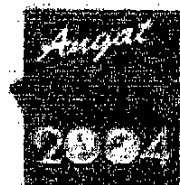




Republic of the Philippines  
Department of Education, Culture and Sports  
**BUREAU OF NONFORMAL EDUCATION**  
3rd Floor, Mabini Bldg., DECS Complex, Merakco Avenue  
Pasig City 1600, Philippines



*Sama-Sama  
sa DECS*

*Office of the Director*

**MAY 07 2001**

DECS ORDER  
No. **17**, s. 2001

**REGISTRATION PROCEDURES FOR THE 01 JULY 2001 NONFORMAL EDUCATION  
ACCREDITATION AND EQUIVALENCY (NFE A&E) TESTS**

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

1. The 6th Nonformal Education Accreditation and Equivalency (NFE A&E) Tests will be administered in approved designated Testing Centers on 01 July 2001 to qualified Filipino citizens, Balikbayans and Foreigners, in the approved sites of the ADB – assisted Philippines Nonformal Education Project in the following regions:

**PNFEP Project Sites:**

- |  |   |
|--|---|
| • National Capital Region                        | - All Schools Divisions   |
| • Region IV                                      | - Oriental Mindoro, Romblon                                       |
| • Region V                                       | - Catanduanes, Masbate and Sorsogon                               |
| • Region VI                                      | - Aklan, Antique, Capiz   |
| • Region VII                                     | - Cebu City, Lapu-lapu City, Mandaue City, Bohol, Negros Oriental |
| • Region VIII                                    | - Southern Leyte, Northern Samar, Western Samar                   |
| • Region IX *                                    | - Zamboanga del Norte and Zamboanga del Sur, Basilan              |
| • Region XII *                                   | - North Cotabato, Sultan Kudarat                                  |
| • Cordillera Administrative Region (CAR)         | - Abra, Ifugao  |
| • Autonomous Region for Muslim Mindanao (ARMM) * | - Maguindanao   |

\* Depends on the peace and order situation

2. The prospective NFE A&E examinees are Out-of-School Youth and adults, aged 15 years and above (as of 01 July 2001) who are basically literate or have completed the Functional Education and Literacy Program (FELP). To be eligible as a potential test taker, the prospective registrant must be out of school for at least three (3) months on the date of the registration.

3. **Any misrepresentation made by any registrant with regard to his/her identity, age and status (out-of-school for at least three months) will render the registration and the test result invalid.**

4. **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 are basically literate and 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 (TRO)** assigned in the area,
- **Learners or individuals who have taken previous NFE A&E Tests but have not passed the test.**

Those who have met the abovementioned qualifications will be allowed to register upon presentation of **two copies of recent 1"x1" photographs** (taken within the past twelve months) **and any authentic proof of identification** as listed in Inclosure No.1. Applicants without photographs and authentic proof of identification will not be registered. They should be advised to register at any day within the registration period when they can present these requirements.

5. **There will be two levels of the NFE A&E Tests – Elementary Level** (approximately three hours) and **Secondary Level** (approximately four hours) which are paper and pencil-based tests based on the skills and competencies detailed in the NFE A&E Curriculum Framework. The Bureau of Nonformal Education (BNFE) will be conducting limited trials of alternative assessment and certification methodology in selected sites for a small sample of NFE A&E Test Registrants. These alternative assessment methodologies are being developed in partnership with the Northern Territory University (NTU), Darwin, Australia, as part of the Expansion of the NFE A&E Assessment and Certification System.

6. **The NFE A&E System 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 tests 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 (TRO) that if they fail to pass the Secondary Level Test, they will not receive any certificate. Prospective registrants/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.

7. **Each Test Registration Form has a unique identification number which plays a critical role in the planning, administration and scoring of the Tests. Under no circumstance should any Test Registration form be photocopied and used for other registrants as this will seriously disrupt and undermine the test administration system.**

8. **The Registration Period for the NFE A&E Tests starts on 30 April 2001 and ends on 30 May 2001. There will absolutely be no extension of the Registration Period to provide time for processing of the forms and packaging of test materials. No fees shall be paid by the test registrants/examinees.**

9. **The Test Registration Officer must not be an Instructional Manager and preferably not a District Supervisor, Principal or a teacher with a heavy workload.**

10. **There will absolutely be no change in the date of the NFE A&E Tests.**

11. **DECS 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.**

12. The Bureau of Nonformal Education (BNFE), in coordination with the Center for Educational Measurement (CEM), the National Educational Testing and Research Center (NETRC), Bureau of Elementary Education, Bureau of Secondary Education, EDPITAF, 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.

