



JUN 26 2009

DepED MEMORANDUM  
No. 293, s. 2009

GUIDELINES FOR THE 2009 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 2009 Alternative Learning System – Accreditation and Equivalency (ALS A&E) Tests (Elementary and Secondary Levels) will be administered in 199 Divisions/208 testing centers in four waves on the following dates:

- |   |                               |
|---|-------------------------------|
| 1 <sup>st</sup> Wave – October 4, 2009  | - Mindanao Regions            |
| 2 <sup>nd</sup> Wave – October 11, 2009 | - Visayas and Bicol Regions   |
| 3 <sup>rd</sup> Wave – October 18, 2009 | - Regions I, II, III and CAR  |
| 4 <sup>th</sup> Wave – October 25, 2009 | - Regions IV- A, IV-B and CAR |

2. Registration period will be on July 1-31, 2009. All registrants shall register in duly designated Registration and Testing Centers (RTCs) identified by the Schools Division Superintendents (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. Test Orientation shall be held in the Division Level (with same cluster of Regions as provided in the set of Guidelines) on the following dates:

- 1<sup>st</sup> Wave – October 3, 2009
- 2<sup>nd</sup> Wave – October 10, 2009
- 3<sup>rd</sup> Wave – October 17, 2009
- 4<sup>th</sup> Wave – October 24, 2009

Venue : Division Offices/Registration and Testing Centers  
Participants : Schools Division Superintendents and/or Assistant  
Schools Division Superintendents  
ALS Division Supervisors  
District Supervisors  
Testing Center Administrators (Principals or Heads  
of Schools)  
Examiners, Proctors, Janitors and Security Guards

4. Other information pertinent to the October 2009 ALS A&E Tests are provided in the enclosed guidelines.

5. Immediate and wide dissemination of this Memorandum is desired.



**JESLI A. LAPUS**  
Secretary

Encl.:

As stated

Reference:

DepED Memorandum: No. 352, s. 2008

Allotment: 1—(D.O. 50-97)

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

ACCREDITATION  
ALTERNATIVE LEARNING SYSTEM  
CONFERENCES  
OFFICIALS  
RULES & REGULATIONS  
STUDENTS  
TESTS

Sally: 2009 ALS A&E tests  
June 17, 2009

**Enclosure to DepED Memorandum No. 293, s. 2009**

**GUIDELINES FOR THE TEST REGISTRATION AND TEST ADMINISTRATION OF THE OCTOBER 2009 ALS ACCREDITATION AND EQUIVALENCY TESTS**

**PHASE 1 – TEST ORIENTATION**

1. When is the division level orientation?	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> Wave – October 3, 2009</li> <li>• 2<sup>nd</sup> Wave – October 10, 2009</li> <li>• 3<sup>rd</sup> Wave – October 17, 2009</li> <li>• 4<sup>th</sup> Wave – October 24, 2009</li> </ul>
2. Who will attend the division level orientation?	<ul style="list-style-type: none"> <li>• Schools Division Superintendent and/or Assistant Schools Division Superintendent</li> <li>• ALS Division Supervisor</li> <li>• District Supervisor</li> <li>• Testing Center Administrator (Principal or Head of School)</li> <li>• Examiners, Proctors, Janitors and Security Guards</li> </ul>
3. Where is the division level orientation?	Division Offices/Registration and Testing Centers

**PHASE 2 – TEST REGISTRATION**

4. When to register?	July 1 – 31, 2009
5. Where to register?	<ul style="list-style-type: none"> <li>• One secondary school identified by the SDS shall operate as the Registration and Testing Center (RTC) of the Division. An elementary school may qualify as RTC provided the rooms are spacious and armchairs are used, <b><i>not desks.</i></b></li> <li>• The RTC shall have the following qualifications:             <ol style="list-style-type: none"> <li>a. The school is in the most strategic location within the division.</li> <li>b. The school has one of 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>c. The school can accommodate the number of test takers based on the figure of last ALS A&amp;E Test, with thirty (30) armchairs per room.</li> <li>d. The school should be not less than 30 kilometers away from the RTC of another division.</li> </ol> </li> </ul>
6. Who are qualified to register?	<ul style="list-style-type: none"> <li>• An elementary level dropout (not enrolled in June 2009), 11 years old and above on or before October 4, 2009, may take the elementary level ALS A&amp;E Test.</li> <li>• A high school dropout (not enrolled in June 2009), 15 years old and above on or before October 4, 2009, may take the secondary level ALS A&amp;E Test.</li> <li>• Non-passers of previous ALS A&amp;E Test</li> </ul>

