



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS  
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS  
- DECS Complex, Alabang Avenue  
Pasig City, Philippines



Sama-Sama  
sa DECS

*Tanggapin ng Kaibigan*  
*Office of the Secretary*

August 31, 1999

DECS ORDER  
No. 92, s. 1999

**NOVEMBER 1999 NONFORMAL EDUCATION ACCREDITATION  
AND EQUIVALENCY (NFE A&E) TESTS**

To: Undersecretaries  
Assistant Secretaries  
Regional, Bureau and Center Directors  
Schools Division Superintendents  
Heads of Private Schools

1. The November 1999 Nonformal Education Accreditation and Equivalency (NFE A&E) Test will be administered in approved designated Testing Centers on November 27 (Elementary Level) and November 28 (Secondary Level), 1999 to qualified residents in the approved sites of the ADB-assisted Philippines Nonformal Education Project in the following Regions:

- National Capital Region - all schools divisions
- Region V - Catanduanes, Masbate and Sorsogon
- Region VII - Cebu City, Lapulapu City and Mandaue City
- Region XII - North Cotabato, Sultan Kudarat

2. The prospective NFE A&E registrants/examinees are Out-of-School Filipinos aged 15 years and above (as of November 27 for elementary and November 28, 1999 for secondary) who are basically literate or have completed the Functional Education and Literacy Program (FELP).

3. The NFE A&E Tests are open to prospective examinees from either of the following categories:

- Learners who have attended or are attending learning sessions conducted by Service Providers contracted under the NFE A&E System, or
- Qualified individuals who have not enrolled nor attended the NFE A&E learning sessions but have been found to be qualified to take the tests after undergoing the screening process to be conducted by the Test Registration Officer assigned in the Registration Center. (Refer to Inclusion No. 1).

Those who have met the abovementioned qualifications will be allowed to register upon presentation of two copies of recent 1"x1" photographs (taken within twelve months) and any authentic proof of identification as listed in Inclusion No. 1. Applicants without photographs and authentic proof of identification will not be registered.

4. There will be two levels of the NFE A&E Test - **Elementary Level** (approximately 3 1/2 hours) and **Secondary Level** (approximately 4 hours) which are paper and pencil-based tests with multiple choice type questions based on the skills and competencies detailed in the NFE A&E Curriculum Framework.

5. The NFE A&E is a flexible learning system which recognizes prior learning gained outside the formal school. It is in this context that applicants who have not attended formal school may be allowed to take the test provided they qualify in the screening process. Applicants who do not hold an elementary level certificate may opt to take the secondary level test, however, they should be made aware by the Test Registration Officer that if they fail to pass the Secondary Level Test, they will not receive any certificate. Prospective examinees are generally advised to select the appropriate level of the test using the last grade/year completed in the elementary or secondary formal school system as a guide.

6. The Registration Period for the NFE A&E Tests starts on **September 6** and ends on **October 19, 1999**. There will absolutely be no extension of the Registration Period to provide time for processing of the forms and packaging of test materials.

7. There will absolutely be no change in the dates of the NFE A&E Tests.

8. DECS, through the Bureau of Nonformal Education (BNFE), has contracted the Center for Educational Measurement (CEM) to undertake the development and administration of the NFE A&E Tests and processing of the test results.

9. The Bureau of Nonformal Education (BNFE), in coordination with the Center for Educational Measurement (CEM); the Regional Offices and Schools Divisions shall oversee this testing activity. The BNFE Director, Regional Directors and Schools Division Superintendents shall take charge of the effective supervision and administration of these tests in their respective sphere of responsibility. The National Educational Testing and Research Center (NETRC) shall assist in the monitoring of the test administration.

10. BNFE Staff will be assigned to the approved designated Registration Centers from October 20 to 22, 1999 to check the registration forms and to assist in the preparation of the final list of qualified examinees who have submitted all the requirements. The original Test Registration forms will be brought by the BNFE staff to the Bureau.

11. The Test Registration Officer shall prepare the list of qualified examinees in four (4) copies, two of which will be given to the Division NFE Supervisor and Testing Center Administrator. The original and second copies will be brought by the BNFE staff for reference of the Bureau and CEM. No other name shall be added to this final list nor will anyone whose name is not found in the list be allowed to take the test.

12. The Test Registration Centers are public or private elementary or high schools which are designated by the Schools Division Superintendents. These centers shall have the necessary facilities as detailed in Inclosure No. 1. These Test Registration Centers shall also serve as the Testing Centers so the registrants will know where to go on Testing Day. No change of Testing Centers will be allowed unless absolutely necessary with written approval of the Undersecretary for Programs and Projects or the Director IV of the BNFE.