13. BNFE Staff will be assigned to the approved designated Registration Centers on the fourth week of May 2001 to observe and provide technical assistance to the Test Registration Officers (TRO) in the processing of registration forms and to oversee the preparation of the Test Registration Monitoring Form (TRM-01).

14. The Test Registration Centers are public or private elementary or high schools which are designated/recommended 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 **and** with written approval of the Undersecretary for Programs and Projects or the Director IV of the BNFE.

15. **No fees shall be paid by the test registrants/examinees.**

16. Qualified registrants should preferably register in the nearest Testing Center. However, the Test Registration Officer (TRO) may conduct registration activities upon request of and agreement with the Local DECS Officials on prearranged schedule anywhere outside of the Testing Center, i.e. barangay halls, multipurpose centers, churches and others. This is being done as experience has shown that some prospective registrants found it difficult to have access to the registration centers because of geographical location. However, the Test Registration Officer should conduct registration in the school serving as the Registration Center on the last two days of the registration period, i.e., 29 and 30 May. Travel expenses of the Test Registration Officer (TRO) in this regard will be reimbursed through the Philippines Nonformal Education Project funds subject to existing COA and auditing rules and regulations. The Test Registration Officer must observe strict screening procedures to see to it that only those who are qualified will register. Those who have participated in the NFE A&E LSDS shall be encouraged to register, as findings of the previous NFE A&E Tests indicate that a high percentage of the NFE A&E Tests passers were LSDS learners.

17. The Test Registration Forms should not be distributed to Service Providers nor to the Instructional Managers or any other unauthorized personnel. **Only the Test Registration Officers (TROs) are authorized to register prospective examinees.**

18. **Service Credit**

The District NFE Coordinators/duly designated teachers acting as Test Registration Officers who will register applicants in the evenings and 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 a duly accomplished Form 48. The **duly accomplished Form 48** shall be submitted to the Schools Division Superintendent for the grant of the service credit.


19. Attached are the following Enclosures:

- No. 1 - Registration Procedures
- No. 2 - Duties of the Test Registration Officer (TRO)
- No. 3 - List of Designated NFE A&E Testing Centers
- No. 4A - NFE A&E Test Registration Form (Elementary Level)
- No. 4B - NFE A&E Test Registration Form (Secondary Level)
- No. 5 - NFE A&E Test Form 1

- No. 6A - NFE A&E Tracking Form (MTR Form 1) Elementary Level  
with instructions at the back
- No. 6B - NFE A&E Tracking Form (MTR Form 1) Secondary Level  
with instructions at the back
- No. 7 - DECS Order No. 85, s. 1999

20. 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 of the test booklets, supplying answers to the test questions to the examinees and other related acts will be dealt with accordingly in accordance with the provisions of DECS Order No. 85, s. 1999.

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

  
**ISAGANI R. CRUZ**  
Undersecretary for Programs and Projects

Reference: DECS Order Nos. 22, 40, 85 and 92 s. 1999, 8, 47 and 61, s. 2000

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

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

ACCREDITATION	NONFORMAL EDUCATION
EQUIVALENCY TEST	POLICY
EXAMINATION	

(Enclosure No.1 to DECS Order No. 17, 2001)

## REGISTRATION PROCEDURES OF THE NFE A&E TESTS

The following guidelines are to be followed to cause smooth and effective registration of the NFE A&E Tests:

1. 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 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.**
2. The prospective registrants shall submit **any one** of the following documents which bears their date of birth and signature as a proof of their identity, before they will accomplish the Registration Forms:
  - Birth or baptismal certificate
  - Marriage contract
  - Community Tax Certificate
  - Certification as to their identity, residence and date of birth duly signed by the Barangay Captain concerned
  - Latest report card issued by the last school attended
  - Voter's Identification Card or Tax Identification Number
  - Driver's License
  - Passport
  - Other **authentic** documents bearing the **date of birth and signature** of registrant
4. The registrants must provide **two (2) copies** of their **latest 1 ½ x 1 ½** picture (which resemble them and taken within one year), print their name at the **back of the picture** and affix their signature on top of the printed name. **Qualified interested applicants without two copies of 1" x 1" identification pictures shall not be registered.** They should be advised to register at any day within the registration period when they can present these requirements.
5. The registrants must submit the Test Registration Form together with the 2 copies of the ID pictures to the Test Registration Officer who will **staple** the 2 ID pictures in the appropriate boxes of the Registration Form. The upper portion of the Test Registration Form will be retained by the Test Registration Officer and the lower portion will be given to the registrant.
6. The registrants must provide all the required data in the registration form and **affix their signature** on the space provided for it.
7. The whole form must be processed carefully by the Test Registration Officer ensuring that the required correct data were provided by the registrants. The designated NFE A&E Testing Center must be written on the lower portion of the Registration Form by the Test Registration Officer before the upper portion is detached from the lower portion.

8. The registrants must be given 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 shall not be allowed to take the test** and for presentation to designated officials in claiming the test results.

9. The lower portion of the Test Registration Form intended for the registrant should **not be retained by the Test Registration Officer nor given to the Instructional Managers for safekeeping.**

10. **The Elementary and Secondary Level registrants shall be advised to be at the designated Testing Center before 7:30 a.m. on the day of the test, bringing with them the lower portion of the Test Registration Form. This must be emphasized by the Test Registration Officer (TRO) to the registrants.**

11. The **original copy** of the upper portion of the Registration Forms will be brought by the BNFE/NETRC/BEE/BSE/EDITAF staff to the DECS Central Office after the Registration Period for photocopying and further documentation. These will be brought back by the same staff to the Testing Centers two days before the test.

#### **Important Information about the NFE A&E Testing Centers:**

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

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 (with doors)
- testing venues should be free from external distraction and interruptions, e.g., noise, pollution, etc.
- testing venues should be accessible by public transportation
- testing venues should be located in an area without peace and order problems
- testing rooms must have adequate lighting and ventilation
- testing rooms must be large enough to easily accommodate thirty adults seated in armchairs
- testing rooms must have **only thirty armchairs** per room
- testing rooms must have clocks hanging on the wall behind the examiner's table for examinees to check the time

There will be at most thirty (30) examinees per room.

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 consent 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 all the following conditions are met:

- There are at least fifteen (15) 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 DECS staff assigned during the registration and administration of the test
- Testing rooms with adequate facilities will be provided for the test
- No test will be administered in an open space. Experience has shown that examinees have to move to sheltered/covered areas when it rained during the conduct of the previous tests thus affecting the testing process.

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

**The following selection criteria for Test Registration Officer may be observed:**

1. May be an NFE District Coordinator or teacher
2. Must not be an Instructional Manager
3. Preferably is not a District Supervisor, Principal or Teacher with a heavy workload

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

- Registrants submit to TRO two copies of 1 x 1 picture and the accomplished Registration Forms.
- The **lower portion** of the NFE A&E Test Registration Form shall be given to the registrant for safekeeping. This lower portion must be brought by the examinee on the day of the for presentation to the Examiner.
- The duly accomplished **upper portion** of these Test Registration Form shall be retained by the Test Registration Officer and shall be turned over to the BNFE/NETRC/BEE/BSE/EDPITAF staff assigned to the Test Registration Center. 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 by 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.
- In accomplishing the NFE A&E Test Form 1, the Test Registration Office must take special care that the Name and Test Registration number for each NFE A&E Test registrant are recorded **accurately and legibly**.
- The Test Registration Officer must closely monitor the registration process taking into consideration the Registration forms used, i.e., used, unused, spoiled forms by filling out the tracking forms for Elementary and Secondary Level -Test Registration Monitoring Form A&B (TRM-01) -where serial numbers of the Registration Forms will be written.
- After the registration period, the Test Registration Officer shall prepare the list of qualified examinees in Form 1 in four (4) copies, two of which will be given to the Test Center Administrator 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 copy for BNFE and one copy for CEM will be brought by the BNFE/NETRC staff to the Central Office for reference of the BNFE and the other copy to be forwarded to 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.

