



FEB 26 2010

DepEd MEMORANDUM

No. **82**, s. 2010

**GUIDELINES FOR THE AUGUST 2010 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 2010 Alternative Learning System – Accreditation and Equivalency Tests (Elementary and Secondary Levels ) will be administered in 200 Divisions in two (2) waves on the following dates:

1st Wave - August 1, 2010 - All Regions (Except NCR)  
2nd Wave - August 15, 2010 - National Capital Region (NCR)

2. Registration period will be from May 3 to June 15, 2010.

3. All registrants shall register in duly designated Registration and Testing Centers (RTCs) 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 Official List of RTCs shall be posted in the DepEd Website (A&E logo/icon) by April 15, 2010.

4. Orientation on Test Registration and Administration shall be held simultaneously in all Regional Offices on April 29, 2010. However, for NCR, Regions IV-A and IV-B, Orientation shall be held in DepEd Central Office – Bulwagan ng Karunungan.

5. The following shall participate in the Orientation on Test Registration and Administration:


- Regional Director/Assistant Regional Director
- Schools Division Superintendent and/or Assistant Schools Division Superintendent
- ALS Chief and Assistant Chief
- ALS Division Supervisor
- Test Registration Officer

6. In line with the eService requirements of the Bureau, the ALS Divisions of the Regional Offices are requested to submit immediately their Official eMail Addresses to [cedbals@gmail.com](mailto:cedbals@gmail.com)



7. Other information pertinent to the 2010 ALS A&E Tests are provided in the enclosed guidelines.

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

  
**VILMA L. LABRADOR**  
Undersecretary  
Officer-in-Charge

Encl.:

As stated

Reference:

DepEd Memorandum: No. 293, s. 2009

Allotment: 1—(D.O. 50-97)

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

ACCREDITATION  
ALTERNATIVE LEARNING SYSTEM  
EXAMINATIONS  
OFFICIALS  
PUPILS  
STUDENTS  
RULES & REGULATIONS  
TESTS

R: Sally: als (a&e) tests  
February 22, 2010

**GUIDELINES FOR THE TEST REGISTRATION AND TEST ADMINISTRATION OF THE AUGUST 2010 ALS ACCREDITATION AND EQUIVALENCY TESTS**

**PHASE 1 – TEST ORIENTATION**

1. When and where is the Orientation for Test Registration and Administration?	Orientation for Test Registration and Administration shall be held simultaneously on April 29, 2010 in all Regional Offices. BALS will hold the same for NCR and Regions IV-A and IV-B at the DepEd Central Office, Pasig City on the aforesaid date.
2. Who will attend the regional level orientation?	<ul style="list-style-type: none"> <li>• Regional Director/Asst. Regional Director</li> <li>• Chief and Assistant Chief, ALS Division</li> <li>• Schools Division Superintendent and/or Assistant Schools Division Superintendent</li> <li>• ALS Division Supervisor</li> <li>• Test Registration Officer (TRO)</li> </ul>
3. Who will attend the Division Orientation?	<p>The BALS representative who will monitor the conduct of the test in the designated testing centers will conduct Division Level Orientation one day before the testing day, to be participated in by:</p> <ul style="list-style-type: none"> <li>• ALS Education Supervisor I</li> <li>• Testing Center Administrator/School Principal</li> <li>• Examiners</li> <li>• Roving Proctor/s</li> <li>• Security Guard</li> <li>• Janitor/s</li> </ul>

**PHASE 2 – TEST REGISTRATION**

4. When to register?	May 03 to June 15, 2010 at the designated Registration and Testing Centers (RTCs) nationwide (List is posted at <a href="http://www.deped.gov.ph">www.deped.gov.ph</a> ) which can be accessed by clicking <b>A&amp;E logo</b> .
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>not desks</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> </ol> </li> </ul>

