

Republika ng Pilipinas
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MINISTRI NG EDUKASYON, KULTURA AT ISPORTS
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)
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MECS O R D E R
No. 65, s. 1984

October 31, 1984

UPDATING RULES AND REGULATIONS FOR THE IMPLEMENTATION
OF THE ACCREDITATION AND EQUIVALENCY PPROGRAM

To: Bureau Directors
Regional Directors
Chiefs of Services and Heads of Units
Schools Superintendents
Presidents, State Colleges and Universities
Vocational School Superintendents/Administrators

1. The implementation of the Accreditation and Equivalency Program (AEP) is now in its fifth year. The Philippine Educational Placement Test (PEPT), the instrument used for accreditation, will be administered on December 9, 1984 and every second Sunday of December every year thereafter.
2. Rules and regulations are inclosed for the information and guidance of the field. These rules and regulations should be attended to promptly and followed strictly. Particular attention is invited to the following: scope, testing centers, registration, test administration and funding.
3. Provisions of other memoranda or Orders inconsistent with this Order are repealed.
4. Full cooperation of all concerned in this matter is enjoined.

(SGD.) JAIME C. LAYA
Minister

Incl.:
As stated

Reference:

MEC Memorandum: No. 162, s. 1981

Allotment: 1-2-3-4--(D.O. 1-76)

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

BUREAUS & OFFICES
CHANGE
PROGRAM, SCHOOL
TESTS

UPDATING RULES AND REGULATIONS FOR THE IMPLEMENTATION
OF THE ACCREDITATION AND EQUIVALENCY PROGRAM (AEP)

For more effective implementation of the AEP, the following rules and regulations are being issued:

RULE I - AIMS AND OBJECTIVES

Section 1. The Philippine Educational Placement Test (PEPT) is the principal instrument used in the Ministry's project called the AEP. The PEPT is a battery of education development instruments designed to assess knowledge, skills and work experiences in various areas which will be given credit for academic excellence. The results of the PEPT will be the basis for grade/year placement in the formal school system, for manpower training and/or job placement, for promotion and for self-fulfillment.

RULE II - SCOPE

Section 1. The following are the clientele who would be served by the program:

Filipino citizens who:

- a. dropped out of school for a minimum of two years;
- b. dropped out of school and intermittently enrolled but did not finish any grade/year;
- c. have not gone to school at all;
- d. are presently in school but overaged for their particular grade/year level and are recommended by the school authorities to take the PEPT. A deviation of not less than three years from the normal age for the particular grade/year level is considered overaged. Those considered overaged for each grade/year level are the following:

Grade/Year	Age
I	if at least 10 years
II	" " " 11 "
III	" " " 12 "
IV	" " " 13 "
V	" " " 14 "
VI	" " " 15 "
First Year	" " " 16 "
Second Year	" " " 17 "
Third Year	" " " 18 "

- e. are out of school youths and adults who previously took the PEPT but did not qualify for the next higher grade/year level.

RULE III - TESTING CENTERS

Section 1. In pursuance of the government's retrenchment policy, there will be only one testing center in each school division. However, if the number of registrants is less than 150 for a testing center in a city school division, for instance, these registrants will be merged with the registrants of a nearby testing center for the provincial school division that has more registrants, or vice versa.

Section 2. In cases where PEPT registrants are merged in one testing center, the testing center has to be located in a place most accessible to the majority of the examinees. The choice of the center will be agreed upon by Schools Superintendents (SS) concerned and has to be approved by the Regional Director (RD).

RULE IV - REGISTRATION

Section 1. Registration of applicants in each school division will be from July to September 21 of each year. The last day of registration will be on September 21. If this falls on a Sunday, the day following will be the last day of registration. However, for this school year, registration will be extended to November 9, 1984 and the number of registered applicants will directly be sent to the NETC by radiogram or telegram.

Section 2. The registration forms will be delivered to the Division Office by the second week of June. The forms which are numbered will be accounted for by the Division Testing Coordinator (DTC) designated by the SS. These are to be accomplished in duplicate, one copy for the applicant and one for the Local Examination Managers (LEM).

