



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
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DepEd ORDER
No. 2, s. 2003

JAN 14 2003

**APRIL 2003 NONFORMAL EDUCATION ACCREDITATION AND
EQUIVALENCY (NFE A&E) TEST REGISTRATION
AND ADMINISTRATION**

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

1. The April 2003 Nonformal Education Accreditation and Equivalency (NFE A&E) Tests will be administered in approved designated Testing Centers on Sunday, 27 April 2003 to qualified Filipino citizens, Balikbayans and Foreigners, in the identified sites with NFE A&E implementation in the following regions.

Project Sites

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| National Capital Region | - All Schools Divisions |
| Region I | - La Union, Pangasinan I & II, Ilocos Norte & Sur and Laoag City |
| Region II | - Cagayan, Isabela, Quirino and Nueva Vizcaya |
| Region III | - Bataan, Pampanga, Tarlac and Nueva Ecija |
| Region IV | - Oriental Mindoro, Romblon, Batangas and Cavite |
| Region V | - Camarines Norte, Catanduanes, Masbate and Sorsogon |
| Region VI | - Aklan, Antique, Capiz, Sagay and Negros Occidental |
| 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 Isabela* |
| Region X | - Cagayan de Oro City, Misamis Oriental, Bukidnon, Gingoog City, Camiguin and Ozamiz City |
| Region XI | - Davao del Norte, Davao del Sur, Davao City and Compostela |
| Region XII | - Cotabato City, Sultan Kudarat, North Cotabato, South Cotabato, Sarangani and General Santos City |
| Region XIII | - Surigao City and Surigao del Norte |
| Cordillera Administrative Region (CAR) | - Abra and Ifugao |
| Autonomous Region for Muslim Mindanao (ARMM) | - Maguindanao and Basilan Province * |

* 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 27 April 2003) who are basically literate or have completed the Functional Education and Literacy Program (FELP). To be eligible as a potential test taker, the prospective registrant must be out of school for at least three (3) months on the date of the registration. 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 in the elementary and secondary levels 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. The potential NFE A&E examinees 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 Demographic Information Sheet (DIS) at the back of the registration form by themselves** (our experience shows that others accomplish this for them) and have met the abovementioned 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. The Test Registration Officer (TRO) who is a District NFE Coordinator or a teacher 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 and on Saturdays and Sundays during the registration period will be granted honorarium for the work rendered as verified by the school head upon presentation of a duly accomplished Form 48 submitted to the Schools Division Superintendent (SDS).

7. **The Registration Period for the NFE A&E Tests starts on 27 January 2003 and ends on 28 February 2003. There will absolutely be no extension of the registration Period to provide time for processing of the forms and packaging of test materials.**

8. BNFE and other Central Office and Regional Staff will be assigned to the approved designated Registration/Testing Centers on the last three days of February 2003 to observe and provide technical assistance to the Test Registration Officers (TRO) in the processing of registration forms and to oversee the preparation of the Test Registration Monitoring Form (TRM-01). ↻

9. 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 27 April 2003. 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 27 April, the day of the tests bringing with them the lower portion of the Test Registration Form for presentation to the Examiner.

10. 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.

11. The Registration Centers, which also serve as Testing Centers, are public or private elementary or high schools which were designated/recommended by the Schools Division Superintendents. A complete list of 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.

12. The Bureau of Nonformal Education (BNFE), in coordination with 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 (SEDP) 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 aforesaid personnel will be conducted at 1:30 in the afternoon of **22 April 2003** at the Bulwagan ng Karunungan, DepEd Complex, Pasig City.

13. 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 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 **25 April 2003**, two days or one day before the test at the Division Office or designated testing centers. 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.

