



REPUBLIKA NG PILIPINAS

REPUBLIC OF THE PHILIPPINES

**KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS**  
**DEPARTMENT OF EDUCATION, CULTURE AND SPORTS**

DECS Complex, Meralco Avenue  
Pasig City, Philippines



Sama-Sama  
sa DECS

*Tunggapan ng Pangalawang Kalihim*  
*Office of the Undersecretary*

**JUN 08 2001**

**DECS ORDER**

No. 24, s. 2001

**JULY 2001 NONFORMAL EDUCATION ACCREDITATION AND  
EQUIVALENCY (NFE A&E) TEST ADMINISTRATION**

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

1. The July 2001 Nonformal Education Accreditation and Equivalency (NFE A&E) Tests will be administered in approved designated Testing Centers on 1 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:

- National Capital Region - All Schools Divisions
- Region IV - Oriental Mindoro and Romblon
- Region V - Catanduanes, Masbate and Sorsogon
- Region VI - Aklan, and Antique
- Region VII - Cebu City, Lapu-lapu City, Mandaue City, and Bohol
- Region VIII - Southern Leyte and Western Samar
- Region IX \* - Zamboanga del Norte, Zamboanga del Sur, and Basilan
- Region XII \* - North Cotabato and Sultan Kudarat
- Cordillera Administrative Region (CAR) - Abra and 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). They should have been out-of-school for at least three (3) months on the date of registration.

3. The NFE A&E Tests are open also 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 Learning Support Delivery System (LSDS), 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 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.
4. 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.
5. There will be two levels of the NFE A&E Tests – **Elementary Level** (approximately three hours and thirty minutes) and **Secondary Level** (approximately four hours and fifteen minutes) 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. The Elementary and Secondary Level Tests will also include an authentic writing assessment as previously announced. Both the Elementary and Secondary Level Tests will be administered **simultaneously in the morning of 1 July 2001**. The test activities will start at 7:30 a.m.
6. In order to qualify for an Elementary or Secondary Level Certificate, NFE A&E examinees will have to meet the minimum requirements of **both the multiple choice test and the writing assessment** to be eligible to receive an NFE A&E Certificate.
7. The Bureau of Nonformal Education (BNFE) will be conducting limited trials of alternative assessment and certification methodologies in selected testing centers for a small sample of NFE A&E LSDS Learners who have registered to take the test. Further information for those participating in this alternative assessment research process, including list of testing centers is included in Enclosure No. 3.
8. There will absolutely be **no change in the date of the NFE A&E Tests**.
9. 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.
10. 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 (BEE), Bureau of Secondary Education (BSE), Educational Development Projects Implementing Task Force (EDPITAF), School Health and Nutrition Center (SHNC), Regional Offices and Schools Divisions shall oversee this testing activity. The BNFE Director, Regional Directors and Schools Division Superintendents shall ensure the effective supervision and administration of these tests in their respective sphere of responsibility. All these offices shall assist the BNFE in the monitoring of the test administration. A one-day orientation with the forecited personnel will be conducted on 22 June 2001 relative to the test administration.
11. The Testing Centers, which also serve as 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 Enclosure No. 1. A complete list of approved Testing Centers is attached in Enclosure No. 2. **No change of Testing Centers** will be allowed unless absolutely necessary and **with written approval** of the Undersecretary for Programs and Projects, the Assistant Secretary for Programs or the Director IV of the BNFE. 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 examinees are assigned to a testing room in the ground floor nearest the gate and/or toilet.

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

13. **Two days before the Tests, an Orientation on the Test Administration and the use of the Examiner's Manual for Test Administration will be conducted by the DECS Central Office staff and CEM staff in the Division Level for the Testing Center Administrators, Examiners and Roving Proctors and other concerned staff on 29 June 2001.**

14. **Elementary and Secondary level examinees should be at the designated Testing Centers before 7:30 a.m. on the day of the tests, bringing with them the lower portion of the Test Registration Form for presentation to the Examiner.**

15. **Service Credit and Honorarium**

All duly designated officials and staff who will serve during the conduct of the tests will be given honorarium for the service rendered. Moreover, teachers serving as examiners, and roving proctors will be given service credit of two days for the actual service rendered on the day before and during the tests.