9. No fee shall be paid by the test registrants/examinees.

10. The NFE and CIM officials shall conduct an Orientation on the NFE A&E Test Administration for Regional and Assistant Regional Directors, Schools Division Superintendents, Assistant Schools Division Superintendents in charge of NFE, Regional NFE Chiefs and Assistant Chiefs and NFE Division Supervisors of the aforementioned sites two weeks before the Test in the following venues:

- |                            |                 |
|----------------------------|-----------------|
| a. National Capital Region | - Manila        |
| b. Region V                | - Legazpi City  |
| c. Region VII              | - Cebu City     |
| d. Region XII              | - Cotabato City |

11. Two days before the Test, an Orientation will be conducted in the Division Level for the Test Center Administrators, Examiners and Proctors and other concerned staff on the Conduct of the NFE A&E Test and the use of the Examiner's Manual for Test Administration.


12. Attached are the following inclosures:

- No. 1 - Registration Procedures at the Designated NFE A&E Test Centers  
No. 2 - Guidelines on the Administration of the NFE A&E Test  
No. 3-A - NFE A&E Test Registration Form (Elementary Level)  
No. 3-B - NFE A&E Test Registration Form (Secondary Level)  
No. 4 - DECS Order No. 85, s. 1999

13. Provisions stated in the NFE A&E Manual of Operations and other DECS Orders which are contrary to the provisions of this Order are hereby rescinded.

15. Any breach of security and any violation of policies governing the administration of the NFE A&E Tests, such as allowing nonqualified persons to register and take the test, reading of the test booklets by persons other than the qualified examinees, photocopying the test booklets, supplying answers to the test questions to the examinees, and other related acts will be dealt with accordingly. (Refer to DECS Order No. 85, s. 1999).

16. Immediate and wide dissemination of the contents of this Order to all concerned is desired.

  
ANDREW GONZALEZ, FSC  
Secretary

Encs. As stated

References: DECS Order Nos. 22, 40 and 43 s. 1999  
DECS Order No. 85, 1999

Allotment: 1- (D.O. 50 - 97)

To be indicated in the Perpetual Index

under the following subjects:

ACCREDITATION	NONFORMAL EDUCATION
EQUIVALENCY TEST	POLICY
EXAMINATION	

## REGISTRATION PROCEDURES AT THE APPROVED DESIGNATED NFE A&E TEST REGISTRATION CENTERS

Qualified individuals who are interested to take the NFE A&E Test may register in the approved Test Registration Centers with the Test Registration Officer who may either be the NFE District Coordinator or a teacher who is duly designated by the Principal to perform this task.

The Registration Form shall be accomplished by the Registrant. Successful accomplishment of the registration form is part of the screening process. The Test Registration Officer, nor any other person, is not allowed to accomplish the registration form for the registrant. The Test Registration Officer will be held liable and responsible for registering any one who is not qualified or anyone who has not submitted the required documents upon registration.

The Test Registration Forms shall not be given to Service Providers nor Instructional Managers for them to register their learners.

The Registrants shall personally accomplish the Registration Form in the Testing Center and shall:

1. present any one of the following documents as a proof of their identity:
  - Birth or baptismal certificate
  - Marriage contract
  - Community Tax Certificate
  - Certification as to their identity and residence duly signed by the Barangay Captain
  - Rates report card
  - Voter's Identification Card or Tax Identification Number
  - Driver's License
  - Passport
  - Other authentic documents bearing the date of birth and signature of registrant
2. provide all the required data and affix their signature on the space provided for it.
3. provide two (2) copies of their latest 1" x 1 1/2" picture (which resemble them and taken within one year), affixing their signature diagonally across the lower right hand corner of the picture. Qualified interested applicants without two copies 1x1 1/2 identification pictures shall not be registered. They should be advised to register on any day within the registration period when they can present these requirements.
4. submit the Test Registration Form to the Test Registration Officer. The upper portion of the Test Registration Form will be retained by the Test Registration Officer.
5. get the lower portion of the Test Registration Form for safekeeping and presentation to the Examiner on the day of the Test; without which he/she will not be able to take the test and for presentation to designated officials in claiming the test results.

The Registrants shall be advised to be at the Testing Center before 7:30 a.m. on the day of the test, bringing with them the lower portion of the Test Registration Form.

The original copy of the upper portion of the Registration Forms will be brought by the BNFE staff to the Bureau of Nonformal Education for photocopying and further documentation. These will be brought to the Testing Centers two days before the test.

*Important Information about the NFE A&E Test Registration and Testing Centers:*

The NFE A&E Test Registration Centers will also operate as Testing Centers. The Schools Division Superintendents will choose the Test Registration Centers which will serve as Testing Centers based strictly on the criteria set to ensure the security and integrity of the test administration.

