July 21, 2017

DIVISION MEMORANDUM
No. __460__, s. 2017

DICT'S ASSESS-BUILD-CERTIFY CERTIFICATION PROCESS

To: **Assistant Superintendents**
Chiefs, CID and SGOD
Division Supervisors/Coordinators
Information Technology Officer
District Supervisors/OICs
Elementary and Secondary School Heads

1.   Attached is Regional Memorandum No. 0479, s. 2017, entitled, **"DICT's Assess-Build-Certify Certification Process,"** disseminating the communication from the Department of Information and Communication Technology.

2.   Details of the program is explicitly explained in the attached communication and Frequently Asked Questions.

3.   All DepEd personnel are encouraged to take the certification examination.

4.   Immediate dissemination of this Memorandum is desired.

RHEA MAR A. ANGTUD, Ed.D., CESO VI
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REGIONAL MEMORANDUM

No. 0 4 7 9 s. 2017

JUL 1 7 2017

DICT's Assess-Build-Certify Certification Process

TO   :   ALL SCHOOLS DIVISION SUPERINTENDENTS

1. Attached is a letter from the Department of Information and Communications Technology encouraging all DepEd personnel to take the Assessment and the Proficiency Certification Examination.

2. Details of the program is explicitly explained in the attached letter and Frequently Asked Questions.

3. All DepEd personnel are encouraged to take the certification exam.

4. Immediate dissemination of this Memorandum is desired.

JULIET A. JERUTA, Ph.D., CESO V
Regional Director
Officer-in-Charge

JAJ/ICTU/JPJ

REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY

Department of Education
Region VII, Central Visayas

RD2017-1630
29-May-17

18 May 2017

Dr. Juliet A. Jeruta
Regional Director
Department of Education (Regional)

Dear Dr. Jeruta:

In line with our continuing effort to support the country's need for highly competent Information and Communications Technology (ICT) professionals, especially in the government, the Department of Information and Communications Technology (DICT) conducts the ICT (EDP) Specialist Proficiency Examination in the area of Computer Programming. This is pursuant to PD 1408, which directs the Civil Service Commission (CSC) and NCC (now DICT) to devise ways of determining the fitness of individuals in occupying technical IT positions and through which the awarding of eligibility will be based.

This year, the DICT shall be implementing the **Assess-Build-Certify** certification process. All prospective examinees will be Assessed by an authorized DICT representative **for free**. The assessment tool will be a written examination that will evaluate the examinees' knowledge in Programming. It consists of questions on program simulation, number system, data structures, System Development Life Cycle, basic Object-Oriented Programming concepts, basic Networking concepts, file access methods, and basic database concepts. Only passers of this assessment will be eligible to take the ICT Proficiency Certification Examination, which is a 6-hour simple application development using the examinee's preferred language, among those accredited by the CSC. Those who did not pass the assessment will have to go through learning interventions to Build their knowledge and skills in areas deemed deficient through the assessment.

The DICT will issue a Certificate of Proficiency to successful examinees, which will be the basis of CSC in granting the appropriate ICT (EDP) Specialist Eligibility.

Aside from the grant of CSC eligibility, employers, prospective programmers, as well as universities, colleges and IT training institutions, benefit from the proficiency tests in the following ways:

- The test is a mechanism to evaluate the competence of an individual to perform programming or systems analysis and design function;

- The test can be used by an individual to assess his/her knowledge and skills for the purpose of continually improving his/her own technical abilities;

- By knowing the nature and scope of the test, schools are encouraged to enrich their curricula to enable their students to have a better chance of joining the corps of competent ICT professionals.

- The EDP (ICT) Specialist Eligibility issued by the CSC can be used as a substitute/equivalent to a CSC Professional eligibility.

May we therefore encourage your personnel to take the Assessment and ultimately the Proficiency Certification Examination. Our Field Operations Office (FOO) focal person, Ms. Dina R. Flores will coordinate with your office to further discuss the details of the ICT certification process.

Thank you and we look forward to working with you in this significant endeavour.

ICT PROFICIENCY CERTIFICATION EXAMINATION

FREQUENTLY ASKED QUESTIONS

Q. What is the ICT Proficiency Certification Examination?

A. The ICT Proficiency Certification Examination is designed to evaluate the competence of an individual to perform programming or systems analysis and design functions. This is pursuant to PD 1408, which directs the National Computer Center (now DICT) and the Civil Service Commission (CSC) to devise ways of determining the fitness of individuals in occupying highly technical ICT positions and through which the awarding of appropriate ICT (EDP) Specialist Eligibility will be based. DICT and CSC therefore conduct tests in the areas of Computer Programming and System Analysis and Design.

Q. What Civil Service Eligibility will be granted to successful examinees?

A. The EDP Specialist Eligibility (EDPSE) shall be conferred to passers of the proficiency certification exam, or passers of the training courses conducted by the Department of Information and Communications Technology (DICT), through the National ICT Competency Management Service (NCM) *(granted pursuant to CSC Resolution No. 90-083 dated January 22, 1990)*.