16. **Attached are the following Enclosures:**

- No. 1 - Guidelines on the Administration of the NFE A&E Tests
- No. 2 - Final List of Approved Testing Centers
- No. 3 - Guidelines for Sites Participating in Limited Trials of NFE A&E Alternative Assessment and Certification Methodologies
- No. 4 - DECS Order No. 85, s. 1999

17. **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.**

18. **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  
DECS Order No. 8 and 47, 57 and 61, s. 2000

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

To be indicated in the Perpetual Index

under the following subjects:

ACCREDITATION

EQUIVALENCY TEST

EXAMINATION

NONFORMAL EDUCATION

POLICY

## **GUIDELINES ON THE ADMINISTRATION OF THE NFE A&E TESTS**

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

**A. Overall Management and Supervision of the Officials involved in the conduct of the NFE A&E Tests and their functions:**

**1. National Level**

*BNFE Director*

- Schedules the Orientation (to be conducted by BNFE and CEM) of the:
  - BNFE, CEM, NETRC, BEE, BSE, SHNC and EDPITAF Staff involved in the NFE A&E Tests
  - Regional Directors, Assistant Regional Directors, Superintendents, Assistant Superintendents in charge of NFE, NFE Chiefs and Assistant Chiefs and Division NFE Supervisors
- Coordinates with the Regional Offices, and Division Offices on matters relative to the Test activities
- Stays in the DECS Central Office and oversees the general conduct of the tests through appropriate communication channels
- Provides assistance to requests/calls received
- Responds to any eventualities
- Receives reports on Test activities
- Conducts debriefing sessions with the BNFE, NETRC, BEE, BSE, SHNC and EDPITAF staff

*BNFE, NETRC, BEE, BSE, SHNC and EDPITAF Staff*

- Attends orientation conducted by the BNFE and CEM Staff, on the conduct of the Tests and the use of the Examiner's Manual for Test Administration
- Conducts orientation of the Testing Center Administrators, Examiners and Roving Proctors in collaboration with CEM on the conduct of the Tests and on the Examiner's Manual for Test Administration two days before the test
- Inspects/checks the Testing Center assigned to her/him a day before the actual testing day
- Reports to the assigned Testing Centers before 7:00 o'clock a.m. on Testing Day.
- Monitors the administration of the Tests
- Prepares a report on the observations made on testing day for submission to the BNFE Director
- Jointly selects the Examiners with CEM staff during the Orientation together with the Superintendent who appoints the examiners and roving proctors based on the criteria set
- Interviews test takers in the elementary and secondary levels after the tests
- Retrieves the required reports from the Regional and Division Management Committees and Testing Center Administrator for submission to the BNFE Director
- Retrieves the upper portion of the original Registration Form from the Examiners for submission to the BNFE Director
- Attends debriefing sessions with the BNFE Director upon return to the DECS Central Office

*CEM Staff*

- Serves as the Chief Examiner
- Participates in the orientation of the BNFE, CEM, NETRC, BEE, BSE, SHNC and EDPITAF staff, on the conduct of the Tests and the use of the Examiner's Manual for Test Administration
- Conducts orientation/training of the Testing Center Administrator, Examiners and Roving Proctors in collaboration with the BNFE, CEM, NETRC, BEE, BSE, SHNC and EDPITAF Staff

on the conduct of the tests and the use of Examiner's Manual for Test Administration 2 days before the test.

- Jointly selects the Examiners with the DECS Central Office Staff during the orientation together with the Superintendent who appoints the examiners and roving proctors based on the criteria set
- Conducts role playing on how to arrange the examinees and how to distribute and retrieve the test materials during the abovementioned orientation/training of Testing Center Administrators, Examiners and Roving Proctors.
- Monitors the administration of the Tests
- Prepares a report on the observations made on testing day for submission to the BNFE Director and the President of CEM
- Ensures the security of the test materials
- Brings the test materials to the Testing Centers
- Distributes and retrieves the Test Materials to the Examiners before 7:00 o'clock in the morning on the day 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
- Checks and analyzes the test results
- Prepares a report on administration of the NFE A&E tests
- Submits to the BNFE Director the test results and final report on test administration

## 2. *Regional Level*

### *Regional Director*

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

### *Regional Test Management Committee*

- Monitors the test administration in Divisions with large number of registrants
- Records all problems and difficulties encountered and steps taken to solve them for submission to the BNFE/NETRC/BEE/BSE/SHNC/EDPITAF/CEM staff assigned in the Testing Center
- Prepares a report on the conduct of the Test in the Region for submission to BNFE/NETRC/BEE/BSE/SHNC/EDPITAF/CEM staff

The Regional Testing Coordinator shall orient the Regional NFE Supervisors on the policies regarding the conduct of the tests.

