



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu Province

**Office of the Schools Division
Superintendent**

NOV 09 2020

DIVISION MEMORANDUM

No. 243 s. 2020

**REGISTRATION SCHEDULE FOR THE COMPUTER-BASED ACCREDITATION AND
EQUIVALENCY TEST (CB -A & E) 2020**

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Division Supervisors/Coordinators
SEPS and EPS 2
Public Schools District Supervisors/OICs
All Others Concerned

1. This Office hereby announces registration period for the **Computer- Based for Accreditation and Equivalency Test (CB-A & E) from November 9- 18, 2020** in your respective districts through the District ALS Coordinator. A separate Division Memorandum on the schedule of the administration of the CB -A & E will be issued soon.
2. For applicants to qualify in the Computer- Based A & E Test , applicants must be compliant with the following :
 - a. With LRN in ALS
 - b. With at least 28 points in their presentation portfolio
 - c. Must be 15- 65 years old
3. Applicants who opt to take the test may register and must comply with the following documents, to wit:
 - a. Certificate of ALS Program Completion issued by the Learning Facilitator ;
 - b. Original and Photocopy of the PSA/NSO Birth Certificate or Baptismal Certificate
Voter's ID, Valid Passport, Driver License, or any legal document bearing the name, picture, signature, and birth date of the applicants ;
 - d. 2 pcs. 1 X 1 or 2x 2 Identical ID with name tag and with white background.
 - e. Presentation portfolio assessment
 - f. Medical declaration form
4. Division EPS for ALS must conduct virtual orientation to all District ALS Coordinators and ALS Mobile Teachers regarding the registration process and the documentary requirements on or before **November 11, 2020** to ensure that all necessary preparations must be done. Thus, all Division EPS for ALS must prioritized this activity since we have deadlines to meet and documents to submit to BEA- Central Office on or before November 24, 2020.



Address: DepEd Cebu Province, IPHO Bldg., Sudlon, Lahug, Cebu City
Telephone Nos.: 032-2556405
Email Address: cebu.province@deped.gov.ph

4. ALS District Coordinators with the help of the ALS Mobile Teachers shall spearhead in the registration process and evaluation of the applicant's documents per district and ensure that the registration process and documents required are strictly followed. (Please refer to attached forms for your reference and guidance).
5. ALS District Coordinators must coordinate with the District Supervisors -in securing clearance from the Local Government Unit (LGU) because this clearance will be the basis of the district as to the date of CB -A&E Test Administration sometime in January 2021.
6. Hence, ALS Implementers must disseminate this information to all ALS takers who will avail of the CB- A& E Test.
7. For the meantime, all EPS for ALS must conduct survey or on-site visit to schools in the districts under their area of responsibility for identification of possible testing center. Make sure that the district testing center chosen must be compliant with these:
 - a. Must have 20 computer units plus 3 units as buffer; and
 - b. Must have at least 10 MBPS and strong internet connection;
 - c. Can accommodate 20 takers as the prescribed/required pax per testing center.
8. Please be reminded that those applicants who will take the CB- A& E will not anymore be allowed to take the Paper and Pencil Test (PPT - A & E) on April 2021. They have to choose between Computer- Based Test or Paper and Pencil Test.
9. Travelling expenses, meal allowance and other incidental expenses of the personnel involved shall be charged against **local/School MOOE**, while travelling expenses, accommodation, meals, and other incidental expenses of the Division Personnel shall be charged against **Division MOOE Funds/ BEA Funds**, subject to its availability and the usual accounting and auditing rules and regulations.
10. Should you have questions and clarifications regarding this activity, please contact the Division EPS for ALS assigned in your districts or the Division Testing Coordinator for SDO Cebu Province, **Maria Socorro N. Relacion at 09778143222**.
11. This Memorandum serves as the Authority to Travel.
12. Immediate and wide dissemination of this Memorandum is enjoined.

MARILYN S. MANDALES, Ed.D., CESO V
Office of the Schools Division Superintendent

I. CONDUCT OF THE A&E TEST REGISTRATION

1. How to register?

The test applicant shall:

1. inquire with the SDO where s/he completed his/her ALS Program on the process of the registration
2. personally accomplish the Registration Form;
3. submit the accomplished Registration Form, together with the complete requirements to the Registration Committee for evaluation and verification;
4. receive the applicant's copy (lower portion of the registration form) for safekeeping and presentation to the room examiner on the testing day.

Strict health protocols must be implemented and observed for on-site registration where physical appearance of the applicants is required. Online registration is also encouraged and SDOs are free to design their online registration process provided that all the required registration documents can be collected from the applicants. Utilization of Google Forms is highly encouraged.

Learning facilitators may gather the documents of applicants from far-flung areas in one assembly and assist them in the registration. They shall secure the accomplished forms and the required documents for submission to the Registration Committee in the SDO or DO. After the evaluation of documents, learning facilitators shall keep all the applicants' copy to be given to the examinees a day before or on the testing day. This is to avoid misplacement of the applicant's copy which needs to present on the testing day. Non-DepEd ALS Program Providers may also adapt this procedure to facilitate the registration of their learners.