These criteria include the following:

- buildings where testing rooms are located shall be in contiguous location
- testing venues must have easy and secure access to clean toilets
- testing rooms must have adequate lighting and ventilation
- testing rooms must have only thirty armchairs per room
- testing venues should be free from external distraction and interruptions, e.g., noise, pollution
- testing venues should be accessible by public transportation
- testing venues should be located in an area without peace and order problems

There will be at most thirty (30) examinees per room. One or more extra room/s shall be provided as a testing room for the latecomers.

There will be no change of testing centers nor will there be testing centers added to the approved list unless extremely necessary and with written approval of the Undersecretary for Programs and Projects or the Director IV of the BNFE.

Jails in the project sites may also be designated as testing centers when the following conditions are met:

- There are at least ten (10) qualified registrants
- There is a letter request from the Superintendent endorsed by the Regional Director
- There is a letter from the Mayor and the Jail Warden assuring the security and safety of the staff assigned during the registration and administration of the test
- Testing rooms with adequate facilities will be provided for the test

If the jail will qualify as a testing center, both tests will be administered simultaneously in the morning of November 27.

A complete list of approved NFE A&E Testing Centers in each District should be made available at the Division and District Offices.

*Flow of Documents to be Accomplished During the Registration Period:*

- The lower portion of the Test Registration Form shall be given to the registrant for safe keeping and presentation to the Examiner on the day of the Test. This should not be retained by the Test Registration Officer nor given to the Instructional Managers.

- The upper portion of the Test Registration Forms shall be turned over by the Test Registration Officer to the BNFE Staff assigned in the area.
- The duly accomplished upper portion of the Test Registration Form shall be retained by the Test Registration Officer (to be turned over to the BNFE staff). This shall be used as the basis by the Test Registration Officer in accomplishing the NFE A&E Test Form 1 which is the List of NFE A&E Registrants Per Testing Room, with the surnames arranged alphabetically. The number of examinees per testing room is limited to only thirty (30), except for the last room which may have less than thirty examinees. Differently-abled registrants shall be assigned to a testing room in the ground floor nearest the gate and/or toilet.
- This Form 1 shall be accomplished by the Test Registration Officer in four copies, two of which will be given to the Test Center Administrators for the Examiner's use on the day of the Test and one to be posted outside the Testing Room the day before the Test. The original and second copies for BNFE and CFM shall be given to the BNFE staff assigned to the area.

*Important Information About the Registration Forms:*

- Each Registration Form has a unique five-digit identification number. Registration forms shall not be photocopied. Sufficient Registration Forms shall be provided by BNFE and additional forms shall be made available upon request.
- Registration Forms are color-coded. The forms with two diagonal lines and blue-colored letters "NFE-E" and five-digit numbers are to be used for the elementary level and the forms with three diagonal lines and green-colored letters "NFE-S" and five-digit numbers are to be used for the secondary level.
- NFE-U Forms shall only be used for elementary level and not for secondary level and NFE-S Forms shall only be used for the secondary level.
- Unused forms shall be returned to the BNFE staff assigned in the area immediately after the registration period.
- Old registration forms issued for the pilot implementation of the June 13, 1999 test shall not be used.

## **GUIDELINES ON THE ADMINISTRATION OF THE NFE TESTS FOR ELEMENTARY AND SECONDARY LEVELS**

The following guidelines are to be followed to ensure smooth and effective administration of the NFE A&E Test:

### **A. General Management and Supervision of the Officials involved in the conduct of the NFE A&E Test and their Functions:**

#### **1. National Level**

##### ***BNFE Director***

- Schedules the Orientation to be conducted by BNFE and CEM
  - for Regional Directors, Assistant Regional Directors, Superintendents, Assistant Superintendents in charge of NFE, NFE Chiefs and Assistant Chiefs and Division NFE Supervisors of the testing sites
  - for the BNFE, CEM and NETRC Staff involved in the NFE A&E Test
- Coordinates with the Regional Offices, and Division Offices, whenever necessary, on matters relative to the Registration and Test activities
- Stays in the National Office and oversees the general conduct of the tests through appropriate communication channels
- Monitors the test administration in NCR, if necessary
- Provides assistance to requests/calls received
- Responds to any eventualities and emergency cases
- Receives reports on Registration and Test activities

##### ***BNFE and CEM Staff***

- Conduct orientation/briefing of the Central Office Staff, Regional Directors and Assistant Directors, Superintendents and Assistant Superintendents in charge of NFE, NFE Chiefs and Assistant Chiefs, and Division NFE Supervisors on the conduct of the Tests
- Jointly make decisions regarding issues and concerns during the test administration
- Serve as resource persons during the Orientation for Test Center Administrators, Examiners and Proctors
- Oversees the general conduct of the Tests in the testing centers
- Monitor the administration of the Tests
- Ensure the security of the test materials
- Retrieve the test materials and required reports
- CEM Staff shall serve as the Chief Examiner in all the testing centers
- CEM shall provide each Testing Center Administrator, Chief Examiner and Proctor one copy of the Examiner's Manual for Test Administration during the orientation for their reference and for them to review prior to the administration of the test.