Q. What positions can the earned eligibility be applied to?

A. The EDPSE shall be considered appropriate only to functionally related positions belonging to the Information Technology/Management Information System Group, and to other positions as may be determined by the CSC. *(Provided under Item No. 5, Part V of CSC MC No. 12, s. 2003 re: Revised Policies on Qualification Standards).*

Q. What are the benefits of the proficiency certification examination?

A. The examination can be used:
- as a substitute/equivalent to a CSC Professional eligibility
- by supervisors to evaluate the competence of current or would-be programmers and systems analysts;
- by an individual to assess his/her knowledge and skills for the purpose of continually improving his/her own technical abilities; and
- by ICT training centers to enrich their curricula to enable their students to have a better chance of joining the corps of competent ICT professionals.

Q. What is the proficiency certification process?

A. The certification process of Assess-Build-Certify will be implemented as follows:

Assess All prospective examinees will be assessed by an authorized DICT representative for free. The tool, which the Competency Standards and Certification Management (CSCM) Division will design, will be a written examination that will assess the examinees' knowledge in Programming. The score attained from this assessment forms 30% of the total score of the examinee should he/she passes the assessment and takes the hands-on Certification examination. Passing score for the Assessment is 25.

Build Those who will not pass the assessment may have to undergo additional hours of training and/or learning activities that will enhance the examinee's knowledge and skills in Programming. It is strongly recommended that universities use the Programming curriculum of DICT or have their own curriculum accredited by the Department through its National ICT Competency Management Service.

Certify Those who pass the Assessment will be eligible to take the ICT Proficiency Certification Examination, which will be administered by an authorized CSCM staff. This hands-on

examination is a 6-hour simple application development using the examinee's preferred language. Passing score for this exam is 70.

An examinee who gets a total rating of **80% or higher** is considered ICT Proficient. Hence, he/she will be conferred with DICT's Certificate of ICT Proficiency, which is the basis of CSC's conferment of the EDP (ICT) Specialist Eligibility.

Q. Who can take the proficiency certification examination?
A. To qualify, an applicant must be a Filipino citizen and a bachelor's degree holder or will graduate before the exam date (as certified by the Dean of the school) and must have undergone formal training in a college or training institution in the area of Programming.

Q. What is the coverage of the proficiency certification examination ?
A. The topical coverage of the Assessment and the Hands-on examination is as follows:
- Assessment
    - program simulation
    - number system
    - data structures
    - system development life cycle
    - Object-Oriented Programming concepts
    - networking concepts
    - file access methods
    - database concepts
- Hands-on Exam
    - Data Manipulation
    - File Handling
    - Database Manipulation

Q. What languages can be used in the hands-on examination?
A. Examinees may use any of the following programming languages:
    i)   C Language
    ii)   C#
    iii) C++
    iv)   Java
    v)   Visual Basic version 6
    vi)   VB.Net

Q. What is the application process?
A. An individual interested to take the assessment should accomplish the DICT application form (NCM Form-2) and submit it to the FOO Cluster focal person or to the Registrar at the DICT Central Office.

Those who pass the assessment and will take the proficiency certification examination should submit to the above-mentioned persons, the following documents before the examination date.
- Two (2) passport-sized pictures with name tag;
- Certified true copies of Transcript of Records duly authenticated by the Registrar of the school or the HRD Manager of the Office;
- For those graduating before the examination date, a certification from the Dean that the applicant:
    - is a candidate for graduation before the exam date; and
    - has taken relevant ICT subjects in college;
- Photocopy of NSO birth certificate

DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY

Q. When and where will the assessment and proficiency certification examination be conducted?

A. The conduct of the Assessment and Proficiency Certification Exam may be arranged with the DICT through the FOO Cluster focal persons or the ICT Competency Standards and Certification Management (CSCM) Division of the National ICT Competency Management Service. A minimum of 25 paying examinees is required for a Certification exam to be conducted. There is no minimum number required for the Assessment. Assessments and Certification exams are conducted at the DICT or at the school computer laboratory for school implementation.

Q. How much is the examination fee?

A. Only successful passers of the Assessment, which is administered for free, will proceed to the Proficiency Certification exam and pay an examination fee of:
- Five Hundred Pesos (P500.00) for professionals
- Three Hundred Pesos (P300.00) for graduating students

There will be one (1) free exam slot for every group of five (5) paying examinees.

Q. When will the result of the Assessment and Proficiency Certification examination be released?

A. The result of the Assessment is released two (2) working days after the Assessment for Metro Manila implementation through the DICT Registrar's Office, and two (2) weeks for provincial implementation through the DICT FOO Cluster focal person.

The result of the Proficiency Certification examination will be sent to the examinees via e-mail, six weeks from the date of the examination.