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REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
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DepEd ORDER
No. 17 s. 2002

MAY 07 2002

**MAY 2002 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 May 2002 Nonformal Education Accreditation and Equivalency (NFE A&E) Tests will be administered in approved designated Testing Centers on Sunday, 12 May 2002 to qualified Filipino citizens, Balikbayans and Foreigners, in the following regions.

PNFEP 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 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

Non-Project Sites

Region I	- La Union and Pangasinan II
Region II	- Cagayan and Isabela
Region III	- Bataan 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, Davao City and Sarangani
Region XII	- Cotabato City

* 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 12 May 2002) 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 the registration.
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 Learning Support Delivery System (LSDS), or
 - Qualified individuals who are **basically literate** and have not enrolled 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 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.
 - BP-OSA learners who may wish to take the NFE A&E Tests in the approved testing centers.
4. Any misrepresentation made by any registrant with regard to his/her identity, age and status as out-of-school 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 Curriculum Framework and an essay writing test. Both the Elementary and Secondary Level Tests will be administered **simultaneously in the morning** of 12 May 2002. The test will start at 7:30 a.m. Elementary and Secondary level examinees should be at the designated Testing Centers **before 7:30 a.m.** on 12 May, the day of the tests bringing with them the lower portion of the Test Registration Form for presentation to the Examiner.
6. In order to qualify for an Elementary or Secondary Level Certificate, NFE A&E examinees will have to pass both the multiple-choice test and the writing composition assessment. Examinees who fail to meet the minimum requirements of either of these tests will not be eligible to receive an NFE A&E Certificate.
7. There will absolutely be **no change in the date of the NFE A&E Tests.**
8. **No fees shall be paid** by the test registrants/examinees.
9. The Testing Centers, which also serve as Test Registration Centers, are public or private elementary or high schools which were designated/recommended by the Schools Division Superintendents. 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 Regional Operations and Nonformal Education 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.
10. The Bureau of Nonformal Education (BNFE), in coordination with the Center for Educational Measurement (CEM), the National Education Testing and Research Center (NETRC), Health and Nutrition Center (HNC), Bureau of Elementary Education (BEE), Third Elementary Education Project (TEEP), Bureau of Secondary Education (BSE), Secondary Education Development Project (SEDIP), Literacy Coordinating Council (LCC), Office of the Planning Service (OPS), and the 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 aforementioned personnel will be conducted at 1:30 in the afternoon of **8 May 2002** at the Bulwagan ng Karunungan, DepEd Complex, Pasig City.

11. An Orientation on the Test Administration and the use of the Examiner's Manual for Test Administration will be conducted by the DepEd Central Office and CEM staff in the Division Level for the Testing Center Administrators (school principal of the school serving as testing center), Examiners and Roving Proctors and other concerned staff on 10 May 2002, two days or one day before the test at the Division Office or designated testing centers. Principals serving as Testing Center Coordinators, teachers serving as examiners, and roving proctors who will attend the orientation will be reimbursed their travel expenses and will be provided with one snack and one lunch. They are advised to inspect the testing rooms where they are assigned, the day before the test and make the necessary boardwork and to ensure that only thirty (30) armchairs are in the room.

12. **Honorarium**

All duly designated officials and staff who will serve during the conduct of the tests on 12 May 2002 will be given honorarium for the service rendered.

13. Attached are the following Enclosures:

- No. 1 - Guidelines on the Administration of the NFE A&E Tests of July 1 will apply
- No. 2 - Final List of Approved Testing Centers

14. 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.

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

R. C. Bacani
RAMON C. BACANI
Undersecretary

Reference : DECS Order Nos. 22, 40, 85 and 92 s. 1999
DECS Order No. 8 and 47, 57 and 61, s. 2000
DECS Order No. 24, s. 2001

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

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 attended by the DepEd Central, Regional Office Staff involved in the NFE A&E Tests.
- Coordinates with the Regional Offices, and Division Offices on matters relative to the Test activities
- Stays in the DepEd Central Office and oversees the general conduct of the tests through appropriate communication channels
- Provides assistance to requests/calls received and responds to any eventualities
- Receives reports on test activities and test results

DepEd Central and Regional Office Staff

- Attends orientation conducted by the BNFE and CEM, on the conduct of the Tests and the use of the Examiner's Manual for Test Administration
- Conducts orientation of the Testing Center Coordinators, 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 at least 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 with CEM the Examiners 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 and accomplishes the Monitoring forms
- 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