## 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 Tests in the Division. The members of this Committee are 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 Testing Centers, (which were used as Registration Centers) based on the criteria set
- Facilitates the conduct of the Test Administration orientation and allows all concerned to attend the orientation
- Attends the orientation 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 and appoints Division Supervisors, (except the Division NFE Supervisors) and District Supervisors, school heads, master teachers, District NFE Coordinators and teachers who are **not NFE A&E Instructional Managers nor Test Registration Officers** to serve as Examiners in accordance with the criteria for selection. Test Registration Officers may be appointed as Roving Proctors
- Appoints examiners and roving proctors jointly selected by him/her and the BNFE/NETRC/BEE/BSE/SHNC/EDPITAF and CEM staff during the Orientation. Room assignments of the examiners and roving proctors will be determined only during or after the Orientation.
- Facilitates the smooth administration of the tests
- Monitors the administration of the tests
- Approves/grants service credit to concerned deserving teachers who served during the test
- Liaise with Local Government Unit (LGU) for logistical support during the test administration, e.g., transportation for examinees in remote areas

#### *Division Test Management Committee*

- Monitors the test administration in the Division
- Records all problems and difficulties encountered and steps taken to solve them for submission to the BNFE/NETRC/BEE/BSE/SHNC/EDPITAF and CEM staff

#### *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 master list of registrants for each Testing Room and Testing Center - arranged alphabetically per testing room with at most 30 examinees per room
- Coordinates and monitors the conduct of the NFE A&E Tests in the Division
- Prepares a report on the conduct of the Tests in the Division for submission to the BNFE, copy furnished the Regional Office.

#### *Testing Center Administrator (The Principal/ School Head of the Testing Center of the School Where the Tests Are Held)*

- Serves as member of the Division Test Management Committee
- Serves as Testing Center Administrator on testing day
- Attends the Orientation on the NFE A&E Test Administration to be conducted in the Division
- Provides streamers or posters announcing the schedule of the tests, with the school serving as the testing center.
- Provides the examination rooms with **only 30 armchairs** per testing room at least two days before the examination day
- Makes available clean toilets with doors for use during the tests
- Makes available a Master List of Examinees Per Testing Room the day before and on the day of the Tests
- Provides one room as Test Distribution Center, preferably his/her office

- Provides a bulletin board in front of the main building showing the location of the testing rooms and giving 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 Tests
- Assists in the supervision of the overall conduct of the tests
- Assists in safeguarding the confidentiality of the test materials
- Records all the problems and difficulties encountered and steps taken to solve them for submission to the BNFE/NETRC/BEE/BSE/SHNC/EDPITAF staff assigned in the Testing Center
- Assigns the school security guard, janitor 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. However, the participating NFE A&E LDS Service Providers and their selected Instructional Managers who are participating in the pilot portfolio assessment will be allowed in the Testing Center at 12:00 noon on testing day to attend a meeting with their test takers and the BNFE staff.

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

- Distributes the Test Materials to the Examiners before 7:00 o'clock in the morning on the day 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

*Examiner (who is not a Division NFE Supervisor, an NFE A&E Instructional Manager nor Service Provider nor Test Registration Officer)*

- Attends the orientation of the examiners and roving proctors to be conducted in the Division
- Familiarizes himself/herself with the Examiner's Manual for Test Administration before the day of the Tests
- Goes to the Testing Center the day before the Tests to check that there are only (30) armchairs in each of the testing room, prepares the board work and posts the NFE A&E Test Form 1 - List of Examinees by Testing Room near the door of the Testing Room
- Reports to his/her assigned Examination Center to receive the test materials from the Chief Examiner before 7:00 o'clock in the morning on the day of the tests
- Checks the number of Test Booklets and Answer Sheets received before proceeding to the Testing Room
- Checks the identity of the examinees against the registration forms before allowing them to enter the Testing Room
- Gives preliminary instruction to examinees before distributing the test materials strictly in accordance with the script/text detailed in the Examiner's Manual for Test Administration
- Issues two (2) copies of a special Examinee Registration Identification Number sticker to each examinee. (These stickers contain the examinee's unique NFE A&E Test Registration Number. The examinee will place one sticker on his/her multiple choice test answer sheet and the second sticker on the writing composition answer sheet.)
- Distributes systematically the test materials to the examinees in accordance with the Examiner's Manual for Test Administration
- Answers queries from examinees regarding preliminary instructions
- Administers the tests 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 (that they are writing the answers on the answer sheets and not on the test booklet nor scratch paper) but does not read the test questions

- Retrieves from the examinees **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 retrieval is being done and until after ensuring that all the test booklets and answer sheets have been collected and accounted for
- Returns **all the Test Booklets, Answer Sheets,** and Examiner's Manual for Test Administration to the Chief Examiner who is a CEM Staff
- Accomplishes and submits list of actual Examinees to the Chief Examiner
- Submits to the BNFE/NETRC/BEE/BSE/SHNC/EDPITAF Staff the **original Registration Form** and other required reports

Examiners will be selected jointly by the Schools Division Superintendent, and the BNFE/NETRC/BEE/BSE/SHNC/EDPITAF and CEM staff in accordance with the following criteria:

- commanding personality with modulated voice
- honesty and probity
- commitment
- satisfactory performance during the conduct of previous NFE A&E Tests (if applicable)
- successful completion of training for test examiners and roving proctors conducted by CEM (including role playing)

*Roving Proctor who is not a Division NFE Supervisor, an NFE A&E Instructional Manager or Service Provider (one for every five testing rooms)*

- Goes around the Testing Rooms and gives assistance to the Examiners whenever necessary. (Does not stay in one room together with the other roving proctors).
- Accompanies the Examinees to the restroom and/or clinic whenever necessary

*Janitor (one for every seven 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.
- Sees to the availability and cleanliness of the toilets and rooms before and after the tests
- Returns the armchairs inside the testing rooms after the tests
- If assigned by the Principal, stays at the gate and sees to it that **only the examinees, DECS and CEM officials and staff with ID Cards** provided by BNFE are allowed in the Testing Center during the testing day

The following guidelines will be observed in assigning the number of Examiners and Roving Proctors in the concerned Testing Centers for cost – effectiveness when there are low numbers of registrants When there is/are:

1. Only one testing room in the Testing Center
  - CEM Chief Examiner will serve as the Examiner; and
  - The BNFE/NETRC/BEE/BSE/SHNC/EDPITAF staff will serve as the Examiner in the latecomers' room. The Testing Center Administrator will serve as the Roving Proctor. There is **no need** to assign an Examiner nor a Roving Proctor.
2. Two testing rooms:
  - There will be one (1) Examiner for every Testing Room
  - CEM Chief Examiner will serve as the Examiner; and
  - The BNFE/NETRC/BEE/BSE/SHNC/EDPITAF staff will serve as the Examiner in the latecomers' room. The Testing Center Administrator will serve as the Roving Proctor. There is **no need** to assign an Examiner to the latecomers' room nor a Roving Proctor.



3. For three or more rooms

There will be one (1) Examiner for every Testing Room, one (1) Roving Proctor for every five (5) testing rooms. In some instances when there are less than five examinees in excess of the last group of 30, the Chief Examiner (CEM) is authorized to assign the examinees to other rooms.

There will be one latecomers' room only which can serve both elementary and secondary levels. There will be one (1) Examiner assigned to this room.

4. Latecomers may still be allowed to enter the Testing Room while the examinees are still filling up the Information part of the Answer Sheet but will no longer be allowed to enter the Testing Room after the distribution of the test booklets. They should go to the Testing Room provided for latecomers.

The Testing Center Administrator (School Head of the Testing Center) will serve on testing day, regardless of the number of testing rooms.

4. For Testing Centers where there is a room specifically for hearing-impaired examinees, a SPED Teacher or a chaperon may be allowed to interpret in sign language the instructions/directions the filling out of forms. They will, however, not be allowed to stay in the testing room during the tests.

#### B. Procedures to be Followed Before and During the Test Administration

##### *Phase 1: Pre-Administration*

##### Two Days Before the Test

Upon arrival at the Division, the BNFE/NETRC/BEE/BSE/SHNC/EDPITAF and CEM staff shall go to the Division Office to meet with the Schools Division Superintendent and the Division Test Coordinator. They shall serve as resource persons in the Orientation to be conducted in the Division Level for the Testing Center Administrators, Examiners and Roving Proctors on the Test administration and the use of the Examiner's Manual for Test Administration. The Division Superintendent shall facilitate the conduct of this Orientation.

##### The Day Before the Test

A day prior to the administration of the Test, the Examiners must check the Testing Rooms, prepare the board work in accordance with the format to be provided by the BNFE and check that there are only thirty armchairs in each testing room. No more than thirty (30) 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 materials to the Examiners before 7:00 o'clock in the morning on the day of the test.
2. Without opening the seal, the Examiner counts the number of the tests materials in the presence of the Chief Examiner, the BNFE/NETRC/BEE/BSE/SHNC/EDPITAF Staff and signs the Acknowledgement Forms stating the number and condition of the Test Booklets and Answer Sheets received.
3. The Examiner should remember that the time frame for each "Bahagi" of the Multiple-Choice Tests is for guidance only but the total time frame for the whole test is fixed and must be observed. The Examiner must ensure the accuracy of their board work concerning the suggested time frames for each Bahagi and the start and end of the test. They shall or refer to the Examiner's Manual for Test Administration for details.