- BNFE/NETRC/BEE/BSE/EDPITAF Staff will be assigned to the designated Testing Centers immediately after the last registration day to check the registration forms and to oversee the preparation of the final lists of qualified examinees.

**Important Information about the NFE A&E Registration Forms:**

- There will be an orientation to be conducted by selected BNFE staff for Test Registration Officers. Travelling expenses, snacks and lunch will be chargeable against PNFEF funds. For those who come from remote areas, board and lodging will also be provided upon prior approval of the BNFE.
- The Division Office and the Test Registration Officer should keep track of the serial numbers of the registration forms issued. A tracking form will be issued by the BNFE for this purpose.
- Each Registration Form has a **unique serial number**. Registration forms shall not be photocopied for distribution. Sufficient Registration Forms shall be provided by BNFE and additional forms will be made available upon request.
- Registration Forms are color-coded: The forms have two diagonal lines and blue-colored letters with the Region, Division, with the specific date of the test, 07012001 test batch and the Level, E for Elementary, with the corresponding serial number; three diagonal lines and green colored letters with the Region, Division, date of the test 07012001 test batch and S for Secondary with the corresponding serial number.
- The Test Registration Officer should require test registrants to use blue or black ballpen in accomplishing the registration forms. No test registrant will be allowed to use pencil.
- All unused forms shall be returned to the **BNFE/NETRC/BEE/BSE/EDPITAF staff** assigned in the area immediately after the registration period.
- Old registration forms issued for the 13 June, 27-28 November 1999, 7 May 2000, and 24 September 2000 and 26 November 2000 tests **shall not** be used.
- Should additional registration forms be needed, BNFE will send these forms to the Division Offices concerned upon request
- The Test Registration Officer (TRO) shall be given the TRM-01 together with the unfilled NFE A&E Test Registration Forms by the Division Supervisor during the Orientation for Test Registration Officer at the Division Level.
- Separate Test Registration Monitoring Forms (TRM 01) for Elementary and Secondary Levels must be prepared by the Test Registration Officer. Details of the guidelines are indicated at the back of the form.



(Enclosure No. 2 to DECS Order No. 17, s. 2001)

**DUTIES OF TEST REGISTRATION OFFICER (District NFE Coordinator/Teacher)**

1. Registers the prospective registrants in the designated school and may conduct registration activities on prearranged schedule anywhere outside of the school, e.g., barangay hall, multi-purpose center, churches and others, but must stay or register in the Test Registration Center during the last two days of the registration period.
2. Checks and ensure that the prospective registrant/examinees are qualified to take the tests in terms of age (15 years old and above), status (out of school for at least three months), they may be residents of the project sites from nearby center and municipalities.
3. Checks that the two copies of 1x1 photographs show the likeness of the applicant and sees to it that their names are printed at the back of the ID pictures and properly signed on top of the printed name.
4. Staples the picture on the space provided for it.
5. Explains how the registration form will be accomplished **(but will not accomplish it for the registrant)**.
6. Processes the registration form by checking the accuracy of the data given, which declares that the data entered are true and correct, is signed by the applicant after all data have been filled.
7. Accomplishes NFE A&E TRM-01 (Tally Sheet) for NFE A&E Registration for Elementary and Secondary Levels.
8. Prepares lists (NFE A&E Test Form 1) by 30's in alphabetical order except for differently-abled registrants who shall be assigned to a testing room in the ground floor nearest the gate and/or toilet. Prepares a list of registrants who are differently-abled/persons with disabilities.
9. Accomplishes NFE A&E Test Form No.1 in four copies, taking special care to ensure the accuracy and legibility of the entries, pictures, the name and test registration number of the test registrant.
10. Signs the lists and submits the original and duplicate to the BNFE/NETRC/BEE/BSE/EDPITAF staff assigned in the area. Submit the 3<sup>rd</sup> and 4<sup>th</sup> copies to the Test Center Administrator for use during the testing day.