##### ***NETRC Staff***

- Attend the Orientation to be conducted by BNFE and CEM
- Monitor the administration of the tests in the assigned areas
- Submit monitoring report to BNFE

### *NFE Staff Assigned to Registration Centers after the Registration Period*

- Checks the registration forms in both the elementary and secondary levels in accordance with the policies of the NFE A&E Tests
- Assists in/ checks the preparation of the NFE A&E Forms 1
- Gets the original and second copies of the NFE A&E Test Form 1 (final alphabetical lists of registrants by thirty (30's) by level) which have to be signed by the Test Registration Officer and the Schools Division Superintendent or Assistant Schools Division Superintendent in charge of NFE. If both are not available, requests the NFE Division Supervisor to sign as to the authenticity and finality of the lists.
- Signs the lists, the original and second copies of which shall be submitted to the BNFE Director immediately upon return to the Central Office and the rest shall be given to the Testing Center Administrator.
- Clarifies issues relative to the test administration

## 2. *Regional Level*

### *Regional Director*

- Organizes and chairs the Regional Test Management Committee (RTMC) composed of the Assistant Regional Director as co-chair, the NFE Chief and Assistant Chief, Regional NFE supervisors as members, to supervise the conduct of the test in the Region. The NFE Chief will serve as the Regional Test Coordinator.
- Ensures the smooth operation and effective administration of the NFE A&E Test in the Region
- Oversees the general conduct of the tests in the region
- Monitors the conduct of the test in selected sites

### *Regional Test Management Committee*

- Monitors the test administration in Divisions with large number of registrants
- The Regional Testing Coordinator shall:
  - orient the Regional NFE Supervisors on the conduct of the test
  - consolidate the monitoring reports for submission to the Regional Director and BNFE

## 3. *Division Level*

### *Schools Division Superintendent*

- Organizes and chairs the Division Test Management Committee to oversee the smooth and efficient administration of the NFE A&E Test in the Division. The members of this Committee include the Assistant Schools Division Superintendent in charge of NFE as co-chair, the NFE Division Supervisor as Vice Chair, and the Testing Center Administrators as members
- Designates Registration Centers which will serve as Testing Centers based on the criteria set
- Signs the NFE A&E Test Form 1 (final lists of registrants) as to the authenticity and finality of the lists of registrants
- Attends the orientation briefing to be conducted by BNFE and CEM
- Appoints the NFE Supervisor (or any Supervisor in the absence of the NFE Supervisor) as the Division Testing Coordinator and the School Head of the Testing Center as the Testing Center Administrator



- Recommends Division and District Supervisors, school heads, master teachers, District NFE coordinators and teachers who are not NFE A&E Instructional Managers to serve as Examiners and Proctors in accordance with criteria for selection
- Appoints examiners and proctors jointly selected by the BNFE and CEM during the Orientation
- Facilitates the smooth administration of the test
- Monitors the administration of the test

*Division Test Coordinator (Division NFE Supervisor)*

- Serves as member of the Division Test Management Committee
- Attends the orientation to be conducted by BNFE and CEM
- Checks the list of registrants for each Testing Room and Testing Center - arranged alphabetically per testing room with 30 examinees per room
- Consolidates reports on total number of registrants to be reported immediately to the Regional Office and the BNFE staff assigned in the area
- Assists in the conduct of the orientation of the examiners, proctors and support staff involved in the Test Administration
- Coordinates and monitors the conduct of the NFE A&E Tests in the Division
- Signs the final lists of registrants in the absence of the Superintendent and Assistant Superintendent in charge of NFE

*Testing Center Administrator (The School Head of the Testing Center)*

- Serves as member of the Division Test Management Committee
- Attends the Orientation on the NFE A&E Test Administration to be conducted in the Division Office
- In coordination with the District Supervisor, makes arrangements on the schedule of work of the District NFE Coordinators during the weekdays in such a way that they can register interested applicants late in the afternoons, and on Saturdays and Sundays during the registration period
- Makes available a Master List of Examinees Per Testing Room the day before the Test and on the day of the Test
- Provides the examination rooms with 30 armchairs per testing room at least two days before the examination day
- Provides one room as Test Distribution Center, preferably his/her office
- Provides one or more Testing Room/s for latecomers
- Provides easy access to testing rooms to differently abled examinees
- Provides a bulletin board in front of the main building showing the location of the testing rooms and other relevant information
- Ensures that only authorized personnel with Identification Cards provided by BNFE and qualified examinees are allowed to enter the school compound on the day of the Test
- Supervises the overall conduct of the test
- Safeguards the confidentiality of the test materials
- Records all the problems and difficulties encountered and steps taken to solve them and the extent such problems were solved, for submission to the BNFE/CEM staff assigned in the Testing Center
- Provides streamers or posters announcing the schedule of the tests, with the school serving as the registration and testing center

- Assigns the school security guard or one staff at the gate to ensure that only authorized personnel with identification cards provided by BNFE and examinees who will present the lower portion of the Registration slip are allowed in the school/testing center on testing days.