14. Honorarium

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

15. Attached are the following Enclosures:

- No. 1A - Guidelines on the Registration of the NFE A&E Tests
- No. 1B - Guidelines on the Test Administration of the NFE A&E Tests
- No. 2 - Final List of Approved Testing Centers
- No. 3A - NFE A&E Test Registration Form (Elementary Level)
- No. 3B - NFE A&E Test Registration Form (Secondary Level)
- No. 4 - List of NFE A&E Registrants by Testing Room (NFE A&E Test Form 1)
- No. 5A - NFE A&E Test Registration Monitoring Form (NFE A&E TRM-01),
Elementary Level, with instructions at the back
- No. 5B - NFE A&E Test Registration Monitoring Form (NFE A&E TRM-01),
Secondary Level, with instructions at the back

16. 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.

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


EDILBERTO C. DE JESUS
Secretary

Reference : DECS Order Nos. 22, 40, 85 and 92, s. 1999
DECS Order Nos. 8, 47 and 61, s. 2000
DECS Order Nos. 17 and 24, s. 2001
DepEd Order Nos. 11 and 17, s. 2002

To be indicated in the Perpetual Index

under the following subjects:

ACCREDITATION

EQUIVALENCY TEST

EXAMINATION

NONFORMAL EDUCATION
POLICY

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:

1. The Registration Form shall be accomplished by the **Registrant**. At the back of the Registration Form (RF) thirteen (13) items covering the **Demographic Information Sheet (DIS)** have to be answered by the registrant. Accomplishment of the Registration Form will come after the evaluation of the DIS scoring has been done by the Test Registration Officer (TRO). This will determine whether the registrant is qualified to take the EL or SL Tests. Details on the RF evaluation will be discussed fully with the TROs during the conduct of the Orientation on the Registration. Successful accomplishment of the registration form is part of the screening process. **The Test Registration Officer will be held liable and responsible for registering any one who is not qualified or anyone who has not submitted the required documents upon registration. Give emphasis that the test to be accomplished at the back will determine their admission to the test.**
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 be accurately accomplished 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**
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.
9. The lower portion of the Test Registration Form intended for the registrant **should not be retained by the Test Registration Officer nor given to the Instructional Managers for safekeeping.**
10. The Elementary and Secondary Level registrants shall be advised to be at the designated Testing Center **before 7:30 a.m. on the day of the test**, bringing with them the lower portion of the Test Registration Form. This must be emphasized by the Test Registration Officer (TRO) to the registrants.

11. The **original copy** of the upper portion of the Registration Forms will be brought by the BNFE/NETRC and other Central Office Staff to the DepEd Central Office after the Registration Period for photocopying and further documentation. These will be brought to the Testing Centers two days before the tests.

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

One Central School/Division will operate as Testing Centers. NCR may have two (2) Central Schools/Divisions. 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 may also be designated as testing centers when all the following conditions are met:

- There is a letter request from the Schools Division 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 tests
- Testing rooms with adequate facilities will be provided for the tests
- 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.
- BNFE/NETRC and other Central Office Staff will be assigned to the designated Testing Centers immediately after the last registration day to check the registration forms and to oversee the preparation of the final lists of qualified examinees.

Important Information About the NFE A&E Registration Forms:

- Registration Forms are color-coded: The forms with two diagonal lines and blue-colored letters with the Region, Division, with the specific date of the test, 04272003 test batch and the Level E for Elementary, with the corresponding serial number; three diagonal lines and green colored letters with the Region, Division, date of the test 04272003 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 and Regional Office** staff assigned in the area immediately after the registration period.
- Should additional registration forms be needed, BNFE will send these forms to the Division Offices concerned upon request

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

1. Registers qualified prospective registrants in the designated school.
2. Checks and ensures that the prospective registrant/examinees as of 27 April 2003 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. Staples the picture on the space provided for it.
4. Explains how the registration form will be accomplished (but will not accomplish it for the registrants)
5. 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.
6. Gives the **lower portion** of the NFE A&E Test Registration Form to the registrant for safekeeping. This lower portion must be brought by the examinee on the day of the test for presentation to the Examiner.
7. Retains the duly accomplished **upper portion** of these Test Registration Form and turn this over to the BNFE and other Central Office staff. This shall be used as the basis by the Test Registration Officer in accomplishing the NFE A&E Test Form 1 which is the List of NFE A&E Registrants by Testing Room, with the surnames arranged **alphabetically**. The number of examinees per testing room is limited to only **thirty (30)**, except for the last room which may have less than thirty examinees. Differently – abled registrants shall be assigned to a testing room in the ground floor nearest the gate and/or toilet.
8. Signs the lists and submits the original and duplicate to the BNFE/NETRC and other Central Office staff assigned in the area. Submit 3rd and 4th copies to the Test Center Administrator for use during the testing day.
9. Informs the registrants immediately, in cases where BNFE discovers that the registrants are disqualified to take the NFE A&E Tests.