### *Phase 3: Retrieval of Test Materials*

1. After the test, the Examiner 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. The Examiner should also check that the special examination Registration Number Stickers have been correctly placed by examinees on all multiple-choice and writing composition test answer sheets.
2. The Examiner shall likewise submit the List of Actual Examinees who took the tests and all the required reports to the Chief Examiner.
3. The Chief Examiner shall receive all the Test Materials and List of actual Examinees

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

The examinees will be required to strictly comply with the rules governing the administration of the NFE Tests. These include:

- Eating, drinking and smoking are not allowed in the Testing Room
- All bags, learning materials, notebooks, cellular phones and calculators are to be placed in **front of the chalkboard near the Examiner's/teacher's table**. Calculators shall immediately be confiscated if examinees are caught using these during the tests.
- 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 in the company of and under the supervision of a Roving 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
- Examinees who are differently-abled i.e., deaf mutes shall be provided assistance during examiner's explanation of instruction

Registrants/Examinees who misrepresent themselves with regards to age, and status (out-of-school for at least three months) and are caught cheating, plagiarizing or attempting to substitute examinees, or having themselves substituted by another person will automatically have their registration and test papers and test results cancelled/invalidated and they will be disbarred from taking the NFE Test again for a period of two (2) years.

### *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 and Examiners to ensure the confidentiality of the test materials and integrity of the tests.

### *Processing of Test Results*

The completed test papers will be processed by the Center for Educational Measurement. The multiple-choice test will be computer-scored while the writing composition test will be marked by a panel of assessors. In order to qualify for an elementary or secondary NFE A&E Certificate, examinees must successfully pass **both** the multiple-choice and the writing composition tests.

### *Release of Test Results*

Results of the Tests will be announced in August 2001 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.

Results of the Tests will also be sent to individual examinees to their respective addresses detailed in their test registration form by the BNFE two weeks upon receipt of the test results from the Center for Educational Measurement.

#### *Issuance of Certificates*

NFE A&E Certificates which bear the signature of the DECS Secretary may 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 Pass the NFE A&E Tests*

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

Those who passed the NFE A&E secondary level tests will be accepted into TESDA post-secondary schools and the NFE A&E Elementary and Secondary level test passers will also be accepted in vocational training programs offered in TESDA Training Centers pursuant to the Memorandum of Agreement (MOA) signed by DECS and TESDA on October 8, 1999. (Refer to DECS Order No. 110, s. 1999).

Likewise, passers in the secondary level, too, will be accepted to post-secondary/training education programs of Philippine Association of State Universities and Colleges (PASUC) member institutions subject to the usual screening procedures of such institution for regular enrollees, pursuant to the Memorandum of Agreement (MOA) signed by DECS and PASUC on May 9, 2000. (Refer to DECS Memorandum No. 344, s. 2000).

Passers in the secondary level may apply for scholarship at the Meralco Foundation, Inc. (MFI), if qualified and after undergoing the usual screening processes. (Refer to DECS Memorandum No. 533, s. 2000).

Furthermore, the Civil Service Commission (CSC) recognizes the Nonformal Education Accreditation and Equivalency (NFE A&E) Elementary and Secondary Level Certificates as valid documents for purposes of permanent appointment to government positions requiring completion of elementary or high school education, provided the other requirements are met, pursuant to CSC Resolution No. 000499 dated February 24, 2000 (Refer to DECS Order No. 20, s. 2000).

In addition, passers in the secondary level will be accepted into the post-secondary education programs of CHED member institutions subject to the usual screening procedures of such institutions for regular enrollees. Also, passers in the secondary level will be eligible for consideration of the Recognition of Prior Learnings through access to CHED's Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP). (Refer to DECS Memorandum No. 101, s. 2001).

**LIST OF NFE A&E TESTING CENTERS**

1 July 2001

*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 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
  - ◇ Pio del Pilar Elem. School
  - ◇ East Rembo Elem. School
  
- ◆ *Muntinlupa City*
  - ◇ Alabang Elem. School
  - ◇ Camp Sampaguita
  - ◇ Marillac Hills
  - ◇ Maximum Security
  - ◇ Muntinlupa Elem. School

- ◆ *Manila*
  - ◇ P. Gomez Elem. School
  - ◇ Villamor High School
  - ◇ Torres High School
  - ◇ Manila City Jail
  
- ◆ *Marikina*
  - ◇ Marikina Elem. School
  
- ◆ *Las Piñas*
  - ◇ Las Piñas Elem. School
  
- ◆ *Taguig and Pateros*
  - ◇ Upper Bicutan Elem. School

*Region IV*

- ◆ *Oriental Mindoro*
  - ◇ Bulalacao Central School
  
- ◆ *Romblon*
  - ◇ Cajidiocan Central Elem. School

*Region V*

- ◆ *Catanduanes*
  - ◇ San Andres Central School
  
- ◆ *Masbate*
  - ◇ Inocencio-Celera Central School
  
- ◆ *Sorsogon*
  - ◇ Irosin Central School

*Region VI*

- ◆ *Aklan*
  - ◇ Libacao Elem. School
  - ◇ Malinao Elem. School
  
- ◆ *Antique*
  - ◇ Barbaza Central 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**
  - ◇ Pusok Elementary School
  - ◇ Marigondon Elementary School
  - ◇ Sta. Rosa Elementary School
  - ◇ Lapulapu City Jail
- ◆ **Bohol**
  - ◇ Pilar Central Elem. School
  - ◇ Inabanga South Central Elem. School
  - ◇ Talibon Central Elem. School