	<p>d. The school should be not less than 30 kilometers away from the RTC of another division.</p> <ul style="list-style-type: none"> <li>• The Chief of the ALS Division shall submit to BALS the List of testing centers for his/her respective region via courier service or email – <b>cedbals@gmail.com on or before April 09, 2010</b>. Sending of list of RTCs shall be made through aforesaid email address only.</li> <li>• Any testing center (regular testing center, additional, extension, etc.) which name has not been formally submitted to BALS on or before April 09, 2010 shall not be included in the official list of RTCs, hence no conduct of ALS A&amp;E Test shall take place in that center.</li> </ul>
<p>6. Who are qualified to register?</p>	<ul style="list-style-type: none"> <li>• An elementary dropout (not enrolled in the current school year), who is at least <b>11 years old on or before the day of the test</b>, may take the elementary level ALS A&amp;E Test</li> <li>• A high school dropout (not enrolled in the current school year), who is at least <b>15 years old on or before the day of the test</b>, may take the secondary level ALS A&amp;E Test</li> <li>• Non-passers of previous ALS A&amp;E Test/s</li> <li>• Learners/completers of the ALS Programs</li> <li>• Youth and adults although in-school but overaged for Grade 6 (more than 11 years old) or for 4<sup>th</sup> Year (more than 15 years old).</li> </ul>
<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: <ul style="list-style-type: none"> <li>a. Reports to the Registration and Testing Center from May 03 to June 15, 2010 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. Hands out a sheet of paper to the applicant and instructs him/her to write a short essay on specified title, to be agreed upon by the ALS Supervisor and the TRO.</li> <li>d. Evaluates the written essay. Applicant whose essay gets a score of 2 and below may be disqualified (being 3 as the passing score and 4 as the highest). <b>Criteria for the evaluation of essay will be provided to the ALS Supervisor and TRO during the Orientation on Test Registration.</b></li> <li>e. Distributes the Registration Forms to qualified registrants.</li> <li>f. Makes sure that all blanks in the registration form are completely filled-out by the registrants.</li> <li>g. Makes sure that photos of the registrants have their names printed at the back with signatures.</li> <li>h. Attaches prescribed photos in the upper and lower portions of the registration form by stapling on the left side of the photo, to facilitate checking of test taker's name and signature by the ALS Supervisor, Lead Monitor and Room Examiner.</li> <li>i. 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>j. Prepares the Masterlist/s of Registrants (ALS A&amp;E Form 1) in</li> </ul> </li> </ul>

	<p>the following manner:</p> <ul style="list-style-type: none"> <li>✓ <i>Arrange <u>all</u> registration forms in alphabetical order</i></li> <li>✓ <i>Group them by 30s, male and female not segregated</i></li> <li>✓ <i>Prepare the Masterlist</i></li> <li>✓ <i>Tally the Masterlist/s with the corresponding approved registration forms</i></li> </ul> <p>k. Submits the Masterlist/s of Registrants and corresponding approved registration forms and the written essay to the ALS Division Supervisor</p> <p>l. Takes photos of qualified test takers (test takers holding nameplates showing their names spelled out in full with surnames first, followed by first name and middle name); prints out two (2) copies in photo paper and cuts in sizes 2" x 2"</p> <p>m. Informs/Announces the names of the disqualified test takers days before the testing day</p>
<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: <ul 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. Give the blank sheet of paper for the essay and evaluate what they have written</li> <li>d. Distribute the registration forms to the qualified registrants</li> <li>e. Assist the registrants in filling-out the registration forms BUT DO NOT FILL-OUT/ACCOMPLISH THE REGISTRATION FORMS FOR THEM</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 forms to registrants and inform disqualified registrants appropriately, if any</li> <li>h. See to it that all registration forms are duly accomplished (all blanks filled-out and two (2) photos attached).</li> </ul> </li> </ul> <p>NOTE: IMs/MTs/DALSC and TROs will provide photo by taking shots of their qualified registrants, printing them out in the photo paper and cutting them in sizes 2" x 2" to be attached to the registration forms. Expenses shall be reimbursed by BALS.</p>
<p>9. Who will monitor/supervise the registration?</p>	<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> </ul> </li> </ul>