**LIST OF NFE A&E TEST REGISTRATION CENTERS**

*01 July, 2001*

**PNFEP Sites**

*National Capital Region*

- ◆ *Quezon City*
  - ◇ Commonwealth Elem. School
  - ◇ Don. A. Roces Sr. Voc'l. High School
  - ◇ San Francisco High School
  - ◇ Quezon City Jail

- ◆ *Caloocan City*
  - ◇ Grace Park Elem. School
  - ◇ Bagong Silang Elem. School

- ◆ *Pasay City*
  - ◇ Pasay City East High School

- ◆ *Parañaque City*
  - ◇ Parañaque Central Elem. School

- ◆ *Pasig and San Juan*
  - ◇ Pasig City Elem. School
  - ◇ Pinaglabanan Elem. School

- ◆ *Mandaluyong City*
  - ◇ Mandaluyong Elem. School
  - ◇ Correctional Institute for Women

- ◆ *ValMaNa*
  - ◇ Malinta Elem. School
  - ◇ Tinajeros Elem. School
  - ◇ Navotas Elem. School

- ◆ *Makati City*
  - ◇ Makati Elem. School
  - ◇ East Rembo Elem. School
  - ◇ Pio del Pilar Elem. School

- ◆ *Muntinlupa City*
  - ◇ Alabang Elem. School
  - ◇ Camp Sampagnita
  - ◇ The Haven Center for Women
  - ◇ Maximum Security
  - ◇ Muntinlupa Elem. School

- ◆ *Las Piñas*
  - ◇ Las Piñas Elem. School

- ◆ *Taguig and Pateros*
  - ◇ Upper Bicutan Elem. School

- ◆ *Manila*
  - ◇ P. Gomez Elem. School
  - ◇ Villamor High School
  - ◇ Torres High School
  - ◇ Manila City Jail

- ◆ *Marikina*
  - ◇ Marikina Elem. School

*Region IV*

- ◆ *Oriental Mindoro*
  - ◇ Baco Central School
  - ◇ San Teodoro Central School
  - ◇ Bulalacao Central School

- ◆ *Romblon*
  - ◇ Cajidiocan Central Elem. School
  - ◇ Romblon East Central School
  - ◇ San Agustin Central Elem. School

*Region V*

- ◆ *Catanduanes*
  - ◇ Baras Central School
  - ◇ Pandan Central School
  - ◇ San Andres Central School

- ◆ *Masbate*
  - ◇ Esperanza Central School
  - ◇ Inocencio-Celera Central School
  - ◇ BJMP-Placer East District
  - ◇ Cawayan Central School

- ◆ *Sorsogon*
  - ◇ Casiguran Central School
  - ◇ Irosin Central School
  - ◇ Sta. Magdalena Central School
  - ◇ Monbon Central School

*Region VI*

- ◆ *Aklan*
  - ◇ Libacao Elem. School
  - ◇ Madalag Elem. School
  - ◇ Malinao Elem. School

- ◆ *Antique*
  - ◇ Valderrama Central Elementary School
  - ◇ Laua-an Central School
  - ◇ Barbaza Central School

- ◆ *Capiz*
  - ◇ Maayon Elem. School
  - ◇ Taft Elementary School
  - ◇ Jamindan Elementary School

**Region VII**

- ◆ **Cebu City**
  - ⊕ Cebu City Central School
  - ⊕ Zapatera Elementary School
  - ⊕ Lahug Elementary School
  - ⊕ Bagong Buhay Rehabilitation Center (City Jail)
  - ⊕ Tejero Elem. School
  
- ◆ **Mandaue**
  - ⊕ Mandaue City Central School
  
- ◆ **Lapu-Lapu City**
  - ⊕ Lapu-Lapu City Central School
  - ⊕ Marigondon Elementary School
  - ⊕ Pusok Elementary School
  - ⊕ Sta. Rosa Elementary School
  - ⊕ City Jail of Soong
  - ⊕ Caubian Elem. School
  
- ◆ **Bohol**
  - ⊕ Pilar Central Elem. School
  - ⊕ Inabanga South Central Elem. School
  - ⊕ Talibon Central Elem. School
  
- ◆ **Negros Oriental**
  - ⊕ Bayawan West Central Elem. School
  - ⊕ Tayasan Central Elem. School
  - ⊕ Mabinay Central Elem. School

**Region VIII**

- ◆ **Northern Samar**
  - ⊕ Las Navas Central School
  - ⊕ Lope de Vega Central School
  - ⊕ Silvino Lobos Central School
  
- ◆ **Southern Leyte**
  - ⊕ Tomas Oppus Pilot School
  - ⊕ Silago Central School
  - ⊕ Sogod Elem. School
  