**Region VIII**

- ◆ **Southern Leyte**
  - ◇ Tomas Oppus Pilot School
  - ◇ Silago Central School
  - ◇ Sogod Elem. School
- ◆ **Western Samar**
  - ◇ Samar National High School
  - ◇ Sta. Margarita Central School

**ARMM**

- ◆ **Maguindanao**
  - ◇ Datu Luminog Pilot School
  - ◇ Barorao Central School
  - ◇ Adaon Central School
  - ◇ Tambunan Central School

**Region IX**

- ◆ **Zamboanga del Norte**
  - ◇ Baliguian Central School
  - ◇ Siayan Central School
  - ◇ Sibuco Central School
- ◆ **Zamboanga del Sur**
  - ◇ Lapuyan Central School
  - ◇ Midsalip Central School
- ◆ **Basilan**
  - ◇ Isabela Central Elem. School

**Region XII**

- ◆ **Sultan Kudarat**
  - ◇ Columbio Central Elem. School
  - ◇ Palimbang Central Elem. School
- ◆ **North Cotabato**
  - ◇ Pikit Central Elem. School
  - ◇ Siilik Central Elem. School
  - ◇ Kabacan Central Elem. School
  - ◇ Carmen Central Elem. School

**CAR**

- ◆ **Abra**
  - ◇ Bucay Central School
  - ◇ La Paz Central School
- ◆ **Ifugao**
  - ◇ Aguinaldo Central School
  - ◇ Banawe Central School

**NFE A&E Guidelines for Sites Participating in Limited Trials of  
Alternative Assessment and Certification Methodologies**

**Expansion of NFE A&E Assessment and Certification Process**

- 1 The Bureau of Nonformal Education (BNFE) will be conducting limited trials of alternative assessment and certification methodologies in selected sites for a small sample of NFE A&E LSDS Test Takers. The purpose of these trials is to expand the NFE A&E Assessment and Certification process to provide a more comprehensive coverage of the competencies of the NFE A&E Curriculum Framework than is possible with the present paper and pencil tests.
- 2 These alternative assessment methodologies are being developed in partnership with the Northern Territory University (NTU), Darwin, Australia, and in coordination with the Center for Educational Measurement (CEM) as part of the Expansion of the NFE A&E Assessment and Certification System.
- 3 In the November 2000 NFE A&E Tests, the Elementary and Secondary level tests included an authentic writing assessment which was pilot-tested during the administration of the aforesaid tests. For the 1 July 2001, the writing composition will form part of the certification process for all NFE A&E Test examinees.
- 4 As the next step in the expansion of the NFE A&E Assessment and Certification Process there will be a tryout of a new portfolio assessment process in selected PNFE sites. Participating NFE A&E Learning Support Delivery System Service Providers (NFE A&E LSDS SPs) together with their Instructional Managers (IMs) will be required to assist learners in the compilation of a learner's portfolio detailing evidences of learning, prior life experiences and other skills.
- 5 Those NFE A&E LSDS participating in the limited trials of the alternative assessment and certification process who register to take the July NFE A&E Test will have to submit the **Presentation Portfolio** through the following: for NCR, BNFE staff will do the collection of the Presentation Portfolio from the Learning Centers, for Region VII, collection will be done by the Regional Office personnel who will then forward to the BNFE the assessment documents through the fastest means, and Region XII will submit to the Bureau through courier and must reach BNFE not later than July 12, 2001. Under no circumstances will there be an extension of the submission of same. Further details of the same will be forwarded to the Region/Division Offices and Testing Centers at a later date.
6. The Testing Centers that will participate in the expansion of the certification process in the concerned regions/divisions are the following:

**National Capital Region**

*Quezon City*

Commonwealth Elementary School

*Muntinhupa*

Muntinhupa Elementary School

*Manila*

P. Gomez Elementary School

Villamor High School

Torres High School

**Region VII**

*Mandaue City*

Mandaue City Central School

*Lapu-lapu City*

Lapulapu City Central School

Marigondon Elementary School

Sta. Rosa Elem. School

City Jail of Soong

**Region XII**

*Sultan Kudarat*

Columbio Central Elementary School

*North Cotabato*

Kabacan Central Elementary School

7. The inclusion of portfolio assessment in the NFE A&E Tests in the try-out is part of the research process. In the event that the limited trials are successful, the use of portfolio assessment as a component of the NFE A&E Assessment and Certification Process will eventually be expanded to other sites.
8. Any breach of security and violation of policies governing the use of portfolio assessment as part of the NFE A&E Assessment and Certification Process, such as falsification of documents, misrepresentation of accomplishments, plagiarism of portfolio materials and other related acts will be dealt with in accordance with the provision of DECS Order No. 85, s 1999 (Enclosure No. 4)
9. Additional guidelines for the NFE A&E LSDS learners' submission of the learner's portfolio during the NFE A&E Test administration will be issued to the Regional and Division Offices, participating NFE A&E LSDS Service Providers, Instructional Managers and Learners. These will also be discussed by the BNFE staff in a meeting with the learners/test takers who are participating in the pilot portfolio assessment **immediately after the NFE A&E tests.** The participating NFE A&E LSDS Service Providers and their selected Instructional Managers who are participating in the pilot portfolio assessment are requested to report to the Testing Centers where their learners are taking the test at 12:00 o'clock on 01 July 2001 to attend this meeting. Lunch will be served to the participants to this meeting chargeable to the ADB-assisted Philippines Nonformal Education Project funds.



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Pasig City, Philippines



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*Office of the Secretary*

**JUN 22 2001**

**DECS ORDER**  
No. 26 s, 2001

**COLLECTION OF FEES BY  
PARENT-TEACHER-COMMUNITY ASSOCIATIONS**

To Undersecretaries/Assistant Secretaries  
Bureau/Service/Center Directors  
Regional Directors  
Schools Division/City Superintendents

**General Policy**

In line with the objective of promoting school-community partnerships, the establishment, funding and continued operation of Parent-Teacher Associations (PTAs) or Parent-Teacher-Community Associations (PTCAs) in public schools shall be strongly encouraged and supported. These associations founded on the noble principles of volunteerism are important vehicles for generating funds as well as mobilizing community support for the school.

To ensure accountability and to clearly establish their judicial personality, PTCAs are required to incorporate or register, as the case may be, with the Securities and Exchange Commission (SEC), Cooperative Development Authority (CDA) or other appropriate agencies. Incorporation or registration will be useful in fund raising as donations to the PTCA will be eligible for tax incentives provided under existing laws. Under RA 8525 on the Adopt-a-School Program, the following types of assistance may be given to the public schools and shall be considered as eligible for tax incentives: staff and faculty development, construction and upgrading of facilities, provision of books and other instructional materials and equipment, and modernization of instructional technologies through computers, televisions, internet, satellite programs, etc.

**Guidelines in the Setting and Collection of PTCA Fees**

**Socialized Contributions**

While it is recognized that PTCAs rely heavily on contributions from parents for funding, PTCAs are enjoined to adopt a socialized system of contributions whereby poor parent-members do not have to bear a heavy financial burden while parent-members who have a higher capacity to pay can make contributions corresponding to such capacity. *cyR*



## Collection of Fees

The following guidelines shall be followed in the collection of PTCA fees:

1. The amount of the PTCA fee shall be determined by the PTCA members themselves at a meeting called for the purpose, provided such collections are made on a voluntary basis and are not required for admission or transfer purposes. Plans of the PTCA on the use of collections should be presented during this meeting.
2. PTCA fees shall be collected by PTCA representatives and not by the public school teachers. Appropriate arrangements shall be made by the PTCA with the school management on how and where the collections are to be made. Prior to collection, the following reports are required to be submitted to the school principal: a) PTCA resolution approving the collection of PTCA fees for the current schoolyear, and b) report on receipts and expenditures of PTCA fees collected in the preceding schoolyear.
3. For Schoolyear 2001-2002, the PTCA fees may only be collected between July 4-20, 2001.
4. In schools where the PTCA had already collected fees prior to or even after the issuance of DECS Order No. 22, s. 2001 prohibiting the collection of fees during enrolment, the PTCA shall be allowed to keep the collections provided that any parent-member asking to be refunded of his/her contributions shall be refunded.
5. Should a PTCA decide to initiate school projects which would require fund raising outside the collection period set through this Order, collection of contributions may be undertaken during the course of the schoolyear provided that such contributions are voluntary, the conditions in Item No. 2 are complied with, and that collection is not done through the school or the teachers, e.g., through a general assembly or some other means. The coercive powers of the school shall not be used to collect these voluntary fees.
6. To reduce the need for fund raising by PTCAs from among its members, the PTCA officials/members in collaboration with school officials should make representations with the local government and community organizations for the funding of certain school requirements not funded or inadequately funded by the regular DECS budget for school operations. DECS representatives in the Local School Boards, i.e., school division superintendents and district supervisors, should ensure that the Special Education Fund of the local government unit is used to fund essential school requirements in accordance with the provisions of DECS-DBM-DILG Joint Circular No. 1 s. 1998 and Joint Circular No. 1-A s. 2000.