	<p>d. In the absence of the SDS/ASDS, the Division Supervisor approves the Masterlist/s of Registrants.</p>
<p>10. What are the documents needed by the registrants?</p>	<p>A registrant must present any of the following documents on the day of the registration:</p> <ul style="list-style-type: none"> <li>• <b>Original and xerox copies of any of the following government-issued identification:</b> <ul style="list-style-type: none"> <li>a. Valid Driver's License</li> <li>b. Valid passport</li> <li>c. Voter's ID</li> <li>d. SSS/GSIS ID</li> <li>e. Postal ID</li> <li>f. NBI Clearance (xerox/photocopy not needed)</li> <li>g. Barangay Certification with photo (stating complete name and Date of Birth of the prospective registrant)</li> </ul> </li> </ul> <p>IDs submitted that are not mentioned in the above list are not valid for registration and will not be honored by the TRO. Note that all of the aforementioned, show photo of the bearer of presented identification card.</p> <ul style="list-style-type: none"> <li>• <i>School drop-outs who are not employed and not old enough to acquire the above documents must submit an <b>Authenticated Birth Certificate</b>.</i></li> </ul>
<p>11. How does one register for the test?</p>	<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 requirements for registration</li> <li>• Present oneself for photo shoot by TRO/IM/DALSC/MT <b><i>This is free, hence, no fee shall be collected from the registrant.</i></b></li> <li>• Receive the blank sheet for essay, accomplish it based on instruction and submit to the TRO</li> <li>• Fill-out the registration form independently</li> <li>• Print name and sign at the back of the two (2) photos and attach to the registration form</li> <li>• Sign the duly accomplished registration form (upper and lower portions) and return the same to the TRO</li> <li>• Submit the accomplished essay to the TRO</li> <li>• Wait for advice if the registrant is qualified for the test or not</li> <li>• If registrant is qualified to take test, get the lower portion of the registration form and bring it on the day of the test</li> </ul> <p><b>NOTE: 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.</b></p>
<p>12. Who will evaluate the registration forms?</p>	<ul style="list-style-type: none"> <li>• The ALS Supervisor shall: <ul style="list-style-type: none"> <li>a. Evaluate the test registration form and shall: <ul style="list-style-type: none"> <li>▪ See to it that two (2) photos size 2" x 2" are attached to the upper and lower portions of the registration forms of each prospective test taker.</li> <li>▪ Make sure that the back of the photos have printed names of the registrant with his/her signature</li> </ul> </li> <li>b. Approve/Disapprove registrant/s or prospective test taker/s based on the entries in the registration forms, essays, and certifications submitted to him/her by the TRO</li> <li>c. Request the TRO to revise the masterlist/s if disqualifications</li> </ul> </li> </ul>

	<p>are made or as needed</p> <p>d. Have the final masterlist approved by the SDS/ASDS</p> <p>e. Maintains the registration forms, certifications and the essay sheets for safekeeping until the conduct of the next A&amp;E Test</p> <p>f. Recommends to the BALS Director IV the cancellation of testing in a particular Division if the total number of registrants in a testing center is less than one hundred (100).</p>
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### PHASE 3 – TEST ADMINISTRATION