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, 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 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.
- Monitors the administration of the Tests.
- Prepares a report on the observations made on testing day for submission to the BNFE Director.
- Selects 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.

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 and Regional Office 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 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 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.
- 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 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 (Staff assigned in the Testing Center)

- 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 designated Chief Examiner.
- Accomplishes and submits list of actual Examinees to the designated 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 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 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
 - The designated 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 staff* will serve as the Examiner in the latecomers' room. The Testing Center Coordinator will serve as the Roving Proctor
2. Two testing rooms:
 - The designated 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 and Regional Office 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 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.

Procedures to be Followed Before and During the Test Administration

Two Days Before the Test

Upon arrival at the Division, the DepEd Central Office 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 Coordinators, 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.

1. The Chief Examiner 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 DepEd Central Office 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 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 designated Chief Examiner.
3. The designated Chief Examiner shall receive all the Test Materials and List of actual Examinees. The list of actual examiners shall be submitted to BNFE

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, residence 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 June 2003 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 DepEd Secretary may be issued to successful examinees during a local NFE A&E Graduation Ceremony by local DepEd 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 system, elementary passers may take the existing Philippine 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. 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).

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).

Likewise, passers in the secondary level 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.

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).

LIST OF REGISTRATION/TESTING CENTER
27 April 2003

National Capital Region

- ◆ **Caloocan City**
 - ◇ Grace Park Elementary School (Main)
 - ◇ Caloocan City Jail
 - ◇ Bagong Silang Elementary School (Main)
- ◆ **Las Piñas**
 - ◇ Las Piñas Elem. School
- ◆ **Makati City**
 - ◇ Makati Elementary School
 - ◇ Makati City Jail
 - ◇ Pio del Pilar Elementary School
- ◆ **Malabon/Navotas**
 - ◇ Navotas Elementary School
- ◆ **Mandaluyong City**
 - ◇ Mandaluyong Elementary School
 - ◇ Correctional Institute for Women
- ◆ **Manila**
 - ◇ P. Gomez Elementary School
 - ◇ Torres High School
 - ◇ Manila Youth Reception Center
- ◆ **Marikina City**
 - ◇ Marikina City Elementary School
- ◆ **Muntinlupa City**
 - ◇ Muntinlupa Elem. School
 - ◇ NBP Camp Sampaguita Med. Compd.
 - ◇ NBP Maximum Compd.
 - ◇ Muntinlupa City Jail
 - ◇ Marillac Hills Alabang
- ◆ **Parañaque City**
 - ◇ Parañaque Central Elementary School
- ◆ **Pasay City**
 - ◇ Pasay City East High School
- ◆ **Pasig/San Juan**
 - ◇ Pasig Elementary School
 - ◇ Pinaglabanan Elementary School
- ◆ **Quezon City**
 - ◇ Don Alejandro Roces High School
 - ◇ Commonwealth High School
- ◆ **Taguig and Pateros**
 - ◇ Upper Bicutan Elementary School
- ◆ **Valenzuela City**
 - ◇ Malinta Elementary School

DepEd Region I

- ◆ **Ilocos Norte & Laoag City**
 - ◇ Laoag City Central School
- ◆ **Ilocos Sur**
 - ◇ Candon Central School District I
- ◆ **La Union**
 - ◇ La Union National High School
- ◆ **Pangasinan I - San Carlos & Dagupan City**
 - ◇ Malued Elementary School
- ◆ **Pangasinan II - Bobonan & Urdaneta City**
 - ◇ Bobonan Central School

