

# REPUBLIKA NG PILIPINAS

REPUBLIC OF THE PUBLIPPINES

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

DECS Complex, Meralen Avenue Pasig City, Philippines



sa DECS

Tanggapan ng Pangalawang Kalihim Office of the Undersecretary

APR 04 2002

DepEd ORDER No. 11, s. 2002

# REGISTRATION PROCEDURES ON THE MAY 2002 NONFORMAL EDUCATION ACCREDITATION AND EQUIVALENCY (NFE A&E) TESTS

To

Undersceretaries

**Assistant Secretaries** 

Regional, Bureau and Center Directors

Schools Division Superintendents

Heads of Private Schools

The May 2002 Nonformal Education Accreditation and Equivalency (NFE A&E) Tests will be administered in approved designated Testing Centers on May 2002 to qualified Filipino citizens, Balikbayans and Foreigners, in the approved sites of the Philippines Nonformal Education Project sites and other identified sites with NFE A&E implementation in the following Regions:

#### Project Sites

National Capital Region

All Schools Divisions

Region IV

Oriental Mindoro and Romblon

Region V

Catanduanes, Masbate and Sorsogon

Region VI

Aklan, Antique and Capiz

Region VII

Cebu City, Lapu-lapu City, Mandaue City, Bohol and

Negros Oriental

Region VIII

Southern Leyte, Northern Samar 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)

Magnindanao and Lanao del Sur I

Depends on the peace and order situation

Non-Project Sites

Region I - La Union and Pangasinan II

Region II - Cagayan and Isabela

Region III - Bataan, Tarlac and Pampanga

Region IV - Batangas and Cavite
Region V - Camarines Norte

Region X - Cagayan de Oro City and Misamis Oriental

Region XI General Santos, South Cotabato, Davao del Norte, Davao del

Sur and Davao City

Region XII - Cotabato City

- 2. The prospective NFE A&E examinees are Out-of-School Youth and adults, aged 15 years and above (as of 12 May 2002) who are basically literate. 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 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.
- 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 are basically literate and have not corolled in 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, or
  - Learners or individuals who have taken previous NFE A&E Tests but have not passed the test, or
  - BP-OSA learners who may wish to take the NFE A&E Tests in the approved testing centers.
- 4. The potential NFE A&E examinees should be those who are ready for and prepared to take the National Standardized NFE A&E Test both in the elementary and secondary levels. Those who have met the abovementioned qualifications will be allowed to register upon presentation of two copies of recent 1"x 1" photographs (taken within the past twelve months) and any authentic proof of identification. 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. The Test Registration Officer (TRO) should see to it that the registrants have gained basic literacy skills, can accomplish the registration forms by themselves and have met the above-mentioned qualifications before they are allowed to register. Passing the NFE A&E Tests means that the NFE A&E Elementary and Secondary Level passers have gained learning achievement comparable to the graduates of the formal elementary and secondary education system.

- 6. There will be two levels of the NFE A&E Tests Elementary Level (approximately three and a half hours) 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 Curriculum Framework and authentic writing assessment.
- 7. The Registration Period for the NFE A&E Tests starts on 10 April 2002 and ends on 28 April 2002, inclusive of Saturdays and Sundays. 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.
- 8. 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 such as: 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 Regional Operations and Nonformal Education or the Director IV of the BNFE. In view of limited funds, there will only be one (1) Registration/Testing Center per division except for certain divisions in the National Capital Region (NCR) where there are a big number of registrants.
- 9. In project sites which are funded by the World-Bank, Philippine Out-of-School Children Youth Development Program (DSWD and Child Youth Foundation of the Philippines, Inc.); Region II, funded by Plan, Philippines; Region V, Paracale, Camarines Norte and selected divisions in Region XI which are LGU-funded will have to coordinate with BNFE for the registration of their target beneficiaries.
- 10. Only the Test Registration Officers (TROs) who may be a District NFE Coordinator or a teacher (preferably those who were assigned as Test Registration Officers in the previous tests) designated by the principal are authorized to register prospective examinees. The District NFE Coordinators or teachers designated as Test Registration Officers who will register applicants on weekdays, Saturdays and Sundays during the registration period will be granted one day service credit for every eight (8) hours of actual service rendered as verified by the school head upon presentation of a duly accomplished Form 48 submitted to the Schools Division Superintendent (SDS) for the grant of the service credit.
- 11. 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), EDPITAF, School Health and Nutrition Center (SHNC) will be assigned to the approved designated Registration Centers last week of April 2002 to 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). The Regional Offices and Schools Divisions shall also oversee the registration activities.
- Attached are the following:

No. 1 - Guidelines in the Registration of the NFE A&E Tests

No. 2 - List of Designated Registration/Testing Centers

No. 3A - NFE A&E Test Registration Form (Elementary Level)
No. 3B- NFE A&E Test Registration Form (Secondary Level)

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

RAMON C. BACANI Undersceretary

Reference:

DECS Order Nos. 22, 40, 85 and 92 s. 1999

DECS Order No. 8, 47 and 61, s. 2000,

DECS Order No. 24, s. 2001

Allotment:

I - (D.O.50 - 97)

To be indicated in the <u>Perpetual Index</u> under the following subjects:

ACCREDITATION
EQUIVALENCY TEST
EXAMINATION
NONFORMAL EDUCATION
POLICY

(Inclosure No.1 to DepEd Order No. 11, s. 2002)

# GUIDELINES IN THE REGISTRATION 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:

- 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 basically literate and 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"x1" picture (which resembles 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"x1" 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 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. The lower portion of the Test Registration Form intended for the registrant should not be retained by the Test Registration Officer.
- 9. 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.
- 10. The **original copy** of the upper portion of the Registration Forms will be brought by the BNFE, NETRC and other Central Office staff to the DepEd Central Office after the Registration Period for photocopying and further documentation. These will be brought back to the Testing Centers two days before the test.

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

One Central School per Division shall operate as the Registration and Testing Center except for NCR which there is a largest number of registrants. 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

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 DepEd 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.

### Important Information About the NFE A&E Registration Forms:

- Registration Forms are color-coded: The forms with two diagonal lines and blue-colored numbers with the Region, Division, with the specific date of the test, 05122002 test batch and the Level E for Elementary, with the corresponding serial number; three diagonal lines and green colored numbers with the Region, Division, date of the test 05122002 test batch and S for Secondary with the corresponding serial number.
- 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 circumstances should
  any Test Registration form be photocopied and used for other registrants as this will
  seriously disrupt and undermine the test administration system.
- 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 and other Central Office Staff assigned in the area immediately after the registration period.
- Old registration forms issued for the 13 June, 27-28 November, 1999, 7 May, 24 September, 26 November 2000 and 1 July 2001 tests shall not be used.
- Should additional registration forms be needed, BNFE will send these forms to the Division Offices concerned upon request
- 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.

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

- 1. Registers qualified prospective registrants in the designated school.
- 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).
- 3. Checks the two copies of 1"x1" photographs show the likeness of the applicant and sees to it that they printed and signed their names at the back of the ID pictures.

- 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 registrants)
- 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. Staples the 2 ID pictures of the registrants in the appropriate boxes in the upper and lower portion of the registration form.
- 8. Gives the lower portion of the NFE A&E Test Registration Form which 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.
- 9. Retains the duly accomplished upper portion of the Test Registration Form. This shall be used as the basis in accomplishing the NFE A&E Test Form 1 which is the List of NFE A&E Registrants by Testing Room at only thirty (30) per room with the surnames arranged alphabetically 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.
- 10. Accomplishes NFE A&E TRM-01 (Tally Sheet) for NFE A&E Registration for Elementary and Secondary Levels. 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.
- 11. Accomplishes NFE A&E Test Form No. 1 in four (4) copies, taking special care to ensure the accuracy and legibility of the entries, pictures, the name and test registration number of the test registrant. Two(2) copies 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 and duplicate copies will be brought by the BNFE and Central Office staff to the Central Office for reference of the BNFE. 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. Signs the lists and submits the original and duplicate to the BNFE and Central Office staff assigned in the area. Submit 3<sup>rd</sup> and 4<sup>th</sup> copies to the Test Center Administrator for use during the testing day.
- 13. Informs the registrants immediately, in cases where BNFE discovers that the registrants are disqualified to take the NFE A&E Tests.