13. When is the schedule of the national test administration?	<p>The dates of the test administrations are on:</p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> Wave – August 01, 2010 – All Regions, except NCR</li> <li>• 2<sup>nd</sup> Wave – August 15, 2010 – 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> <li>• Any testing center (regular, additional/satellite and extension) whose name is found on the Official List of RTCs. Said list shall be posted on the deped website – <a href="http://www.deped.gov.ph">www.deped.gov.ph</a>, and accessed by clicking A&amp;E logo/icon found on the right side of the deped homepage.</li> </ul>
15. What are Extension Testing Centers?	<ul style="list-style-type: none"> <li>• Extension Testing Centers (ETC) are those given special considerations such as: prisons, camps, correctional, formation and rehabilitation centers but still under the supervision of the regular testing center in the same Division.</li> <li>• The test in the ETCs will be conducted in the same manner as it is done in the regular testing center, and shall also be administered in the morning of the same testing day. However, the Lead Monitor of the regular testing center will brief the Monitor who will conduct the test in the extension testing center.</li> </ul>
16. Who can request for the ETCs?	<ul style="list-style-type: none"> <li>• The Local Government Unit (LGU) may request for an ETC, in coordination with the ALS Supervisor, noted by the SDS/ASDS. Said LGU must have the initiative to shoulder the expenses for the test administration. However, honorarium and transportation of the Lead Monitor shall be shouldered by BALS.</li> </ul>
17. How do you request for another testing center?	<ul style="list-style-type: none"> <li>• Request for another testing center, shall be forwarded to BALS on or before April 09, 2010 through courier service or via email at <a href="mailto:cedbals@gmail.com">cedbals@gmail.com</a>. BALS will send budget estimate to the requesting party.</li> <li>• BALS will no longer shoulder expenses for any extension or additional testing center like in the previous A&amp;E Test administrations.</li> </ul>
18. Who are the test takers?	<ul style="list-style-type: none"> <li>• Registrants/prospective test takers whose names are listed in the Official Masterlist/s of Registrants posted in the approved RTCs.</li> </ul>
19. 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>a. Report to the Testing Center before 7:00 a.m.</li> <li>b. Present the approved lower portion of the registration form (signed by the TRO) to the Room Examiner</li> <li>c. Bring with him/her all the documents required as stated in</li> </ul> </li> </ul>

	#10 of this Guideline
<p>20. 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 the 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>formal school teachers either as room examiners or as roving proctors</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 <b><u>only on such capacity.</u></b></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 found within the testing center premises</li> <li>f. Prepare a report on the conduct of the test</li> </ul> </li> <li>• ALS Division Supervisor shall: <ul style="list-style-type: none"> <li>a. Bring to the testing center on the day of the test all the</li> </ul> </li> </ul>



	<p>documents (e.g., registration forms, certifications and the essay sheets) of all the registrants whose names are found on the Masterlist</p> <ul style="list-style-type: none"> <li>b. Coordinate and monitor the conduct of the test in the Division</li> <li>c. Prepare a report on the conduct of the tests in the Division</li> </ul> <ul style="list-style-type: none"> <li>• BALS/DepEd Representative shall: <ul style="list-style-type: none"> <li>a. Go to the Testing Center before 6:30 a.m. of the testing day</li> <li>b. Bring to the Testing Center all the test materials and other paraphernalia on the day of the conduct of the Test</li> <li>c. Serve as the Lead Monitor for the test administration</li> <li>d. Distribute and release said test materials to the designated room examiners at designated time</li> <li>e. See to it that the test shall start only if no person/s is/are found within the testing center premises other than those who are directly involved in the test administration</li> <li>f. Collect test monitoring forms from field personnel</li> <li>g. Retrieve all the registration forms (upper portion) from the ALS Supervisor to be brought back to BALS</li> </ul> </li> </ul>
<p>21. Who will give the test?</p>	<ul style="list-style-type: none"> <li>• The Examiner shall perform the following duties/functions: <ul style="list-style-type: none"> <li>a. Before the Testing Day <ul style="list-style-type: none"> <li>✓ Attend the briefing or orientation provided by the Division at their prescribed time and place</li> <li>✓ Familiarize himself/herself with the Examiner's Manual for Test Administration</li> <li>✓ Prepare the boardwork</li> </ul> </li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>✓ Post the Masterlist of Registrants on the door of the testing room</li> <li>b. On the Testing Day <ul style="list-style-type: none"> <li>✓ Report to his/her assigned testing center at 6:30 in the morning for the test briefing and to receive the test materials from the Lead Monitor</li> <li>✓ Check the number of test booklets and answer sheets received from the Lead Monitor before proceeding to the assigned testing room</li> <li>✓ <u>Check the identity of the test takers against the lower portion of the registration form (which serves as test permit), before allowing them to enter the testing room to counter efforts by would-be impostors</u></li> <li>✓ Report immediately to the Lead Monitor if he/she sees any of the test permit/lower portion of the registration form that has no photo in it</li> <li>✓ Return to the test taker the lower portion of the registration form presented as test permit</li> <li>✓ Give preliminary instructions to 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 and administer the tests in the testing room</li> </ul> </li> </ul>