DepEd Region II

- ◆ **Isabela**
 - ◇ Cauayan South Central School
- ◆ **Cagayan**
 - ◇ Cagayan National High School
- ◆ **Quirino**
 - ◇ Cabarroguis Central School
- ◆ **Nueva Vizcaya**
 - ◇ Bonfal Pilot Central School

DepEd Region III

- ◆ **Bataan**
 - ◇ Balanga Elementary School
- ◆ **Pampanga**
 - ◇ San Matias Elementary School
- ◆ **Tarlac**
 - ◇ Sto. Cristo Central School
- ◆ **Nueva Ecija**
 - ◇ Nueva Ecija National High School

DepEd Region IV

- ◆ **Romblon**
 - ◇ Romblon East Central School
- ◆ **Oriental Mindoro**
 - ◇ Socorro Elementary School
- ◆ **Batangas**
 - ◇ Batangas National High School
- ◆ Cavite
 - ◇ Maragondon Elementary School

DepEd Region V

- ◆ **Catanduanes**
 - ◇ Virac Pilot Central School
- ◆ **Camarines Norte**
 - ◇ Jose Panganiban East Elementary School
- ◆ **Masbate**
 - ◇ Jose Zurbito, Sr. Elementary School
- ◆ **Sorsogon**
 - ◇ Sorsogon National High School

DepEd Region VI

- ◆ **Antique**
 - ◇ Del Angel Salazar Memorial School
- ◆ **Aklan**
 - ◇ Kalibo I Elementary School
- ◆ **Capiz**
 - ◇ Capiz National High School
- ◆ **Sagay**
 - ◇ Maria Lopez Elementary School
- ◆ **Negros Occidental & Bacolod Ccity**
 - ◇ Negros Occidental National High School

DepEd Region VII*Cebu City*

- ◇ Zapatera Elementary School

Lapu-Lapu City

- ◇ Science and Technical Center

Mandaue City

- ◇ Mandaue City Central School

Bohol

- ◇ Tagbilaran City Central School

Negros Oriental

- ◇ Bayawan East City Central School

DepEd Region VIII*Northern Samar*

- ◇ Catarman I Central School

Southern Leyte

- ◇ Sogod Elementary School

Western Samar

- ◇ Samar National High School

DepEd Region IX*Isabela City (Basilan)*

- ◇ Kampurna Elementary School

Zamboanga del Norte

- ◇ Sindangan Pilot Demonstration School

Zamboanga del Sur

- ◇ Dumalinao Regional Pilot School

DepEd Region X*Cagayan de Oro City*

- ◇ City Central School

Misamis Oriental

- ◇ Alubijid Central School

Bukidnon

- ◇ Manalo Fortich Elementary School

Ozamiz City

- ◇ Ozamiz City Central School, District I

Gingoog City

- ◇

Camiguin

- ◇

DepEd Region XI*Davao City*

- ◇ Sta. Ana National High School

Davao del Norte

- ◇ Tagum National High School

Davao del Sur

- ◇ Digos National High School

Compostela Valley

- ◇ Lorenzo Sarmiento National High School

DepEd Region XII*Cotabato City*

- ◇ Notre Dame Elementary School

North Cotabato

- ◇ Kabacan Pilot Elementary School

Sultan Kudarat

- ◇ Tacurong Pilot Elementary School

General Santos City

- ◇ Pedro Acharon Central Elementary School

Sarangani

- ◇ Malapatan Central Elementary School

South Cotabato

- ◇ Surallah Central Elementary School

DepEd Region XIII (CARAGA)*Surigao City*

- ◇ Surigao City Pilot School

Surigao del Norte

- ◇ Surigao del Norte National High School

Autonomous Region in Muslim Mindanao (ARMM)*Maguindanao*

- ◇

Basilan Province

- ◇ Lamitan Elementary School

Cordillera Administrative Region (CAR)*Abra*

- ◇ Bangued West Elementary School

Ifugao

- ◇ Lagawe High School

Kopya ng BNFE
Sasagutan ng Nagpapatala



Kagawaran ng Edukasyon
Kawanihan ng Edukasyong Nonformal
Porma sa Pagpapatala sa NFE A&E Test
(Antas Pang-Elementarya)