NO PAYMENT SHALL BE COLLECTED by anyone involved in the CB-A&E Test Registration, Administration and issuance of certificate of rating.

2. What is the composition of the Registration Committee and its functions?

The SDS shall designate a Registration Committee, which shall consist of a Registration Officer, a co-registrar and a support staff. They should be oriented by the DTC on the registration process and evaluation of applicants' documents.

The committee will manage the registration process (whether on-site or online), including the evaluation and verification of the submitted documents. Specifically, the committee will:

- a. report to the Registration Center from October 26 to November 6, 2020 if on-site registration.
- b. interview the prospective applicants to determine if they are qualified to register;

	<ul style="list-style-type: none"> c. distribute/send the registration forms to qualified applicants; d. explain how the registration form will be accomplished (but will not accomplish it for the applicant); e. check if the registration forms are duly accomplished by the applicant, making sure that there are no blank spaces and errors in the form; f. certify that all information supplied in the registration form are based on the submitted documents; g. immediately inform the applicants with incomplete or questionable requirements to submit the necessary documents before the end of the registration period; h. fill out the name of the testing center in the registration form; i. detach the lower part of the registration form (applicant's copy) and return/send it to the registrant for use as an admission document on the testing day; j. group the registrants into Elementary and Junior High School Levels using Enclosure No. 4. k. prepare the official list of examinees per testing room using Enclosure No. 6 based on the list of registrants; and l. sign and submit the lists of examinees per testing center to the DTC. <p>Only applicants with complete requirements shall be included in the master list. The Registration Committee is liable to any issues which may arise relating to applicants' documents, age, and test qualifications.</p> <p>Expenses for the reproduction of registration forms shall be charged against the contingency funds for the CB-A&E Test.</p>
<p>3. What shall the Registration Committee do with the applicants' documents?</p>	<p>After the registration period, the registration committee shall,</p> <ul style="list-style-type: none"> a. arrange the applicants' documents by testing room based on the lists of examinees per testing center; b. the first copy of the applicants' documents, including the upper part of the registration form (Registration Officer's copy) shall be given to the room examiner during the examination day; c. the second copy of the applicants' documents shall be kept secured at the registration centers or at the DTC's office.

4. Can Non-ALS learners register?	Yes, Non-ALS applicants are required to present documents to prove that they have undergone non-formal academic program similar to home schooling. They may also be referred to the ALS Education Program Specialists and ALS focal persons at the SDOs for assessment using the existing tool for Functional Literacy, Recognition of Prior Learning and Portfolio Assessment.
5. Can Non-ALS learners currently enrolled in the formal schools register?	No, learners from formal schools are advised to take the Philippine Educational Placement Test (PEPT) if they are qualified. For the qualifications and requirements for the PEPT, refer to Section 6 of D.O. 55, s. 2016.
6. Are applicants with special needs allowed to register?	Yes, applicants with special needs shall be allowed to register subject to compliance with the registration requirements. On the examination day, the test shall be facilitated by a Room Examiner assigned by the DTC.
7. Are applicants who do not have any Elementary Level certification from either formal or non-formal program allowed to take the A&E Junior High School level?	No, they are advised to take and pass the A&E Elementary Level first.
8. Are ALS Completers from Bureau of Jail Management and Penology (BJMP) allowed to take the CB-A&E Test?	No, due to limited or unavailability of resources at BJMP testing centers, they cannot take the CB-A&E Test. They will be included in the administration of pen-and-paper A&E Test.

II. Test Administration Guidelines		
Suggested Timeline	Activity	Person Responsible
One week before the examination	Orientation of all testing personnel	DTC, Asst. DTC
	Setting up of computer laboratories for computer-based testing	ITO, IT Coordinator
Examination Day		
6:00 - 7:00 AM	1. Briefing of all testing personnel	Chief Examiner
	2. Distribution of Log-in Stubs to Room Examiner/s	Chief Examiner, Room Supervisor
	3. Distribution of Applicants' documents to Room Examiners	Chief Examiner, Room Supervisor
	4. Inspecting Testing Rooms	Room Examiner, Room Supervisor
	5. Calling in Examinees based on the official list of examinees	Room Examiner
7:00 – 7:30 AM	Orientation of Examinees, distribution of log-in stubs, and Reading of General Directions from the handbook.	Room Examiner
7:30 – 7:45 AM	Accessing the examination platform by logging in	Examinees
7:45 – 9:45 AM (Elementary Level)	Accomplishing Examinee's Descriptive Questionnaire (EDQ) and Learning Strands I, II, and III	Elem Examinees
7:45 – 9:45 AM (Junior High School Level)	Accomplishing EDQ and Learning Strand I English and Filipino	JHS Examinees
9:45 – 10:00 AM	Break	Examinees