### LIST OF NEE A&E TESTING CENTERS

12 May 2002

#### Project Sites

#### National Capital Region

- Quezon City
- Commonwealth Elem. School
- Don, A. Roces Sr. Voc'l. High School
- ♦ Caloocan City
- ☆ Grace Park Elem, School
- Bagong Silang Elem. School
- Pasay City
- Pasay City East High School
- Pasay City Youth Center
- Parañaque City
- Parañaque Elem, Central School
- Kabihasnan Elementary School
- Pasig and San Juan
- Pasig City Elem, School
- Pinaglabanan Elem School ;
- Mandaluyong City
- Mandaluyong Elem. School
- Correctional Institute for Women.
- Malabon-Navotas
- Navotas Elem, School
- \* Makati City
- Makati Elem, School
- East Rembo Elem, School
- ♦ Muntinlupa City
- Alabang Elem, School
- 💠 Camp Sampaguita
- Maximum Security
- Muntinlupa Elem, School
- \* Las Piñas
- 🗘 Las Piffas Elem, School
- Taguig and Pateros
- Upper Bicutan Elem, School
- Manila
- ♦ P. Gomez Elem. School
- Torres High School
- 🗘 Manila City Jail
- ♦ Marikina
- Marikina Elem, Schoel
- ♦ Valenzuela City
- Malinta Elementary School

#### Region IV

- Oriental Mindoro
- Benito R. Villar Memorial School
- \* Romblon
- Rombion West Central School

#### Region V

- Catanduanes
- Virac Pilot Elementary School
- Sørsøgøn
- Casiguran Central School
- ♦ Masbate
- Tomas M. Conde Central School

#### Region VI

- \* Aklan
- Kalibo Elementary School I
- \* Antique
- Barbaza Central Elementary School
- Capiz
- Capiz National High School

#### Region VII

- + Cebu City
- ♦ Cebu City Central School
- Mandaue City
- Mandaue City Central School
- ◆ Lapu-Lapu City
- Science and Technology Education Center (Elementary and Secondary Buildings)
- \* Bohol
- Talibon Central Elem. School
- \* Negros Oriental
- Bayawan East City Central School

#### Region VIII

- Southern Leyte
- Sogod Elementary School
- Northern Samar
- Catarman I Central School
- Western Samar
- Samar National High School

#### Region IX

- Zamboanga del Norte
- Liloy Central School
- \* Zamboanga del Sur
- Lapuyan Central School
- Basilan
- Isabela Central Elementary Pilot School

#### ARMM

- Maguindanao
- Mapayag Elementary School

#### Region XII

- Sultan Kudarat
- Tacurong Pilot Elem. School
- North Cotabato
- Kabacan Central Elem. School

#### CAR

- + Abra
- Bangued West Central School
- Ifugao
- Lagawe Central School

#### Non-Project Sites

#### Region 1

- ♦ La Union
- Agoo East Central School
- \* Pangasinan II
- Bobonan Central School

#### Region II

- Cagayan
- Cagayan National High School
- ♦ Isabela
- Cauayan South Central School

#### Region III

- Bataan
- Balanga Central School
- Panipanga
- San Fernando West Central School

#### Region IV

- Batangas
- Ľ,
- ♦ Cavite
- Maragondon Elementary School

#### Region XII

Cotabato City

#### Region V

- ♦ Camarines Norte
- Jose Panganiban East Central School

#### Region X

- Cagayan de Oro City
- City Central School
- A Misamis Oriental
- Alupihit Central School

#### Region XI

- ♦ Davao City
- Sta. Ana High School
- South Cotabato
- Koronadal Central Elementary School
- Saranggani
- Malapatan Central Elementary School
- Davao Sur
- Davao del Sur National High School
- Davao del Norte
- Kapalong Central Elementary School
- ♦ General Santos City
  - Pedro Acharon Central Elementary School

### Kopya ng BNFE

Sasagittan ng Nagpapatala



## Kagawaran ng Edukasyon Kawaniban ng Edukasyong Nonformal Porma sa Pagpapatala sa NFE A&E Test

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(Pangalan at Lagda ng Test Registration Officer)

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PAALAALA: Pumunta sa itinalagang Testing Center/School sa ikang Mayo 2002 ng 7:00 ng umaga at dalhin ang hahaging ito sa araw at lugar ng pagsusulit. Ito ay magsisilbing permiso sa pagkuha ng pagsusulit, Sinumang walang dala nito ay hindi makakakuha ng pagsusulit. Bawal magdala ng calculator at cellphone sa loob ng testing room.

Sasagutan ng Nagpapatala



#### Kagawaran ng Edukasyon

Petsa ng Pagpapatala:

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dalhin ang bahaging ito sa araw at lugar ng pagsusulit. Ito ay magsisilbing permiso sa pagkuha ng pagsusulit. Sinumang walang dala nito ay hindi makakakuha ng pagsusulit. Bawal magdala ng calculator at cellphone sa loob ng testing room.