- ◆ **Western Samar**
  - ⊕ Samar National High School
  - ⊕ Jiabong Central School
  - ⊕ Sta. Margarita Central School

**ARMM**

- ◆ **Maguindanao**
  - ⊕ Datu Luminog Pilot School
  - ⊕ Barorao Central School
  - ⊕ Adao Central School
  - ⊕ Tambunan Central School

**Region IX**

- ◆ **Zamboanga del Norte**
  - ⊕ Baliguian Central School
  - ⊕ Siayan Central School
  - ⊕ Sibuco Central School
  - ⊕ Malayal Community School
  
- ◆ **Zamboanga del Sur**
  - ⊕ Alicia Central School
  - ⊕ Lapuyan Central School
  - ⊕ Midsalip Central School
  
- ◆ **Basilan**
  - ⊕ Tumahubong Central Elem. School
  - ⊕ Parangbasak Central Elem. School
  - ⊕ Tuburan Central Elem. School

**Region XII**

- ◆ **Sultan Kudarat**
  - ⊕ Tamnag Central Elem. School (Lutayan)
  - ⊕ Columbio Central Elem. School
  - ⊕ Palimbang Central Elem. School
  
- ◆ **North Cotabato**
  - ⊕ Takepan Central Elem. School
  - ⊕ Pikit Central Elem. School
  - ⊕ Silik Central Elem. School
  - ⊕ Kabacan Central Elem. School
  - ⊕ Carmen Central Elem. School

**CAR**

- ◆ **Abra**
  - ⊕ Bucay Central School
  - ⊕ La Paz Central School
  - ⊕ Sallapadan Central School
  
- ◆ **Ifugao**
  - ⊕ Aguinaldo Central School
  - ⊕ Banawe Central School
  - ⊕ Mayaoyao Central School

Sasagutan ng Nagpapatala

Kagawaran ng Edukasyon, Kultura at Sports  
Kawanihan ng Edakasyong Nonformal  
Forma sa Pagpapatala sa NFE A&E Test  
(Antas Pang-Elementarya)

Petsa ng Pagpapatala: \_\_\_\_\_  
(buwan/araw/taon)



Lagyan ng laki sa larawan. Sa likod ng larawan isulat ang pangalan ng pakiwalay at ingnan sa ibabaw.  
Halimbawa:  
*J. de la Cruz*  
JUAN DE LA CRUZ

Please stick the picture

Apelyido: \_\_\_\_\_  
Pangalan: \_\_\_\_\_  
Gitnang Pangalan: \_\_\_\_\_

Kasalukuyang Tirahan: \_\_\_\_\_  
(Kalye) (Barangay) (Munisipalidad/Probinsiya/Siyudad) Telepono \_\_\_\_\_

Petsa ng Kapanganakan: \_\_\_\_\_ Edad: \_\_\_\_\_ Kasrian:  Lalaki  Babae Estado:  Walang Asawa  May Asawa

Pinakamataas na antas ng pag-aaral:  Elementarya: Taon: 19\_\_/20\_\_  I  II  III  IV  V  VI  Biyuda/Biyudo  
Lagyan ng tick (✓) ang kahon  Sekondarya: Taon: 19\_\_/20\_\_  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>  Hiwalay sa Asawa

Haanpukay: \_\_\_\_\_ Ebuwang Kita: \_\_\_\_\_ (Kung mayroon)

Relihiyon: \_\_\_\_\_ Wila: \_\_\_\_\_ Kultural/Katutubong Pangkat: \_\_\_\_\_

Nagpapatala ka ba sa NFE A&E LSSDS  Oo  Hindi Nagtapos ka ba sa FELP  Oo  Hindi

Kung nagpapatala sa NFE A&E isulat ang pangalan ng Service Provider o Learning Center: \_\_\_\_\_

Katibayan ng Mapagkakakilanlan: \_\_\_\_\_ Katibayan ng Kapanganakan \_\_\_\_\_ Katibayan sa Kasal \_\_\_\_\_  
Kard sa Paaralan \_\_\_\_\_ Katibayan ng Barangay \_\_\_\_\_ (Dahil sa License)  
ID ng Botante \_\_\_\_\_ Pasaporte \_\_\_\_\_ (Pakisulat)  
SSS ID \_\_\_\_\_