Petsa ng Pagpapatala: _____ 2003
(araw/buwan)

Lagyan ng 1x1 na larawan. Sa likod ng larawan isulat ang pangalan ng pahiwalay at lagdaan sa ibabaw.
Halimbawa:
J. de la Cruz
JUAN DE LA CRUZ

Please **staple** the picture

Apelyido: _____
Pangalan: _____
Gitnang Pangalan: _____

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

Petsa ng Kapanganakan: _____ Edad: _____ Kasarian: Lalaki Babae Estado: Walang Asawa
(buwan/araw/taon) May Asawa
Pinakamataas na natapos na antas ng pag-aaral: Elementarya: Taon: 19__ / 20__ I II III IV V VI Biyuda/Biyudo
Lagyan ng tsek (✓) ang kahon Sekondarya: Taon: 19__ / 20__ 1st 2nd 3rd 4th Hiwalay sa Asawa

Hanapbuhay: _____ Buwanang Kita: _____ (Kung mayroon)
Relihiyon: _____ Wika: _____ Kultural/Katutubong Pangkat: _____

Nagpatala ka ba sa NFE A&E LSDS Oo Hindi Nagtapos ka ba sa FELP Oo Hindi

Kung nagpatala sa NFE A&E isulat ang pangalan ng *Instructional Manager* o *Learning Center*: _____

Katibayan ng Mapagkakakilanlan: _____ Katibayan ng Kapanganakan _____ Katibayan sa Kasal _____ TIN ID _____
_____ Kard sa Paaralan _____ Katibayan ng Barangay Kapitan _____ Licensiya (Driver's License) _____
_____ ID ng Botante _____ Pasaporte _____ Iba pa (Pakisulat): _____
_____ SSS ID _____ Sedula _____

Sentro ng Pinagpatalaan: _____

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

(Pangalan at Lagda ng Test Registration Officer) _____ (Lagda ng Nagpatala)

(Pagkatapos lagdaan ng Opisyal na Tagapatala, putulin sa guhit na ito. Maiiwan sa Opisyal na Tagapatala ang itaas na bahagi)

Kopya ng Nagpatala
Sasagutan ng Nagpapatala



NFE ACCREDITATION AND EQUIVALENCY SYSTEM
Porma sa Pagpapatala sa NFE A&E Test
(Antas Pang-Elementarya)

Petsa ng Pagpapatala: _____ 2003
(araw/buwan)

Lagyan ng 1x1 na larawan. Sa likod ng larawan isulat ang pangalan ng pahiwalay at lagdaan sa ibabaw.
Halimbawa:
J. de la Cruz
JUAN DE LA CRUZ

Please **staple** the picture

Pangalan: _____
(Apelyido) (Pangalan) (Gitnang Pangalan)

Petsa ng Pagsusulit: ika - 8 ng Disyembre 2002 Oras ng Pagsusulit: 7:30 ng umaga

Pangalan ng NFE A&E Testing Center/School: _____

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

(Pangalan at Lagda ng Test Registration Officer) _____ (Lagda ng Nagpatala)

PAALAALA: Pumunta sa itinalagang Testing Center/School sa ika-27 ng Abril 2003 ng 7:00 ng umaga at 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 o cellphone sa loob ng testing room.