CEM Staff

- Serves as the Chief Examiner
- Participates in the orientation of the *DepEd Central and Regional Office Staff* on the conduct of the Tests and the use of the Examiner's Manual for Test Administration
- Together with DepEd Central and Regional Office Staff conducts orientation/training of Testing Center Administrator, Examiners and Roving Proctors on the conduct of the tests and the use of Examiner's Manual for Test Administration 2 days before the test.
- Jointly selects with DepEd Central Office Staff the Examiners and Roving Proctors, during the Orientation together with the Superintendent who appoints the examiners and roving proctors based on the criteria set
- Monitors the administration of the Tests
- Prepares a report on the observations made on testing day for submission to the BNFE Director and the Acting President of CEM

- Ensures the security of the test materials
- Brings the test materials to the Testing Centers
- Distributes the Test Materials and answer sheets to the Examiners before 7:00 o'clock in the morning on the day of the Tests
- Retrieves the test materials and answer sheets from the Examiners and ensures that all these materials are accounted for
- Checks and analyzes the test results
- Prepares a report on the administration of the NFE A&E tests and 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 *DepEd Central and Regional Office Staff* assigned in the Testing Center
- Prepares a report on the conduct of the Test in the Region for submission to *DepEd Central and Regional Office 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 Coordinators (school head of the school serving as a testing center) as members
- Facilitates the conduct of the Test Administration orientation and allows all concerned to attend the orientation
- Attends the orientation to be conducted by DepEd Central, Regional Office and CEM Staff
- 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 Coordinator
- Recommends and appoints Division Supervisors, (except the Division NFE Supervisor who will monitor the conduct of the tests) 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 them, the Central Office 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 of two days to concerned deserving teachers who served during the test
- Liaise with Local Government Unit (LGU) for 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 DepEd Central Office Staff

Division Test Coordinator (Division NFE Supervisor)

- Serves as member of the Division Test Management Committee
- Attends the orientation to be conducted by DepEd Central and Regional Office and CEM Staff
- 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 Test in the Division for submission to the BNFE, copy furnished the Regional Office.

Testing Center Coordinator (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 Coordinator 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 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 DepEd Central Office and Regional and CEM 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.

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 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 with 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**
- 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 DepEd Central and Regional Office Staff the **original Registration Form** and other required reports

Examiners will be selected jointly by the Schools Division Superintendent, and the DepEd Central and Regional Office 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

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 Coordinator, 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, DepEd Central Office, Regional Office 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
 - There is **no** need to assign an Examiner nor a Roving Proctor. The *DepEd Central Office and Regional Office and CEM staff* will serve as the Examiner in the latecomers' room. The Testing Center Coordinator will serve as the 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
 - There is **no** need to assign an Examiner to the latecomers' room nor a Roving Proctor. The *DepEd Central Office, Regional Office and CEM staff* will serve as the Examiner in the latecomers' room. The Testing Center Coordinator will serve as the 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 Coordinator (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 in the filling out of forms. They will, however, **not** be allowed to stay in the testing room during the tests.

LIST OF NFE 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
- ◆ ***Parañaque City***
 - ⊕ Parañaque Elem. Central 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
 - ⊕ Pio del Pilar Elem. School
- ◆ ***Muntinlupa City***
 - ⊕ Alabang Elem. School
 - ⊕ Camp Sampaguita
 - ⊕ Maximum Security
 - ⊕ Muntinlupa Elem. School
- ◆ ***Las Piñas***
 - ⊕ Las Piñas Elem. School
- ◆ ***Taguig and Pateros***
 - ⊕ Upper Bicutan Elem. School
- ◆ ***Manila***
 - ⊕ P. Gomez Elem. School
 - ⊕ Torres High School
 - ⊕ Manila City Jail
- ◆ ***Marikina***
 - ⊕ Marikina Elem. School
- ◆ ***Valenzuela City***
 - ⊕ Malinta Elementary School

Region IV

- ◆ ***Oriental Mindoro***
 - ⊕ Benito R. Villar Memorial School

◆ ***Romblon***

- ⊕ Romblon East Central School

Region V

- ◆ ***Catanduanes***
 - ⊕ Virac Pilot Elementary School

◆ ***Sorsogon***

- ⊕ 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***

- ⊕ Zapatera Central Elementary 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

◆ ***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

New Sites

Region I

- ◆ **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

◆ **Pampanga**

- ◇ San Fernando West Central School

Region IV

- ◆ **Batangas**
- ◇ Batangas National High School

◆ **Cavite**

- ◇ Marigondon Elementary School

Region XII

- ◆ **Cotabato City**
- ◇ Cotabato Pilot 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

Region V

- ◆ **Camarines Norte**
- ◇ Jose Panganiban East Elementary School

Region X

- ◆ **Cagayan de Oro City**
- ◇ City Central School

◇ **Misamis Oriental**

- ◇ Alubijid Central School

Region XI

- ◆ **Davao City**
- ◇ Sta. Ana Central Elementary 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