*Chief Examiner (CEM Staff assigned in the Testing Center)*

- Distributes the Test Materials to the Examiners before 7:30 in the morning on the days of the Tests
- Distributes the test materials and the answer sheets to the Examiners
- Retrieves the test materials and the answer sheets from the Examiners and ensures that all these materials are accounted for
- Receives the reports of the Testing Center Administrator
- Monitors the test administration
- Sees to the security of the test materials

*Test Registration Officer (District NFE Coordinator)*

- Checks whether the applicant-registrant is qualified in terms of age
- Checks that the two copies of 1x1 photographs show the likeness of the applicant and sees to it that these are signed diagonally across the lower right portion of the picture and pasted on the space provided
- Explains how the registration form will be accomplished (but will not accomplish it for the registrant)
- Sees to it that the registration form, which declares that the data entered are true and correct, is signed by the applicant after all data have been filled
- Prepares lists by 30's in alphabetical order except for the differently-abled registrants who shall be assigned to a testing room in the ground floor nearest the gate and/or toilet
- Signs the lists and submits to the BNFE staff assigned in the area

*Examiner (who is not an NFE A&E, Instructional Manager nor Service Provider)*

- Attends the orientation of the examiners and proctors to be conducted by the Division Test Management Committee
- Familiarizes himself/herself with the Examiner's Manual for Test Administration before the day of the Test
- Goes to the Testing Center the day before the Test to check that there are only thirty (30) armchairs in the testing room, prepares the board work and posts the NFE A&E Test Form 4 - List of Examinees Per Testing Room on the wall near the door of the Testing Room
- Reports to his/her assigned Examination Center to receive the test materials from the Chief Examiner before 7:30 a.m. on the days of the Tests
- Checks the number of Test Booklets and Answer Sheets received before proceeding to the Testing Room
- Checks, with the assistance of the proctor, the identity of the examinees with the registration forms before allowing them to enter the Testing Room
- Gives preliminary instruction to examinees before distributing the test materials
- Distributes systematically the test materials to the examinees
- Answers queries from examinees regarding preliminary instructions
- Administers the test in the testing room strictly in accordance with the Examiner's Manual for Test Administration

- Goes around the room while the test is in progress, to find out if the examinees are following directions correctly
- Retrieves systematically the Test Booklets as well as the Answer Sheets after the time allotted for the test. Examinees shall not be allowed to stand, go around or leave the room while the retrieval is being done and after ensuring that all the test booklets and answer sheets have been collected and accounted for
- Returns all the Test Booklets and Answer Sheets, and Examiner's Handbook for Test Administration to the Chief Examiner who is a CTM staff
- Accomplishes and submits all the required reports to the Chief Examiner.

Examiners will be chosen in accordance with the following criteria:

- commanding personality with modulated voice
- honesty and probity
- commitment

*Proctor, who is not an NFE A&E Instructional Manager (one for every testing room):*

- Assists the Examiner in checking the identity of the examinees
- Assists the Examiner in the distribution and retrieval of the test materials and answer sheets
- Assists the Examiner in monitoring the progress of the tests
- Accompanies the Examinees to the restroom and/or clinic whenever necessary

*Janitor (one for every ten testing rooms):*

- Under the direction of the Testing Center Administrator, arranges the testing rooms, making sure that there are only thirty (30) armchairs inside the testing rooms. Extra armchairs shall be placed outside the rooms
- Sets to the cleanliness of the toilets and rooms before and after the tests
- Returns the armchairs inside the testing rooms after the test

*Service Credit and Honorarium*

All duly designated officials and staff will be given honorarium for the service rendered during the tests. Moreover, teachers serving as examiners and proctors will be given service credit of two days for the service rendered during the tests.

District NFE Coordinators who will register applicants on Saturdays and Sundays during the registration period will be granted one day service credit for every eight (8) hour actual service rendered as verified by the school head upon presentation of duly accomplished Form 43. A report on this service together with the Form 43 shall be submitted to the Regional Director who is authorized to grant service credit.

## **B. Procedures to be Followed During the Test Administration**

### *Phase 1: Pre-Administration*

#### At Least Two Weeks Before the Test

1. The Regional and Assistant Regional Directors, NFE Chiefs and Assistant Chiefs, Schools Division Superintendents, Assistant Schools Division Superintendents and

NFE Division Supervisors of the testing sites shall attend the Orientation in designated places to be conducted by the BNFE and CEM.