Kopya ng BNFE

Sasagutan ng Nagpapatala



Kagawaran ng Edukasyon
Kawanihan ng Edukasyong Nonforma
Porma sa Pagpapatala sa NFE A&E Test
(Antas Pansekondarya)

Petsa ng Pagpapatala: _____ 2003
(araw/buwan)

Lagyan ng 1x1 na larawan. Sa likod ng larawan isulat ang pangalan ng pahiwalay at lagdaan sa ibabaw. Halimbawa:
J. de la Cruz
JUAN DE LA CRUZ

Please staple the picture

Apelyido: _____
Pangalan: _____
Gitnang Pangalan: _____

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

Petsa ng Kapanganakan: _____ Edad: _____ Kasarian: Lalaki Babae Estado: Walang Asawa
(buwan/araw/taon) May Asawa
Pinakamataas na natapos na antas ng pag-aaral: Elementarya: Taon: 19__ / 20__ I II III IV V VI Biyuda/Biyudo
Lagyan ng tsek (✓) ang kahon Sekondarya: Taon: 19__ / 20__ 1st 2nd 3rd 4th Hiwalay sa Asawa

Hanapbuhay: _____ Buwanang Kita: _____ (Kung may roon)
Relihiyon: _____ Wika: _____ Kultural/Kinutubong Pangkat: _____

Nagpatala ka ba sa NFE A&E LSDS Oo Hindi Na tapos ka ba sa FELP Oo Hindi

Kung nagpatala sa NFE A&E isulat ang pangalan ng *Instructional Manager* o *Learning Center*: _____

Katibayan ng Mapagkakakilanlan: _____ Katibayan ng Kapanganakan _____ Katibayan sa Basal _____ TIN ID _____
_____ Kard sa Paaralan _____ Katibayan ng Barangay Kapitan _____ Lisensiya (Driver's License) _____
_____ ID ng Botante _____ Pasaporte _____ Iba pa (Pakisulat): _____
_____ SSS ID _____ Sedula _____

Sentro ng Pinagpatalaan: _____

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

(Pangalan at Lagda ng Test Registration Officer)

(Lagda ng Nagpatala)

(Pagkatapos lagdaan ng Opisyal na Tagapatala, putulin sa ganit na ito. Muliwan sa Opisyal na Tagapatala ang itaas na bahagi)

Kopya ng Nagpatala

Sasagutan ng Nagpapatala



NFE ACCREDITATION AND EQUIVALENCY SYSTEM
Porma sa Pagpapatala sa NFE A&E Test
(Antas Pansekondarya)

Petsa ng Pagpapatala: _____ 2003
(araw/buwan)

Lagyan ng 1x1 na larawan. Sa likod ng larawan isulat ang pangalan ng pahiwalay at lagdaan sa ibabaw. Halimbawa:
J. de la Cruz
JUAN DE LA CRUZ

Please staple the picture

Pangalan: _____
(Apelyido) (Pangalan) (Gitnang Pangalan)

Petsa ng Pagsusulit: ika - 8 ng Disyembre 2002 Oras ng Pagsusulit: 7:30 ng umaga

Pangalan ng NFE A&E Testing Center/School: _____

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

(Pangalan at Lagda ng Test Registration Officer)

(Lagda ng Nagpatala)

PAALAALA: Pumunta sa itinalagang Testing Center/School sa ika-27 ng Abril 2003 ng 7:00 ng umaga at 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 o cellphone sa loob ng testing room.*

(Inclosure No. 4 to DepEd Order No. 2, s.2003)

NFE A&E Test Form 1

LIST OF NFE A&E Registrants by Testing Room

Please Check

Name of Testing Center: _____ Region : _____ Elementary Level
Room No.: _____ Building: _____ Division: _____ Secondary Level
District: _____
Date of Test: _____

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

Test Registration Officer: _____ **DepEd Staff:** _____
(Signature Over Printed Name/Date Signed) (Signature Over Printed Name/Date Signed)

SDS/ASDS/ES I (NFE): _____
(Signature Over Printed Name/Date Signed)

Important:

This NFE A&E Test Form 1 shall be accomplished by the Test Registration Officer in four (4) copies, two of which will be given to the Test Center Administrators for the Examiner's use on the day of the Test and one to be posted outside the Testing Room the day before the test. The original and second copies for BNFE shall be given to the DepEd Office staff assigned to the area

