
- 2<sup>nd</sup> Wave - October 12, 2008 - Visayas and Bicol Regions
- 3<sup>rd</sup> Wave - October 19, 2008 - Luzon Cluster 1 (Regions I, II, III and CAR)
- 4<sup>th</sup> Wave - October 26, 2008 - Luzon Cluster 2 (Regions IV-A, IV-B and NCR)

7. The A&E Tests will be free and as such, no fee shall be collected by any DepED ALS Official involved in the test registration, test administration, release of test results, certifications signed by the Regional Director or by the Director of the BALS and finally the Certificates signed by the Secretary of Education.

8. Other information pertinent to the October 2008 ALS A&E Tests are provided in the enclosed guidelines.

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



**JESLI A. LAPUS**  
Secretary

Encl.:

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  
PERFORMANCE  
TESTS

Madel:c: ALS A & E  
7-18-08

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

**PHASE I – ALS A&E TEST REGISTRATION**

<p>When to register?</p>	<p>August 1 to 31, 2008. <b>There shall be <u>NO REGISTRATION</u> after said period. Names forwarded to BALS <u>after the prescribed registration period shall not be counted/considered.</u> <u>Registration for for walk-in test takers shall be held only on the day before the conduct of the test.</u></b></p>
<p>Where to register?</p>	<ul style="list-style-type: none"> <li>• One <b>secondary school</b> 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 rooms are well lighted and with good ventilation.</li> <li>(3) The school has at least ten (10) classrooms, with thirty (30) armchairs (not desks) per room.</li> </ol> </li> <li>• <b>Registration and Testing Center with LESS THAN ONE HUNDRED (100) TOTAL TEST REGISTRANTS WILL BE CANCELLED. This decision is in line with the austerity measures of the government.</b> The Division shall be notified of such cancellation on September 10, 2008.</li> </ul>
<p>Who are qualified to register?</p>	<ul style="list-style-type: none"> <li>• An elementary level dropout <b>at least 11 years old on or before October 5, 2008</b></li> <li>• A high school dropout <b>at least 15 years old on or before October 5, 2008</b></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> <li>• Youth and adults although in-school but overaged for Grade 6 (more than 11 years) or for 4<sup>th</sup> year (more than 15 years)</li> </ul>
<p>Who will manage the registration and how?</p>	<ul style="list-style-type: none"> <li>• The <b>District ALS 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 August 1-31, 2008 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> </ol> <p><b>NOTE: Registration Forms will be sent by the BALS directly to the Schools Division Superintendent</b></p> <ol style="list-style-type: none"> <li>(5) Detaches the <b><u>lower part of the registration form</u></b> and return it to the registrant <b><u>for use as admission document on the day of the test.</u></b></li> </ol> </li> </ul>

	<p>(6) For disqualified registrants, Test Registration Officer (TRO) writes "DISQUALIFIED" on the Registration Form</p> <p>(7) Informs <b>disqualified</b> registrants immediately (<b>not later than September 5, 2008</b>) of their disqualification</p> <p>(8) Prepares the Masterlist/s of Registrants (Form 1) by doing the following steps:</p> <ol style="list-style-type: none"> <li>a. Arrange <b>all</b> the approved registration forms with names of test registrants in alphabetical order regardless of gender</li> <li>b. Segregate the 1<sup>st</sup> 30 registration forms, the 2<sup>nd</sup> 30 forms, so forth and so on</li> <li>c. Prepare the masterlist for every 30 registration forms (names alphabetically arranged)</li> </ol> <p>(9) Submits the Master List/s of Registrants and corresponding approved registration forms to the ALS Division Supervisor</p>
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 and 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 BUT <b>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 the registrants and inform disqualified registrants appropriately</li> </ol> </li> </ul>
What are the documents needed by the registrants	<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> <li>(5) Voter's ID</li> </ol> </li> </ul>
How to register?	<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>
Who will monitor/supervise and evaluate the registration forms?	<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 form keeping track of what to watch out for, e.g., ages, in-school applicants and impostors</li> </ol> </li> </ul>

	<p>(3) review the Master List/s of Registrants prepared by the TRO vis-à-vis the corresponding approved registration forms on or before <b>August 29, 2008</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).</p> <p>(4) The ALS Division Supervisor keeps the original copies of the approved registration forms together with the corresponding copies of the Master Lists/s of Registrants to be distributed to the examiners on testing day.</p> <p>(5) In the absence of the SDS/ASDS, the ALS Division Supervisor approves the Master List of Registrants.</p> <p>(6) Submit the final Master List/s of Registrants to the Bureau of Alternative Learning System (BALS) <b>not later than September 5, 2008</b> and furnish the Regional Office a copy of the same.</p>
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### **PHASE II – TEST ADMINISTRATION**