Section 3. Applicants should take along with them two copies of their latest photo, size 1" x 1", and their school credential (Form 138 of the last grade/year completed before dropping out), and an original and a xerox copy of their birth certificate. The original copy of their birth certificate will be returned to the applicant after verification of the xerox copy. The xerox copy will be retained with a notation "Verified against the original" by Verifier who signs above his/her printed name.

Section 4. Overaged in-school applicants may be registered only upon presentation of a recommendation to take the PEPT from the head of the school where he is enrolled. This recommendation should be attached to the copy of the registration form retained by the LEM.

Section 5. An examination fee of fifteen pesos (P15) will be charged each applicant, payable upon registration and is not refundable. The application form should be stamped "PAID" and should be initialed by the registering official. The date of registration should likewise be indicated. The total collections from the fees shall directly be limited by the LEM to the NETC, MECOS, Arroceros, Manila on or before October 15 of each year, together with the list of registrants. The amount spent for the purchase of the bank draft should be taken from the cash advance of the SS. The alphabetized list of applicants should reflect each applicant's corresponding registration form-number. The list of applicants should be categorized by grade/year level completed before dropping out. The total number of applicants should be indicated at the bottom of the list. This list will be the basis for determining the quantity of test materials for each testing center. Only those who have registered will be allowed to take the test.

Section 6. Applicants who completed third year before dropping out should be requested to present a certification of the school last attended that they are cleared of all obligations and responsibilities.

RULE V - TEST ADMINISTRATION

Section 1. The Regional Testing Coordinators (RTC) appointed by the RD shall be assigned to supervise the conduct of the PEPT in critical areas or in the testing center with the biggest number of examinees. They are expected to:

- a. coordinate and supervise the conduct of the PEPT in the assigned examination center;

- b. assist in the conduct of the Orientation-Seminar organized by the DTC;
- c. recheck application forms to determine if applicants meet all requirements, particularly the age requirement;
- d. recheck the report on PEPT registrants in each examination center by sex and by division if more than one division is involved;
- e. send the PEPT application forms of applicants where no center has been assigned to the DTC of the examination center with which their division has been merged;
- f. submit a written report to the METC on the manner the PEPT was conducted in the region; and
- g. witness the manner in which the distribution and retrieval of test materials is accomplished.

Section 2. The LEM appointed by the SS are expected to:

- a. coordinate and supervise the conduct of the PEPT in their Division;
- b. check the application forms to determine if applicants meet all requirements particularly the age requirement;
- c. prepare a list of examinees for each room in triplicate, one of which should be posted at the door of each examination room at least three days before the examination day;
- d. conduct an Orientation-Seminar on the effective administration of the PEPT on December 7, 1984, or on a Friday prior to the examination day which is the second Sunday of December every year thereafter. The METC representative, RD's representative, if any and Chief Examiners are expected to assist.

Section 3. The following guidelines shall be observed in the administration of the test:

- a. The directions in the Handbook for Examiners and Proctors should be strictly followed.
- b. At the end of the testing session no examinee should be allowed to leave the examination room until all Answer Sheets (AS) and Test Booklets (TB) are accounted for.
- c. All the PEPT application forms of the division without an examination center should be sent to the DTC of the division with which it has been merged.

Section 4. The SS shall appoint one from among the administrative or supervisory staff as Chief Examiner for the Examination Center. Those who in the past were directly or indirectly involved in some problems which somehow affected the smooth and efficient administration of previous examinations should not be appointed again. The Chief Examiner is in charge of:

- a. conducting smooth and efficient administration of the PEPT;

- b. supervising the posting of PEPT Form 1, List of Registered Applicants Per Room, on the door of each examination room;
- c. distributing and collecting test materials during the examination day;
- d. safeguarding the confidentiality of test materials by collecting during the testing session all unused AS and TB to preclude the reading of test booklets by unauthorized persons; and
- e. assisting in the conduct of the Orientation-Seminar.

Section 5. The SS shall appoint Examiners to administer the PEPT. In pursuance of the government's retrenchment policy, whenever feasible, examination centers should be fused/merged in order to reduce administration costs to the minimum.