**SAMPLE ONLY**

Sentro ng Pinagpapatalan: \_\_\_\_\_  
(Pangalan at Lagda ng Nagpapatala) \_\_\_\_\_ (Lagda ng Nagpapatala)

(Pakisulat ang pangalan ng Opiyal na Nagpapatala, patulin sa guthi na ito. Maliban sa Opiyal na Nagpapatala ang ibang na bahagi)

Sasagutan ng Nagpapatala

NFE ACCREDITATION AND EQUIVALENCY SYSTEM

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

Petsa ng Pagpapatala: \_\_\_\_\_  
(buwan/araw/taon)



Lagyan ng laki sa larawan. Sa likod ng larawan isulat ang pangalan ng pakiwalay at ingnan sa ibabaw.  
Halimbawa:  
*J. de la Cruz*  
JUAN DE LA CRUZ

Please stick the picture

Pangalan: \_\_\_\_\_  
(Apelyido) (Pangalan) (Gitnang Pangalan)

Petsa ng Pagsusulat: ika-1 ng Hulyo 2001 Oras ng Pagsusulat: 7:30 NU

Pangalan ng NFE A&E Testing Center/School: \_\_\_\_\_

Ako ay nagpapatunay na ang lahat ng mga sasusulat dito ay totoo at tama.

(Pangalan at Lagda ng Test Registration Officer)

(Lagda ng Nagpapatala)

**PAALAALA:** Pumunta sa itinalagang Testing Center/School sa ika-1 ng Hulyo 2001 ng 7:00 ng umaga at dalhin ang bahaging ito sa araw at lugar ng pagsusulat. Ito ay magbibigay permiso sa pagkuha ng pagsusulat. Sinusuportang walang dala nito ay hindi makakakuha ng pagsusulat. Bawal magkula ng calculator at cellphone sa loob ng testing room.

NFE A&E Test Form 1

List of NFE A&E Registrants by Testing Room

Name of Testing Center: \_\_\_\_\_

Region: \_\_\_\_\_

Please Check:

Room No.: \_\_\_\_\_ Building: \_\_\_\_\_

Division: \_\_\_\_\_

Elementary Level

District: \_\_\_\_\_

Secondary Level

Date of Test: \_\_\_\_\_

Name of Registrants/Examinees (In alphabetical order)	Date of Birth	Age	Sex	Registration No. (Letters and digits)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				
<b>Total No. of Registrants:</b>				

Test Registration Officer: \_\_\_\_\_  
(Signature Over Printed Name/Date Signed)

BNFE Staff: \_\_\_\_\_  
(Signature Over Printed Name/Date Signed)

Schools Division Superintendent: \_\_\_\_\_  
(Signature Over Printed Name/Date Signed)

**NOTES:**

The NFE A&E Test Form 1 shall be accomplished by the Test Registration Officer in four (4) 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 DEM shall be given to the BNFE/NEIRC staff assigned to the area.



NFE A&E Test Registration Monitoring Form (Tally Sheet)  
ELEMENTARY LEVEL

Test Registration Center:				Testing Date: November 26, 2000	
Test Registration Officer:		Serial Number		Quantity Received:	
		From:	To:		
Date	Successfully Accomplished		Spoilage		Reason for Spoilage
	Tally	Total	Tally	Total	
Grand Total	Total Accomplished	Total Spoilage	Total Used	Total Unused	

True and correct:

\_\_\_\_\_

TRO Signature Over Printed Name

-----

NFE A&E Test Registration - Acknowledgement Receipt

NFE A&E  
Monitoring Form

This is to certify that \_\_\_\_\_ has completed his/her task as Test Registration Officer for NFE A&E Test and that \_\_\_\_\_ registration forms, of which \_\_\_\_\_ are accomplished and accepted, \_\_\_\_\_ are rejected/destroyed and \_\_\_\_\_ are unused.

\_\_\_\_\_

BNFE Staff

**Guidelines for Accomplishing the NFE A & E Test  
Registration Monitoring Form (TRM-01)**

**1. When distributing the NFE A&E Test Registration Forms**

- The Division NFE Supervisor (ES-1) shall turn – over to the Test Registration Officer (TRO) the TRM – 01 together with the NFE A&E Registration Forms after recording the serial number and number of forms issued.
- The Division NFE Supervisor (ES-1) shall ask the TRO to check that the forms received correspond both in quantity and the indicated serial numbers. Any alteration to these numbers must be countersigned by the Division NFE Supervisor (NFE) with the date of alteration affixed together with the Division NFE Supervisor (ES-1) signature.