	<ul style="list-style-type: none"> <li>• Learners/completers of the ALS Programs</li> </ul> <p><b>NOTE: Students presently enrolled in the formal school system are not allowed to register.</b></p>
<p>7. Who will manage the registration and how?</p>	<ul style="list-style-type: none"> <li>• The District ALS Coordinator (DALSC) 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>a. Reports to the Registration and Testing Center from July 1 – 31, 2009 from 8:00 a.m. to 5:00 p.m.</li> <li>b. Interviews the prospective applicants to determine if applicants are qualified to register.</li> <li>c. Distributes the Registration Forms to qualified registrants.</li> <li>d. Hands out a sheet of paper to the applicant and instructs him/her to write a short essay on specified title.</li> <li>e. Evaluates the written essay.</li> <li>f. The quality of the written essay may serve as basis for disqualification of the applicant.</li> <li>g. Makes sure that all blanks in the registration form are filled-out and entries made by the registrants.</li> <li>h. Detaches the lower part of the registration form and returns it to the registrant for use as admission document on the day of the test</li> <li>i. Prepares the Masterlist/s of Registrants (ALS A&amp;E Form 1) in the following manner:                 <ul style="list-style-type: none"> <li>✓ <i>Arrange <b>all</b> registration forms in alphabetical order</i></li> <li>✓ <i>Group them by 30s, male and female not segregated</i></li> <li>✓ <i>Tally the Masterlist/s with the corresponding approved registration forms</i></li> </ul> </li> <li>j. Submits the Masterlist/s of registrants and corresponding approved registration forms and the written essay to the ALS Division Supervisor</li> </ol> <p><b>NOTE:</b> An additional DALSC shall be assigned to a registration center with registrants of more than 1,500; and another one for every 1,500 thereof.</p> </li> </ul>
<p>8. Who else can help the registrants to register and how?</p>	<ul style="list-style-type: none"> <li>• In case the registrants can not go to the RTC themselves, the Instructional Managers (IMs), Mobile Teachers (MTs) and District ALS Coordinators (DALSCs) can do the following:             <ol style="list-style-type: none"> <li>a. Get the registration forms from the TRO at the RTC.</li> <li>b. Interview prospective registrants.</li> <li>c. Distribute the registration forms to the qualified registrants.</li> <li>d. Assist the registrants in filling-out the registration forms BUT DO NOT FILL-OUT/ACCOMPLISH THE REGISTRATION FORMS FOR THEM.</li> <li>e. Give the blank sheet of paper for the essay for him/her to accomplish.</li> <li>f. Submit the duly accomplished registration forms and the essay to the TRO.</li> <li>g. Return the approved lower portion of the registration</li> </ol> </li> </ul>