#### Two Days Before the Test

Upon arrival at the Division, the CEM, BNFE and NFE/RC Staff, shall go to the Division Office to meet with the Schools Division Superintendent and the Division Test Coordinator.

1. BNFE and CEM Staff shall serve as resource persons in the Orientation to be conducted in the Division Level for the Testing Center Administrators, Examiners and Proctors on the use of the Examiner's Manual for Test Administration. The Division Test Management Committee shall facilitate the conduct of this Orientation.

#### One Day Before the Test

1. A day prior to the administration of the Test, the Examiners must check the Testing Room, prepare the board work and check that there are thirty armchairs in the room. No more than thirty armchairs should be in any one testing room.

#### Phase 2: During the Test Administration Day

1. The Chief Examiner, who is a CEM staff, turns over the test materials to the Examiners **before** 7:30 a.m. on the days of the Tests.
2. Without opening the seal, the Examiner counts the number of the materials in the presence of the Chief Examiner, the BNFE-CEM-NFE/RC Staff and signs the Acknowledgement Form stating the number and condition of the Test Booklets and Answer Sheets received.

#### Phase 3: Retrieval of Test Materials

1. After the examination, the Examiner, assisted by the Proctor, shall collect systematically the Test Booklets and Answer Sheets and verify that **all the test booklets and answer sheets** are collected **before** allowing the examinees to leave. The used Test Booklets shall be arranged together with any unused ones consecutively by serial number and returned to the plastic bags for submission to the Chief Examiner.

2. The Examiner shall likewise submit the List of Actual Examinees who took the test and all the required reports to the Chief Examiner.

3. The Chief Examiner shall receive all the Test Materials and Reports.

#### What to Do in Case of Loss of the Test Materials

In case of loss of the Test Materials, the Chief Examiner must inform the BNFE/CEM Staff assigned in the Testing Center and contact the BNFE Director at telephone numbers: telephone 0912-3884458, or (02) 6355188, (03) 635-5189, (02) 632-1361 local 2079 and if not found after a thorough search, must report this to the local police.

#### The Rules and Penalties Governing the NFE A&E Test Administration Process

The examiners will be required to strictly comply with the rules governing the administration of the NFE A&E Tests. These include:

- Eating, drinking and smoking are not allowed in the Testing Room.

- All bags, learning materials, notebooks and calculators are to be placed in front of the chalkboard near the Examiner/teacher's table. Calculators are not to be used and shall immediately be confiscated if examinees are caught using these during the test.
- Silence shall be observed once the test booklets have been distributed.
- Examinees are not permitted to leave the Testing Room at any time except to go to the toilet under the supervision of the Proctor.
- Examinees must follow the instructions of the Examiner at all times.
- Examinees shall not be allowed to stand, go around or leave the room while the retrieval of the test booklets and answer sheets is going on.

Any test-examinees caught cheating, plagiarizing or attempting to substitute examinees, or having themselves substituted by another person will automatically have their test papers and test results cancelled/invalidated and they will be disqualified from taking the NFE Test again for a period of two (2) years.

Any breach of security and any violation of policies governing the administration of the NFE A&E Tests, such as allowing nonqualified persons to register and take the test; reading of the test booklets by persons other than the qualified examinees; photocopying the test booklets; supplying the answers to the test questions to the examinees and other related acts will be dealt with accordingly. (Refer to DECS Order No. 85, s. 1999)

#### *Distribution and Retrieval of Test Materials*

The distribution and the retrieval of test materials require utmost care, diligence and vigilance on the part of the Chief Examiners, Examiners and Proctors to ensure the confidentiality of the test materials and integrity of the test.

#### *Release of Test Results*

Results of the Tests will be announced in January 2000 and will be released to the Schools Division Superintendent who will, in turn, release the results to the District Supervisors in whose district the tests were administered. Notices will be issued to inform the examinees where they can get their test results **upon presentation of the lower half of the Registration Form or an authentic proof of identification.** Information notices regarding the release of results will also be published in national and local papers and announced over the radio.

#### *Issuance of Certificates*

NFE A&E Certificates signed by the DECS Secretary will be issued to successful examinees during a local NFE A&E Graduation Ceremony by local DECS officials. Those unable to attend the Graduation ceremony may get their certificates from the District Offices upon presentation of the lower portion of the Registration Form or any authentic proof of identification.