Section 6. In the distribution and retrieval of test materials the following should be observed:

- a. The NETC representatives will deliver the test materials directly to the school divisions with testing centers. The regional and division offices concerned will be notified by wire of their arrival.
- b. The SS or the DTC shall receive the test materials from the NETC representative immediately upon his arrival. The SDS/DTC shall verify the number of boxes/crates received against the number specified in the delivery form in the presence of the RD or his representative, if one is assigned to that center. This should be done without breaking the seal of the boxes/crates. The confidentiality of the test should be safeguarded at all times by instituting appropriate measures.
- c. The SS /DTC should turn over the test materials to the Chief Examiner at about 7:00 A.M. on Examination Day in the presence of the NETC representative, showing to them the unbroken seal.
- d. The Chief Examiner breaks the seal in the presence of the NETC representative, verifies the number of test materials received and distributes these to the Examiners.
- e. In all instances, whoever receives the test materials shall upon receipt verify the count as listed in the PEPT Form 2 before signing this.
- f. After the examination, the Examiner and Proctor shall collect the test booklets and arrange these (used and unused) consecutively according to serial number. They should check the pages of each test booklet and the consecutive arrangement of these pages. Each one counts the number of booklets carefully before placing them back in the plastic bags. They should staple the open end of the plastic bag in the presence of the Chief Examiner.
- g. The Chief Examiner shall receive from the Examiner and Proctor the following materials:

- (1) Test Booklets, used and unused

- (2) Examiner's/Proctor's Transmittal Envelope with its contents as specified (not sealed)
 - (3) Registration Forms, Examiner's and Proctor's Handbook and one copy of PEPT Form I (detached from the door).
- h. The Chief Examiner shall place inside his envelope all unused Answer Sheets.
- i. The DTC assisted by the other members shall receive from the Chief Examiner the following:
- (1) Plastic bags containing used and unused Test Booklets;
 - (2) Examiner's/Proctor's Transmittal Envelopes (not sealed);
 - (3) Chief Examiner's Transmittal Envelopes;
 - (4) Examiner's/Proctor's Handbooks;
 - (5) Registration Forms and one copy of PEPT Form I for each testing room.
- j. Before the materials listed under letter i (except No. 5) are packed, the NETC representative shall verify the count of each as listed in PEPT Form 2. Once the materials have been recounted and found to be correct, the Examiner's/Proctor's Transmittal Envelope should be sealed. The materials must be packed in their respective boxes during delivery.
- k. The Registration Forms and the copies of PEPT Form I (List of Examinees) of the Division where the examination center is located should be retained by the DTC for future reference. The same forms of the other divisions will be sent back to the Regional Office.
- l. After the materials are packed in their original containers, the PEPT Form 2 must be accomplished in quadruplicate and signed by those concerned. One copy shall be placed in the Chief Examiner's Transmittal Envelope, another copy should be retained by the DTC, and two copies shall be turned over to the NETC representative.

RULE VI - FUNDING AND ALLOWANCES OF PERSONNEL

Section 1. All expenses incident to the administration of the 1984-1985 PEPT and every year thereafter within the Division is chargeable against the cash advance of the SS concerned. The following mode of payment of allowances shall be observed:

- a. The NETC representative, RD or his representative, SS, members of the DIT, Security Officers, Chief Examiner and the School Head who compose the Local Examination Managers of the Examination Center should be given ₱70 each on examination day.

- b. Examiners and Proctors from public/private schools are to receive P50 each on examination day, and two days service credit for public school teachers. Personnel from the private schools are covered by the rules and regulations of their respective Boards of Trustees.

Section 2. The freight expenses of PEPT materials during the retrieval are chargeable against the cash advance of the SS, subject to the availability of funds and the usual accounting and auditing procedures.

- a. Travelling expenses of the RD, or his representative in connection with the supervision of the administration of the PEPT, and the cost of the materials used in connection with the registration and administration of the PEPT will be charged against the cash advance of the RD.
- b. Payment of the above mentioned expenses is subject to the availability of funds given as cash advance to the RD and SS and to the usual accounting and auditing regulations. Disbursements made should be within their respective cash advances. In no instance will expenses over and above the cash advance be reimbursed.
- c. Liquidation of cash advances should be made within the period of two months after the administration of the PEPT. Failure to do so will be subjected to administrative sanctions.