All DECS field offices and schools are enjoined to disseminate these guidelines and ensure compliance therewith.

*Raul S. Roco*  
**RAUL S. ROCO**  
Secretary

A:\decsorder collection fees by ptcas\rco jdn 31may



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**JUN 08 2001**

DECS Memorandum

No. 198 s. 2001

**Validation of Teacher's Tests in Mathematics, Science and English  
in Public Elementary and Secondary Schools**

To: Regional Directors and Schools Division / City Superintendents Concerned

1. The National Educational Testing and Research Center (NETRC) is developing a standardized set of tests in Mathematics, Science and English to the subject area teachers in public elementary and secondary schools from July 9 to August 4, 2001 in the following regions / schools divisions:

|           |  |
|-----------|--|
| Region 02 | Nueva Vizcaya, Isabela and Quirino                       |
| Region 03 | Bataan, Bulacan and Tarlac                               |
| Region 04 | Cavite, Quezon and Rizal                                 |
| Region 11 | Davao City and Davao del Sur                             |
| NCR       | Makati, Manila, Quezon City, Kalookan and Pasig-San Juan |

2. This set of tests will serve as standardized assessment instruments for in-service training and other related purposes.
3. Cooperation of all concerned is enjoined.
4. Immediate and wide dissemination of this memorandum is desired.

  
ISAGANI R. CRUZ

Undersecretary for Programs and Projects



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**JUN 15 2001**

DECS MEMORANDUM

No. 209 s., 2001

**COMPREHENSIVE SCHOOL HEALTH SERVICES PROGRAM (CSHSP)**

To : Bureau Directors  
Regional Directors  
Directors of Services/Centers and Heads of Units  
Schools Division/City Superintendents  
Private Elementary and Secondary Schools Principals

1. In celebration of Rizal Day on June 19, and as a manifestation of government's concern on the health development of the youth, the Department of Education, Culture and Sports and the Department of Health shall launch the Comprehensive School Health Services Program (CSHSP) with the theme "Dakilang Gawa: Kalinga Para sa Bata at Guro".
2. All school health and nutrition personnel will actualize their commitment to the youth, by conducting health examination of the students and teachers beginning June 19, 2001 and onward. The Philippine Pediatric Society (PPS), Philippine Academy of Family Physicians (PAFP) and the Philippine Association of Physicians on School Health Inc. (PAPSHI) shall be mobilizing the members of their respective local chapters, to extend cooperation and full assistance to this endeavor. The DECS health personnel are expected to initiate coordinative activities with local NGO's and other GO's, to be able to reach out to the targetted segment of the school population. The detailed strategies/activities that will be conducted after June 19 for the CSHSP will be issued in a succeeding memorandum.
3. Regional directors and all school administrators are enjoined to support the program at the operational levels. A report on the aforementioned activities shall be integrated in the quarterly reports on the School Health and Nutrition Program to be submitted to the Health and Nutrition Center, DECS, Pasig City.
4. Wide dissemination of this Memorandum is desired.

*R. C. Bacani*  
**RAMON C. BACANI**  
*Undersecretary*



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**JUN 22 2001**

**DECS MEMORANDUM  
No. 212, s. 2001**

**INTERNATIONAL CONFERENCE ON TEACHER EDUCATION  
(ICTEd 2001)**

**To: Bureau Directors  
Regional Directors  
Schools Division/City Superintendents  
Private Elementary and Secondary Schools Principals**

1. The College of Education of the University of the Philippines will host the Biennial International Conference on Teacher Education (ICTEd) on July 4-5, 2001 at the Manila Galleria Suites, EDSA, Mandaluyong City with the theme "Vision in Action in Teacher Education in the 21<sup>st</sup> Century".
2. The conference aims to:
  - a. bring together the teacher educators from different parts of the world to discuss critical global issues like environment, peace, culture, communication, science and technology and how they interface with teacher education; and
  - b. come up with actions to implement teacher education which is accountable for basic education.
3. Expected to participate are the officials and teachers of both public and private elementary and secondary schools. Public school participants are allowed to attend on official time only. Those from private schools shall make financial arrangements with their respective schools/institutions.
4. For inquiries, call the University of the Philippines, College of Education at telefax no. (632) 929-93-22.
5. Immediate dissemination of this Memorandum is desired.

  
**ISAGANI R. CRUZ**  
Undersecretary

Telefax: 633-93-42  
Direct Line: 631-96-40

(Enclosure No. 4 to DECS Order No. 24 s, 2001)



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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