#### *Options Available to Learners after they Successfully Qualify in the NFE A&E System*

Learners who successfully qualify in the NFE A&E Tests will have access to counseling regarding their options and possible pathways after exiting from the NFE A&E System. Elementary Level NFE A&E graduates may desire to continue to upgrade

Susagutan ng Pagpapatala

Kagawaran ng Edukasyon, Kultura at Sports  
**Kawanihan ng Edukasyong Naeformal**  
Forma sa Pagpapatala sa NFE A&E Test  
Kopya para sa Opisyal na Tagapatala  
(Antas Pang-Elementarya)

Paksa ng Pagpapatala:

(Ibuwan/Aray/Idad)

Apelyido: \_\_\_\_\_  
 Pangalan: \_\_\_\_\_  
 Apelyido ng Ina: \_\_\_\_\_

Ungay ng mga  
 linyang  
 sa ibang gilid na  
 naka-  
 lathala sa ibang  
 bahagi.

Lathala

Urbano: \_\_\_\_\_ (Kalay: \_\_\_\_\_) (Barangay: \_\_\_\_\_) (Munisipal/Siyudad: \_\_\_\_\_) (Probinsiya/Rehiyon: \_\_\_\_\_)

Paksa ng Kapangyarihan: \_\_\_\_\_ Kasama:  Lalaki  Babae Estado:  Dalaga/Binata  May Asawa  Hindi Dalaga/Biyuda  Hinatay sa Asawa

Natapos na Antas ng Pag-aaral:  Elementarya  Sekondarya

Hanapbuhay: \_\_\_\_\_ Bawatang Kita: \_\_\_\_\_ (Kung mayroon)

Relihiyon: \_\_\_\_\_ Wika: \_\_\_\_\_ Panangyaring Kultural/Katutubo: \_\_\_\_\_

Nagpapatala sa NFE A&E USDS  Hindi nagpapatala sa NFE A&E USDS

Kung Nagpapatala poagala ng Service Provider:

Kahulugang Matapagkukuhin: \_\_\_\_\_  
 Katibayan ng Kapangyarihan \_\_\_\_\_ Katibayan sa Kasal \_\_\_\_\_ TIN ID \_\_\_\_\_  
 Kard sa Pwartaan \_\_\_\_\_ Katibayan ng Barangay Kapitan \_\_\_\_\_ Lathala \_\_\_\_\_  
 ID ng Botante \_\_\_\_\_ Pasaporte \_\_\_\_\_ Pk. pa (Pakisalat) \_\_\_\_\_  
 SSS ID \_\_\_\_\_ Social \_\_\_\_\_

Sentro ng Patalaan ng NFE A&E Test: \_\_\_\_\_ Telepono: \_\_\_\_\_

*Ako ay naghatayag na ang lahat ng mga nasusunat dito ay totoo at tama*

(Pangalan at Lagda ng Opisyal na Tagapatala)

(Lagda ng Nagpapatala)

(Pagsusulat sa lagda ng Opisyal na Tagapatala, patulin sa gulat na ito at ibigay sa Opisyal na Tagapatala ang kopya ng hiniag)

Susagutan ng Pagpapatala

**NFE A&E CREDITATION AND EQUIVALENCY SYSTEM**

Forma sa Pagpapatala sa NFE A&E Test  
Kopya para sa Nagpapatala  
(Antas Pang-Elementarya)

Paksa ng Pagpapatala:

(Ibuwan/Aray/Idad)

Pangalan: \_\_\_\_\_ (Apelyido) \_\_\_\_\_ (Pangalan) \_\_\_\_\_ (Apelyido ng Ina)

Paksa ng Pagsusulat: Nobyembre 27, 1999 Oras ng Pagsusulat: 7:00 NL

Sentro ng Patalaan ng NFE A&E Test: \_\_\_\_\_

*Ako ay naghatayag na ang lahat ng mga nasusunat dito ay totoo at tama*

Ungay ng mga  
 linyang  
 sa ibang gilid na  
 naka-  
 lathala sa ibang  
 bahagi.

Lathala

(Pangalan at Lagda ng Tagapatala)

(Lagda ng Nagpapatala)

**PAALALA:** Ito ay magsisilbing permiso sa pagkuha ng pagsusulat. **Dalhin ito sa araw at lugar ng pagsusulat. Tinuturing walang dalu nito ay hindi makakakuha ng pagsusulat. Kailangang magdala ng lapis (Montgul No. 2) sa araw ng pagsusulat.**

Sasagutan ng Nagpapatala

Kagawaran ng Edukasyon, Kultura at Sports  
**Kawanihan ng Edukasyong Nonformal**  
Porma sa Pagpapatala sa NFE A&E Test  
Kopya para sa Opisyal na Tagapatala  
**(Antas Panssekondarya)**

Petsa ng Pagpapatala: \_\_\_\_\_

(Pangalan ng Nagpapatala)

Apelyido:																				
Pangalan:																				
Apelyido ng Inay:																				