**2. Instruction to the Test Registration Officer**

- The TRO shall prepare the TRM-01 in duplicate copies.
- The TRO shall use the TRM-01 as his/her disbursement tally sheet when registering NFE A&E Test applicants.
- After the test applicant has properly accomplished the Test Registration Form and all the necessary documents/picture have been presented, the TRO shall **detach the lower portion of the Test Registration Form and return the same to the test applicant as proof of registration.**
- The TRO shall then indicate on the TRM-01 that he/she has successfully registered a test applicant by putting one (1) vertical line under the column title "Accomplished" on the row indicating the date of registration (Each successful registration shall be tallied as a vertical mark and every fifth (5<sup>th</sup>) successful registration shall be tallied as slanting).

Date	Successfully Accomplished		Spoilage		Reason for Spoilage
	Tally	Total	Tally	Total	
July 24, 2000		22		6	Error in filling out of forms

- Spoilage (unqualified registrant, mistakes made on the applicant form, etc) shall also be recorded on the TRM-01 as per occurrence, in the same manner as those for the successful registration.
- At the end of the Test Registration Period, the TRO shall sum up all successful test registrations and indicate the total on the lower portion of the form.
- The TRO shall then write his/her name in block letters on the space mark "Certified True and Correct", and affix his/her signature and the date over his/her name.
- The TRO will also accomplish the TRM-01 indicating the following information on the blank spaces:
  - Name of Test Registration Officer
  - Name of Test Registration Center
  - Total Number of Accomplished NFE A&E Test Registration Returned
  - Total Number of Spoiled NFE A&E Test Registration Forms Returned
  - Total Number of Unused NFE A&E Test Registration Forms Returned
  - Total Number of NFE A&E Test Registration Forms Returned
- The accomplished forms, the spoiled forms, and the unused forms will be turned over to the BNFE staff.

**3. When collecting the NFE A&E Registration Forms**

- The BNFE staff assigned to the Testing Center shall collect all accomplished, spoiled and unused NFE A&E Test Registration Forms from the TRO at the of the test registration period.
- The BNFE staff shall check that the number of accomplished, spoiled and unused NFE A&E Test Registration Forms that he/she received from the TRO match the totals indicated by the TRO on the form.
- After verifying the correctness of the totals indicated, the BNFE staff will accomplish the Acknowledgement Receipt and write his/her name in block letters on the lower portion "Received by" and affix his/her signature and the date over his/her name.
- One copy shall be given to the BNFE and one copy shall be retained by the TRO.





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



Sama-Sama  
sa DECS

Tanggapan ng Kalihim  
Office of the Secretary

August 12, 1999

DECS ORDER  
No. 85, s. 1999

BREACH OF SECURITY IN NATIONAL EXAMINATIONS  
AND CORRESPONDING SANCTIONS

To: Bureau Directors  
Regional Directors  
Schools Superintendents  
Private Elementary and Secondary School Principals

1. Pursuant to Paragraph 5 of DECS Order No. 78, s. 1999, and Paragraph 3 of DECS Memorandum No. 255, s. 1999, the following acts are deemed as violations/infractions of security pertaining to national examinations:

- a. Reading of test booklets other than the examinee;
- b. Loss of test booklets;
- c. Late submission of test booklets and/or answers sheets after the required time;
- d. Photocopying of test booklets;
- e. Infringement of copyright;
- f. Supplying the answers to examinees; and
- g. Allowing impostors and substitute examinees.

2. Any or all of the following sanctions will be imposed on any or all of the aforementioned violations:

- a. Withdrawal of incentives/benefits of those involved;
- b. Closure of testing center where the irregularity/ies occurred; and
- c. One to three-month suspension of salaries of those concerned.

3. In the case of infringement of copyright, legal remedies will be considered.

4. Strict compliance with and wide dissemination of this Order are hereby enjoined.

*Andrew Gonzalez*  
ANDREW GONZALEZ, FSC  
Secretary