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MINISTRI NG EDUKASYON, KULTURA AT ISPORTS
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)
Maynila

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MECS O R D E R
No. 44, s. 1986

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

To: Bureau Directors
Regional Directors
Chief of Service and Heads of Units/Centers
Schools Superintendents
Presidents, State Colleges and Universities
Heads of Private Schools, Colleges and Universities

1. The implementation of the Accreditation and Equivalency Program (AEP) is now in its eighth year. The Philippine Educational Placement Test (PEPT), the instrument used for accreditation, will be administered on November 16, 1986, and on the third Sunday of November every year thereafter.
2. Rules and regulations are inclosed for the information and guidance of the field. These rules and regulations should be promptly attended to and strictly followed. 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 Provisions of other memoranda or orders inconsistent with this Order are hereby rescinded.
4. Widest dissemination of this Order and full cooperation of all concerned in this matter is enjoined.

(SGD.) LOURDES R. QUISUMBING
Minister

Incl.:
As stated

Reference:
MECS Order: No. 65, s. 1984

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

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

ACCREDITATION
PROGRAM, SCHOOL
PUPILS
STUDENTS
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 | Code | Age |
|-------------|------|--------------------------|
| I | 1 | if at least 10 years old |
| II | 2 | " " " 11 " " |
| III | 3 | " " " 12 " " |
| IV | 4 | " " " 13 " " |
| V | 5 | " " " 14 " " |
| VI | 6 | " " " 15 " " |
| First Year | 7 | " " " 16 " " |
| Second Year | 8 | " " " 17 " " |
| Third Year | 9 | " " " 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 one testing center in each school division, with at least 100 registrants. In cases where the number of registrants is less than 100, the registrants shall be merged with the registrants of a nearby

testing center. For instance, if the number of registrants in a city school division is less than 100, and the registrants in the provincial school division is 100 or more, the registrants in the former school division will be merged with that of the latter.

Section 2. In such 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 shall be decided by School Superintendents (SS) concerned and has to be approved by the Regional Director (RD).

Section 3. Island divisions are to be considered as special cases. The testing center may be opened even if the number of registrants is a little less than 100.

RULE IV - REGISTRATION

Section 1. Registration of applicants in each school division shall be from August 1 to October 15 of each year. If October 15 falls on a Sunday, the following Monday shall be the last day of registration. The number of registrants shall be reported directly to NETC by radiogram or telegram, the day following the registration day. The same report shall be transmitted to the regional office.

Section 2. Registration forms (PEPT Form 1) will be sent to the Division Office on the second week of July. These forms are numbered and have to be accounted for by the Division Testing Coordinator (DTC) designated by the SS. PEPT Form 1 will be accomplished by the registrant in duplicate; one copy for him and the other for the Local Examination Manager's (LEM) file. All unused PEPT Form 1 shall be returned to the NETC duly accounted for.

Section 3. An applicant should bring along with him (1) two copies of his latest photo, size 1" x 1", (2) his school credential (Form 138 of the last grade/year completed before dropping out), and (3) an original and a xerox copy of his birth certificate. The date of birth on PEPT Form 1 shall be checked carefully against the original copy of the birth certificate.

Make sure that the age is correctly computed against the original birth certificate. The age should be written in whole number. Thus six months and over is rounded off to the next higher number and less than six months is dropped off.

Section 4. The original copy of the birth certificate should 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 the verifier who signs above his/her printed name.

Section 5. Arabic number should be used in filling up the registration form. Number 7 should correspond to first year, 8 to second year and 9 to third year.

Section 6. 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 7. An examination fee of fifteen pesos (715.00) will be charged each applicant, payable upon registration, and is not refundable. The applicant's copy should be stamped "PAID" and should be signed by the registering school official. The complete date of registration should likewise be indicated. The total registration fees collected shall directly be remitted in the form of bank draft or money order to the Executive Director NETC-MFCG, Arroyos, Manila on or before October 31 of each year, together with the list of registrations properly and accurately accomplished. 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 8. The amount for the purchase of the bank draft should be taken from the cash advance of the SS.

RULE V - TEST ADMINISTRATION

Section 1. The Regional Testing Coordinator (RTO) appointed by the PD shall be assigned to supervise the conduct of the PEPT in critical areas or in 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 RTO;
- 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. see to it that a list of PEPT applicants, PEPT Form 4 of the school division/where no center has been assigned should be given to the RTO of the examination center with which their division has been merged;
- f. submit a written report to the NETC 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 IEM appointed by the PD are expected to:

- a. coordinate and supervise the conduct of the PEPT in their division;
- b. check the application forms to determine if the applicants meet all the 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 November 14, 1986, or on a Friday prior to the examination day which is the third Sunday of November of each year thereafter. The BEIC 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. All examinees from the same school division taking the test in another school division shall be placed together and shall be separated from examinees from the other school division. The code number of their respective divisions should be used. Their envelopes should be properly labelled.
- c. At the end of the testing session no examinees should be allowed to leave the examination room until all Answer Sheets (AS) and Text Booklets (TB) are accounted for.
- d. 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 4, List of Registered Applicants Per Room, on the door of each examination room;
- c. posting PEPT Form 4 of School divisions merged in that testing center in separate rooms, if there are any;
- d. distributing and collecting test materials during the examination day;
- e. safeguarding the confidentiality of test materials by placing all the unused AS and TB during the testing session inside their respective plastic bags and stapling the same (to preclude the reading of test booklets); and
- f. 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 representative shall 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 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.
- d. In all instances, whoever receives the test materials shall upon receipt verify the count as listed in the PEPT Form 2 before signing this.
- e. 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 carefully counts the number of booklets 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.
- f. 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);
- g. The Chief Examiner shall place inside his envelope all unused Answer Sheets;
- h. 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; and
 - (5) Registration Forms and one copy of PEPT Form I for each testing room.

- i. Before the materials listed under letter h (except No. 5) are packed, the NETC representative shall verify the count of each as listed in PEPT Form 2 and inspect each booklet page by page. 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 used during delivery.
- j. The Registration Forms and the copies of PEPT Form 1 (List of Examinees) shall be sent back to the regional office. However, if the DTC of the division whose examinees were merged is present, these forms should be given to him.
- k. 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 shall be retained by the DTC, the 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 1986-1987 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 DTC including the DTC from the division where the examinees are merged with their testing center, security officers, chief examiner and the school head who compose the Local Examination Center should be given \$70 each on examination day.
- b. Examiners and proctors from public/private schools are to receive \$50 each on examination day, and three days service credit for public school teachers. Personnel from the private schools are covered by the rules and regulations of their respective Board of Trustees.
- c. Janitors and other helpers assigned in the testing center and in the NETC are to be given \$40 each on examination day.

Section 2. The freight expenses of PEPT materials during 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 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.