Enclosure No. 1

10:00 AM – 11:30 AM (Elementary Level)	Accomplishing Learning Strands IV, V, and VI	Elem Examinees
10:00 – 11:50 AM (Junior High School Level)	Accomplishing Learning Strands II and III	JHS Examinees
11:50 AM – 12:30 PM (Junior High School Level)	Lunch Break	Examinees and Testing Personnel
12:30 PM – 2:30 PM (Junior High School Level)	Accomplishing Learning Strands IV, V and VI	JHS Examinees
2:30 – 5:00 PM	Submission of Online Evaluation Report and Monitoring Report	Chief Examiner, DTC, Room Supervisors, and Room Examiners

1x1 ID Photo
with
Name Tag

Republic of the Philippines
Department of Education
BUREAU OF EDUCATION ASSESSMENT
2nd Flr., Bonifacio Bldg., Meralco Ave., Pasig City 1600

ACCREDITATION AND EQUIVALENCY (A&E) TEST

Registration Form

Write Legibly. Put X on the applicable items.

Registration Date

Surname

Given Name

M.I.

Birth Date		
Month	Day	Year

Learner Reference Number									

Civil Status		
<input type="checkbox"/> Single	<input type="checkbox"/> Married	<input type="checkbox"/> Separated

Gender
<input type="checkbox"/> Male
<input type="checkbox"/> Female

Home Address

Region

Division

Learning
Center

ALS Program Completed (Pls. Specify)

A&E Test Applying for

☐ Elementary Level

☐ Junior High School

Proof of Identity

Contact Number

Testing Center

I Certify that I validated the information supplied by the applicant in this form based on the required attachments.

Registration Officer's Signature Over Printed Name

I certify that all information in this form are TRUE and CORRECT.

Applicant's Signature Over Printed Name

Required Attachments

☐ Proof of Identity

☐ ALS Program Certification (if any)

☐ Portfolio Rating Certification

☐ Proof of Birth Date (NSO, Passport, Any legal Documents)

1x1 ID Photo
with
Name Tag

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Department of Education
BUREAU OF EDUCATION ASSESSMENT
2nd Flr., Bonifacio Bldg., Meralco Ave., Pasig City 1600

ACCREDITATION AND EQUIVALENCY (A&E) TEST

Registration Form

Write Legibly. Put X on the applicable items.

Registration Date

Surname

Given Name

M.I.

Birth Date		
Month	Day	Year

Learner Reference Number									

Civil Status		
<input type="checkbox"/> Single	<input type="checkbox"/> Married	<input type="checkbox"/> Separated

Gender
<input type="checkbox"/> Male
<input type="checkbox"/> Female

Region

Division

Learning
Center

ALS Program Completed (Pls. Specify)

A&E Test Applying for

☐ Elementary Level

☐ Junior High School

Proof of Identity

Contact Number

Testing Center

Note: The Test Questions for Learning Strands II, III, and VI are written in the English Language.

I certify that all information in this form are TRUE and CORRECT.

Applicant's Signature Over Printed Name

Required Attachments

☐ Proof of Identity

☐ ALS Program Certification (if any)

☐ Portfolio Rating Certification

☐ Proof of Birth Date (NSO, Passport, Any legal Documents)



Republic of the Philippines
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Division of _____
Region _____

CERTIFICATE OF ALS PROGRAM COMPLETION

This is to certify that _____ of _____
(Name) (Address)

_____ has satisfactorily completed _____
(Specify ALS Course Completed)

at _____ in _____
(Learning Center) (Address of Learning Center)

This certification is issued as one of the requirements for Accreditation and
Equivalency (A&E) Test application.

Signature over Printed Name
ALS Mobile Teacher/Learning Facilitator

Signature over Printed Name
School Principal / EPS II - ALS



Republic of the Philippines
Department of Education

Region _____

Division of _____

Accreditation and Equivalency (A&E) Test

List of Registrants



Testing Center: _____

Address: _____

Region & Division Code: _____

A&E Test Level: _____

Summary of Registrants M _____

Total: _____

F _____

No.	Name	Age	Birthdate	Gender	Documents Submitted (Check the appropriate Column)			Program
					ALS Course Certificate	Proof of Identity	Proof of Birth Date	
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								

Prepared by: _____

Signature Over Printed Name

Note: This file must be submitted in Excel Format.

Masterlist of Examinees

COMPUTER-BASED ACCREDITATION AND EQUIVALENCY TEST
Masterlist of Examinees

Region and Division Code: _____
Region: _____
Division: _____
Testing center: _____

No.	Name			LRN	Gender (M/F)	Age	Birtdate	ALS Program Completed (Elem/ JHS)
	Last name	First Name	M.I.					

Prepared by:

Division Testing Coordinator

Certified Correct:

Schools Division Superintendent