When is the national test administration?	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> Wave - October 05, 2008 - (Mindanao Region)</li> <li>• 2<sup>nd</sup> Wave - October 12, 2008 - (Visayas and Bicol Regions)</li> <li>• 3<sup>rd</sup> Wave - October 19, 2008 - (Luzon Cluster I: Regions I, II, III and CAR)</li> <li>• 4<sup>th</sup> Wave - October 26, 2008 - (Luzon Cluster II: Regions IV-A, IV-B and NCR)</li> </ul>
Where is the Testing Center?	<ul style="list-style-type: none"> <li>• Approved Registration and Testing Center 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 Lists/s of Registrants</li> </ul>
What are the requirements for admission on testing day?	<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 approved lower portion 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</b> shall serve as Lead Monitor and discharge the following functions:             <p><b>A. Before the Test</b></p> <ol 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> <li>(3) Conduct an ocular inspection of the testing center on Saturday, the day before the Test. He/She shall see to it that:                 <ul style="list-style-type: none"> <li>✓ The testing center is a secondary school</li> <li>✓ The masterlists are posted in their respective testing rooms</li> <li>✓ Testing rooms should have armchairs arranged by 6 columns with 5 rows each</li> <li>✓ Put excess armchairs outside the testing room</li> </ul> </li> </ol> <p><b>B. During the Test</b></p> <ol style="list-style-type: none"> <li>(3) Oversee the test administration and ensure the security</li> </ol> </li> </ul>

	<p>and confidentiality of the test materials</p> <p>(4) <u>See to it that <i>no Instructional Manager or Mobile Teacher is found inside the premises of the Testing Center on the day of the test</i></u></p> <p><b>C. After the Test</b></p> <p>(4) Collect the reports of the Regional and Division Office representatives, and Testing Center Administrator on the general conduct of the test in the RTC</p> <p>(5) Submit all collected reports on the general conduct of the test in the RTC to BALS Director</p>
	<ul style="list-style-type: none"> <li>• <b>Regional Director shall:</b> <ol 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> </ol> </li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Regional Officials/Staff</b> – one official/staff shall be assigned in every Division and discharge the following functions: <ol style="list-style-type: none"> <li>(1) Monitor/Supervise the test registration and administration</li> <li>(2) Prepare a report on the conduct of the tests in the division where he/she is assigned and submit the same to the BALS Lead Monitor/representative</li> </ol> </li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Schools Division Superintendent/Asst. Schools Division Superintendent shall:</b> <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 a maximum of <b>two (2) days</b> to school personnel who rendered auxiliary services during the test</li> <li>(4) Designate District ALS Coordinators and classroom teachers <b>as examiners and roving proctors</b></li> <li>(5) <u>Designate the Mobile Teachers as roving proctors but not as examiners</u></li> </ol> </li> </ul>
	<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>
	<ul style="list-style-type: none"> <li>• <b>District Supervisor shall:</b> <ol style="list-style-type: none"> <li>(1) Provide general support during the test administration, e.g. transportation of test takers</li> </ol> </li> </ul>

<p>Who will manage the test administration? (con't.)</p>	<ul style="list-style-type: none"> <li>• <b>Principal/School Head</b> shall: <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 on 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: <ol style="list-style-type: none"> <li><b>A. Before the Testing Day</b> <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 a 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> <li><b>B. On the Testing Day</b> <ol style="list-style-type: none"> <li>(1) Report to his/her assigned Testing Center to receive the test materials from the Lead Monitor 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 Monitor 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/test detailed in the Examiner's Manual for Test Administration</b></li> <li>(5) <b>Distribute systematically the test materials to the test takers</b> 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.: <b>write on the board and emphasize the time the test started and the time it should end</b></li> </ol> </li> </ol> </li> </ul>

	<p>(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 booklets</p> <p>(9) <b>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.</b></p> <p>(10) Retrieve systematically the Test Booklets as well as the Answer Sheets and scratch papers after the test. <b><u>Test takers shall not be allowed to stand, go around or leave the room while retrieval is being done.</u></b></p> <p>(11) Follow strictly the Examiner's Manual for the Test Administration, e.g. <b><u>Examiners are NOT allowed to read/scan nor tear/copy/photocopy any part of the test booklet/s that are unused while the test is in progress</u></b></p> <p><b>C. After the Test</b></p> <p>(1) Account and return all the Test Booklets, Answer Sheets, scratch papers, pencils, and the Examiner's Manual for Test Administration to the Lead Monitor</p> <p>(2) <b><u>Prepare/Submit the new Master List of the actual test takers to the Lead Monitor in two (2) copies</u></b></p> <p>(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</p>
<p>Who will assist the examiner</p>	<ul style="list-style-type: none"> <li>• The designated <b>Roving Proctor</b> (one for every ten (10) 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> <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 <u>good 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> <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 III – PROCESSING OF TEST RESULTS AND CERTIFICATION**

<p>When?</p>	<ul style="list-style-type: none"> <li>• <u>November-December</u> – Analysis and Processing of test results</li> <li>• <u>January-February</u> – Release of test results and attestation by the BALS Director (if needed). However, <b><u>Regional Directors and/or Schools Division Superintendents are authorized to issue certification to A&amp;E Test passers.</u></b></li> <li>• March - Issuance of certificates signed by the Secretary of Education</li> </ul>
<p>Who will be involved and how?</p>	<ul style="list-style-type: none"> <li>• The <b><u>Supplier</u></b> as contracted by the BALS will:             <ul style="list-style-type: none"> <li>(1) Process and analyze the accomplished Answer Sheets</li> <li>(2) Release the test results to BALS</li> </ul> </li> <li>• The BALS will <b><u>transmit test results/print-outs to the Division for distribution.</u></b></li> <li>• The BALS will also <b><u>transmit certificates which bear the signature of the DepED Secretary to the Division for distribution.</u></b></li> </ul>