	forms to registrants and inform disqualified registrants appropriately, if any.
9. Who will monitor/supervise the registration?	<ul style="list-style-type: none"> <li>• The ALS Division Supervisor together with the Regional ALS Division Official/Staff shall do the following: <ul style="list-style-type: none"> <li>a. Monitor and supervise the registration in the RTC during the registration period.</li> <li>b. Verify the information on the registration forms keeping track of what to watch out for, e.g., ages, in-school applicants and impostors.</li> <li>c. Keep the approved registration forms together with the corresponding copies of the Masterlist/s of Registrants to be distributed to the examiners on testing day.</li> <li>d. In the absence of the SDS/ASDS, the ALS Division Supervisor approves the Masterlist/s of Registrants.</li> </ul> </li> </ul>
10. What are the documents needed by the registrants?	<ul style="list-style-type: none"> <li>• Submit latest ID photo (1" x 1") in two copies to the TRO.</li> <li>• Show original copies of one of the following: <ul style="list-style-type: none"> <li>a. Birth certificate</li> <li>b. Marriage certificate</li> <li>c. Baptismal certificate</li> <li>d. Valid Driver's license</li> <li>e. Valid passport</li> <li>f. Voter's ID, SSS ID, GSIS ID</li> </ul> </li> </ul>
11. How does one register for the test?	<ul style="list-style-type: none"> <li>• Go to the designated Registration and Testing Center (RTC) and look for the Test Registration Officer (TRO).</li> <li>• Present <u>one</u> of the documents required for registration. Prospective registrants <b>MUST present to the TRO</b> a copy of his/her birth certificate to check if by October 4, 2009: <ul style="list-style-type: none"> <li>○ he/she is 15 to 17 years old (for secondary level test)</li> <li>○ he/she is 11 to 13 years old (for elementary level test)</li> </ul> </li> <li>• Fill-out the registration form independently.</li> <li>• Sign latest ID photo at the back and attach to the registration form.</li> <li>• Sign the duly accomplished registration form (upper and lower portions).</li> <li>• Upon return of the duly accomplished registration form to the TRO, get the essay answer sheet.</li> <li>• Submit the essay sampler to the TRO.</li> <li>• For registrants outside RTC, submit the duly accomplished registration form and the essay sheet to the Mobile Teacher/Instructional Manager (as the case may be) – who will, in turn, submit the same to the TRO.</li> </ul> <p><b>NOTE:</b> The test (registration, administration and certification) is free. No payment shall be collected by anyone involved in the ALS A&amp;E Test Registration, Administration and Certification.</p>
12. Who will evaluate the registration forms?	<ul style="list-style-type: none"> <li>• The BALS/DepEd Central Office Official/Staff shall: <ul style="list-style-type: none"> <li>a. Go to the Regional Office/Division Office identified by BALS according to schedule of monitoring and evaluation.</li> <li>b. Monitor/Check his/her designated cluster area. The TROs of these divisions will reimburse travel expenses from the</li> </ul> </li> </ul>

	<p>Evaluator.</p> <ol style="list-style-type: none"> <li>c. Evaluate the essay, registration forms and the masterlists prepared by the TRO and verified by the ALS Supervisor.</li> <li>d. Approve/Disapprove prospective test taker based on the entries in the registration forms and the essay submitted by the ALS Supervisor or the TRO.</li> <li>e. Request the TRO to revise the masterlist/s if disqualifications are made or as needed.</li> <li>f. Bring back with him/her the following the masterlist/s of test takers and the essay sheets. If the SDS/ASDS is not available for signature, Lead Monitor can have it signed on the day of the division orientation.</li> <li>g. Recommend to the Director IV the cancellation of testing in a particular Division if the total number of registrants is less than 100.</li> </ol>
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### PHASE 3 – TEST ADMINISTRATION