Lagyan ng 'X' sa  
Inyong Lagda  
at tawag ng ibang  
sulak sa ibang ng  
inyong

*Lagda*

Tirahan: \_\_\_\_\_  
(Kalay) \_\_\_\_\_ (Barangay) \_\_\_\_\_ (Munisipal/Siyudad) \_\_\_\_\_ (Probinsiya/Rehiyon) \_\_\_\_\_

Petsa ng Kapanganakan: \_\_\_\_\_ Kasarian:  Lalaki  Babae Estado:  Dati na Binata  May Asawa  Bayuda/Biwda  Biwalay sa Asawa

(Iba wat/iraw/talon)

Natapos na Antas ng Pag-aral:  Elementarya  Sekondarya

Hataphalaray: \_\_\_\_\_ Bawatang Kula: \_\_\_\_\_ (Kung mayroon)

Rehiyon: \_\_\_\_\_ Wika: \_\_\_\_\_ Pamayanang Kultural/Kawitubo: \_\_\_\_\_

Nagpapatala sa NFE A&E LSDS  Hindi nagpapatala sa NFE A&E LSDS

Kung Nagpapatala, pangalan ng Service Provider: \_\_\_\_\_

Katunayang Mapagkikilalan: \_\_\_\_\_ Kutibayan ng Kapanganakan: \_\_\_\_\_ Kutibayan sa Kasal: \_\_\_\_\_ TIN ID: \_\_\_\_\_

Kard sa Pambansa: \_\_\_\_\_ Kutibayan ng Barangay Kapitan: \_\_\_\_\_ Lisensya: \_\_\_\_\_

ID ng Botane: \_\_\_\_\_ Pasaporte: \_\_\_\_\_ Iba pa (Pakisulat): \_\_\_\_\_

SSS ID: \_\_\_\_\_ Sedala: \_\_\_\_\_

Sentro ng Patalasan ng NFE A&E Test: \_\_\_\_\_ Telapuno: \_\_\_\_\_

*Ako ay nagkahayag na ang lahat ng mga nagsusulat dito ay totoo at tama.*

(Pangalan at Lagda ng Opisyal na Tagapatala) \_\_\_\_\_ (Lagda ng Nagpapatala)

*(Paghati sa lagdaan ng Opisyal na Tagapatala, patulin sa rebis na ito at ibigay sa (Opisyal na Tagapatala ang ibang na bahagi)*

Sasagutan ng Nagpapatala



**NFE ACCREDITATION AND EQUIVALENCY SYSTEM**  
**Porma sa Pagpapatala sa NFE A&E Test**  
Kopya para sa Nagpapatala  
**(Antas Panssekondarya)**

Petsa ng Pagpapatala: \_\_\_\_\_

(Pangalan ng Nagpapatala)

Pangalan: \_\_\_\_\_  
(Apelyido) \_\_\_\_\_ (Pangalan) \_\_\_\_\_ (Apelyido ng Inay)

Lagyan ng 'X' sa  
Inyong Lagda  
at tawag ng ibang  
sulak sa ibang ng  
inyong

*Lagda*

Petsa ng Pagsusulat: Nobyembre 28, 1999 Oras ng Pagsusulat: 7:30 NU

Sentro ng Patalasan ng NFE A&E Test: \_\_\_\_\_

*Ako ay nagkahayag na ang lahat ng mga nagsusulat dito ay totoo at tama.*

(Pangalan at Lagda ng Tagapatala) \_\_\_\_\_ (Lagda ng Nagpapatala)

**PAALALA:** Ito ay magsisilbing permisyo sa pagkuha ng pagsusulat. **Dalhin ito sa asawa at lagat ng pagsusulat. Siya mang walong dala nito ay hindi makakakuha ng pagsusulat. Kailangang magdala ng larap (Idangor No. 2) sa araw ng pagsusulat.**

their skills and competencies by enrolling in the Secondary Level NFE A&E Learning Support System.

NFE A&E Learners wishing to return to the formal elementary and secondary school system will need to take the existing Philippine Educational Placement Test (PEPT) for an assessment of their specific grade/year levels for placement purposes.

Other learners may wish to seek to enter other formal training programs such as those offered by the Technical Education Skills and Development Authority (TESDA) or other nonformal training programs such as continuing education income-generating courses, vocational training, etc. The DECS-BNFE is still in the process of seeking formal agreements with agencies, institutions and organizations offering post-elementary and post-secondary vocational training courses such as TESDA, CHED, etc., in order that the NFE System articulates with the training programs of these institutions. Once articulation agreements are in place, graduates of the NFE A&E system will thereby gain access to a range of vocational training opportunities once they exit the NFE A&E System. Ultimately, all learners will hopefully enter/re-enter the world of work with an improved capacity for generating an income and improving their own economic situation and that of their families.