	<p>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 leave 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</u> nor tear/copy/photocopy any part of the test booklet/s</li> <li>✓ Report immediately to the Lead Monitor for any defacement, printing error, missing pages and the likes, found in the test booklet</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 Administration 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 upper portion of the registration forms to the ALS Division Supervisor</li> </ul>
<p>22. Who will assist the examiner?</p>	<ul style="list-style-type: none"> <li>• The designated Roving Proctor (one for every 10 rooms) shall rove within the testing center premises during the conduct of the test to provide assistance to the Room Examiner whenever necessary e.g., accompany test takers to the toilet or to the clinic when necessary and serve as look out for irregularities that may arise.</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>✓ 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**

23. How are test takers informed about the test results?	<ul style="list-style-type: none"> <li>• All information and advisory relative to the August 2010 A&amp;E Test (registration, list of RTCs and results) shall be posted at <a href="http://www.deped.gov.ph">www.deped.gov.ph</a> and may be accessed by clicking the A&amp;E logo/icon found at the right side of the DepEd homepage. Guidelines for the August 2010 ALS A&amp;E Test Registration and Administration can be found at the “Memo” Tab also at the DepEd homepage.</li> </ul>
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) or the Individual Test Result with a built-in Certification signed by the Director IV of BALS and the Secretary of the Department of Education</li> <li>• Diploma signed by the Secretary of the Department of Education</li> <li>• All the aforesaid documents can be claimed at the Division Offices at a date to be announced later.</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>FREE</b>.</li> </ul>
26. How is the test processed and the results released?	<ul style="list-style-type: none"> <li>• The processing of test answer sheets shall be subcontracted through the prescribed bidding process.</li> <li>• The winning bidder/service provider shall release the results in soft copy which shall be posted by the Bureau at <a href="http://www.deped.gov.ph">www.deped.gov.ph</a>. – A&amp;E icon.</li> <li>• ERFs &amp; Diplomas shall be submitted to the Bureau by the said service provider and which shall undergo inspection by the Accounting/Property Section of the Department.</li> <li>• <b>ERFs and Diplomas shall then be released directly to the Division Office through its authorized representative. Said documents shall be properly received by either the Regional Supervisor or the Division Supervisor or authorized DALSC, who shall be held accountable for the said documents. The Bureau will not be held responsible once the said documents are already in the ALS Division's safekeeping/custody. Likewise, the ALS Division shall not direct/advise test takers and passers to go to the Bureau to claim their ERFs and Diplomas, once in their custody.</b></li> <li>• <b>ALS Division Supervisors shall photocopy the ERFs for recordkeeping purposes, which may serve as reference in case the test passer lost his/her copy.</b></li> <li>• A&amp;E Test passers shall claim their ERFs and Diplomas from the said ALS Supervisors. <b>ERFs and Diplomas are issued only once.</b> Certification signed by the BALS Director IV is issued in lieu of lost ERF and Diploma.</li> <li>• BALS shall not issue any form of document apart from the original ERF and Diploma.</li> </ul>