13. When is the national test administration?	<p>The dates of the test administrations are on:</p> <ul style="list-style-type: none"> <li>• October 4, 2009 – 1<sup>st</sup> Wave (Mindanao Regions)</li> <li>• October 11, 2009 – 2<sup>nd</sup> Wave (Visayas and Bicol Regions)</li> <li>• October 18, 2009 – 3<sup>rd</sup> Wave (Regions I, II, III and CAR)</li> <li>• October 25, 2009 – 4<sup>th</sup> Wave (Regions IV A&amp;B and NCR)</li> </ul>
14. What is a testing center?	<ul style="list-style-type: none"> <li>• Approved Registration and Testing Centers (RTCs) designated by the Schools Division Superintendent.</li> </ul>
15. What are Extension Testing Centers?	<ul style="list-style-type: none"> <li>• Testing Centers are identified as Extension Testing Centers (ETC) e.g., prisons, camps and rehabilitation centers.</li> </ul>
16. How will the test be conducted?	<ul style="list-style-type: none"> <li>• The test will be conducted in the same manner as it is done in the regular testing center, however, the test shall be administered in the afternoon of the same testing day.</li> </ul>
17. Who can request for the ETCs?	<ul style="list-style-type: none"> <li>• The Local Government may request for an ETC, with the initiative to shoulder the expenses for the test administration. Honorarium and transportation of the Lead Monitor shall be shouldered by BALS.</li> </ul>
18. How to request additional and/or extension testing center	<ul style="list-style-type: none"> <li>• Request for another testing center in the same division and for an extension testing center should be forwarded to BALS on or before July 17, 2009 through courier service or through email at <a href="mailto:cedbals@gmail.com">cedbals@gmail.com</a></li> <li>• BALS will shoulder expenses for additional testing centers within the same division; BALS will send budget estimate (only for extension testing centers) to the Schools Division Superintendent right after monitoring of registration.</li> </ul>
19. Who are the test takers?	<ul style="list-style-type: none"> <li>• Test takers whose names are listed in the Official Masterlist/s of Registrants posted in the approved RTCs.</li> </ul>
20. 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>a. Report to the Testing Center before 7:00 a.m. (for morning session) and before 1:00 p.m. (for afternoon session)</li> <li>b. Present the approved lower portion of the registration</li> </ol> </li> </ul>

	<p>form (signed by the TRO) to the Room Examiner or go to the Testing Center Administrator (TCA-Principal) for identification.</p>
<p>21. Who will manage the test administration?</p>	<ul style="list-style-type: none"> <li>• Regional Director shall oversee and ensure the smooth operation and effective administration of the ALS A&amp;E Tests in the region.</li> <li>• Regional Officials/Staff (one official/staff shall be assigned in every Division) shall monitor/supervise the test registration and administration and prepare a report on the conduct of test</li> <li>• Schools Division Superintendent/Asst. Schools Division Superintendent shall: <ul style="list-style-type: none"> <li>a. Oversee and ensure the smooth and efficient administration of the ALS-A&amp;E Tests in the Division</li> <li>b. Monitor the administration of the tests.</li> <li>c. Approve/Grant service credit of a maximum of two (2) days to school personnel who rendered auxiliary services during the test.</li> <li>d. Designate <b><u>formal school teachers either as room examiners or as roving proctors</u></b></li> <li>e. Impose that only the following designated personnel should be present in the Testing Center's premises on the testing day: <ul style="list-style-type: none"> <li>✓ Testing Center Administrator/Principal</li> <li>✓ District Supervisor</li> <li>✓ ALS Supervisor</li> <li>✓ Lead Examiner/Monitor, Asst. Monitor and Room Examiners</li> <li>✓ Proctor/s, Janitor and Security Guard/s</li> </ul> </li> </ul> </li> </ul> <p><b><u>Mobile Teachers and Instructional Managers who are not directly involved in the Test Administration should not be allowed within the testing center premises.</u></b>  DALSC may be present <b><u>only</u></b> if he/she is the designated TROs and shall act only on such capacity.</p>
	<ul style="list-style-type: none"> <li>• District Supervisor shall: <ul style="list-style-type: none"> <li>a. Liaise with the LGU for support before, during and after the test administration, e.g, transportation of test takers in remote areas.</li> <li>b. See to it that nobody apart from the aforesaid test implementors shall be found within the testing center premises</li> </ul> </li> <li>• Testing Center Administrator or the School Principal shall: <ul style="list-style-type: none"> <li>a. Provide posters/streamers announcing the schedule of the tests.</li> <li>b. Choose the rooms convenient for testing as per guidelines.</li> <li>c. Assign room examiners and roving proctors.</li> <li>d. Assign security personnel who shall strictly enforce the tasks assigned to him.</li> <li>e. See to it that no other person/s except those who are directly involved in the test administration are not found</li> </ul> </li> </ul>

	<p>test takers and administer the tests in the testing room strictly in accordance with the Examiner's Manual for Test Administration.</p> <ul style="list-style-type: none"> <li>✓ Answer queries from the test takers regarding preliminary instructions</li> <li>✓ 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>✓ Keep all the test takers inside the testing room until after all are done with the test. No test taker shall be allowed to elave the room even if he/she has finished the test earlier than the allotted time.</li> <li>✓ Retrieve systematically the test booklets as well as the answer sheets and scratch papers after the test. Test taker shall not be allowed to stand, go around or leave the room while retrieval of test materials is being done.</li> <li>✓ Follow strictly the Examiner's Manual for the Test Administration, e.g., <u>Room 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></li> </ul> <p>c. After the test</p> <ul style="list-style-type: none"> <li>✓ Account and return all the test booklets, answer sheets, scratch papers, test site report and the Examiner's Manual for Test Adminstration to the Lead Examiner/Monitor.</li> <li>✓ Submit the list of actual test takers properly together with the Master list posted on the door of the testing room.</li> <li>✓ Return the original registration forms to the ALS Division Supervisor</li> </ul>
<p>23. Who will assist the examiner?</p>	<ul style="list-style-type: none"> <li>• The designated Roving Proctor (one for every 10 rooms) shall: <ul style="list-style-type: none"> <li>a. Give assistance to the Room Examiner whenever necessary.</li> <li>b. Accompany the test takers to the restroom and/or clinic whenever necessary</li> </ul> </li> <li>• The assigned Janitor (one for every 15 rooms) shall: <ul style="list-style-type: none"> <li>a. Arrange the testing room in accordance with the instructions of the Testing Center Administrator.</li> <li>b. 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>✓ Test testing room is well lighted and with good ventilation.</li> </ul> </li> <li>c. See to the availability and cleanliness of the toilets and rooms before and after the tests.</li> <li>d. Return the extra armchairs inside the testing room after the tests.</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>• The assigned Security Guard (1 for every testing center and 2 for testing centers with 1,500 or more registrants) shall: <ul style="list-style-type: none"> <li>a. Secure the testing center before and on the day of the test.</li> <li>b. See to it that only the test takers and designated test personnel are allowed in the premises of the testing center during the testing day.</li> </ul> </li> </ul>
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#### PHASE 4 – PROCESSING OF TEST RESULTS AND CERTIFICATION

24. What do test passers get after successfully taking the test and when can they get them?	<ul style="list-style-type: none"> <li>• Examinee Report Form (ERF)/Individual Test Result can be claimed after 5 months from the ALS Supervisor of the Division Office where the testing center administratively belongs.</li> <li>• Certificate/Diploma signed by the Secretary of the Department of Education with dry seal can be claimed from the ALS Supervisor of the Division Office where the testing center administratively belongs.</li> <li>• Certification <u>can be</u> requested from the Office of the Director IV of BALS for those residing within or nearby NCR. Successful test takers outside NCR can also file for certification in the office of the Regional Director, where authentication is also done.</li> </ul>
25. Is there a fee for these documents?	<ul style="list-style-type: none"> <li>• The ALS A&amp;E Test (registration, administration, processing and certification) is <b><u>FREE</u></b>.</li> </ul>
26. How does test processing and release of result take place?	<ul style="list-style-type: none"> <li>• The processing of test answer sheets are outsourced through the prescribed bidding process.</li> <li>• The service provider releases the results in soft copy which is then posted by the Bureau at <a href="http://www.deped.gov.ph">www.deped.gov.ph</a></li> <li>• Soon after, the ERFs are released to the Bureau by the said service provider after which the ERFs undergo inspection by the Accounting Section of the Department.</li> <li>• ERFs are then endorsed to the Regional Office, which in turn endorse to the ALS Supervisor of the Division Office.</li> <li>• Diploma is prepared by the Bureau to ensure the authenticity and security of the document and released either to the ALS Chief of the Regional Office or to the ALS Supervisor of the DepEd Division Office.</li> </ul>