



Republic of the Philippines  
Department of Education  
REGION VI – WESTERN VISAYAS  
**SCHOOLS DIVISION OF AKLAN**

January 27, 2025

**DIVISION MEMORANDUM**

No. 032, s. 2025

**ADDITIONAL INFORMATION TO DIVISION MEMORANDUM No. 583, s. 2024  
(ACCREDITATION AND EQUIVALENCY TEST REGISTRATION  
AND ADMINISTRATION GUIDELINES)**

**To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Senior/Education Program Specialists  
Public Schools District Supervisors  
Principal/Head Teacher In-Charge of the Districts  
Heads of Public & Private Elementary/Secondary/Integrated Schools  
ALS Teachers  
All Others Concerned**

1. In addition to Memorandum No. 583, s. 2024 (**ACCREDITATION AND EQUIVALENCY TEST REGISTRATION AND ADMINISTRATION GUIDELINES**), the following schedule relative to A&E Test Administration shall be observed:

<b>Activity</b>	<b>Testing Date</b>	<b>Testing Centers</b>
2025 A&E Test Administration	February 2, 2025	1. Aklan Rehabilitation Center 2. Bureau of Jail Management and Penology 3. Kalibo Pilot Elementary School

2. In preparation for the above-mentioned assessment, this office through the Monitoring and Evaluation Section conducts the following activities:



Población, Numancia, Aklan  
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)  
Website: <http://www.depedaklan.org>  
Email Address: [aklan.1958@deped.gov.ph](mailto:aklan.1958@deped.gov.ph)



Republic of the Philippines  
Department of Education  
REGION VI – WESTERN VISAYAS  
**SCHOOLS DIVISION OF AKLAN**

<b>Date of Orientation and Participants</b>	<b>Date of Releasing/ Retrieval of Testing Materials and Answer sheets</b>	<b>Place</b>
January 29, 2025 (8:00 AM- 5:00 PM)	February 01, 2025 February 02, 2025 (8:00 AM- 5:00 PM)	
A&E 2025 Room Examiners	DTC and Technical Working Group	ASJ – Hall Old Division Office – Kalibo, Aklan

3. Attached are the List of Technical Working Group (TWG), Monitors and Room Examiners for reference.
4. Travel and other incidental expenses relative to the conduct of this activity shall be charged to BEA downloaded and other local funds subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination and compliance with this Memorandum are desired.

  
**FELICIANO C. BUENAFE, JR., CESO VI**  
Schools Division Superintendent

Reference: DO. No 55, s. 2016, 029, s. 2022, & 34, s. 2022  
To be included in the Perpetual Index  
Under the following Subjects:

**ASSESSMENT  
MONITORING AND EVALUATION  
SCHOOLS**

**BUREAUS AND OFFICES  
PERFORMANCE  
TEST**

**LEARNERS  
POLICY**

JCM/CIU



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Enclosure No. 1 to DIVISION MEMORANDUM No. 032 s. 2025

**Executive Working Committees:**

**FELICIANO C. BUENAFE Jr., CESO VI**  
Schools Division Superintendent

**RAMON D. PARAS, Jr. EdD**  
Assistant Schools Division Superintendent

**MICHAEL T. RAPIZ**  
Chief Education Supervisor - SGOD

**DOBIE P. PAROHINOG PhD.**  
Chief Education Supervisor - CID

**Division Testing Coordinator:**

**JOHN C. MARCIALES**  
Education Program Specialist II -DTC

**Division Information Technology Officer:**

**FLORADEL P. JAMERO**  
Information Technology Officer

**2025 A&E Chief Examiner:**

**JOHANN C. CAWALING**  
Education Program Supervisor – ALS

**2025 A&E Supervising Examiners:**

**GAY T. ANDRADE**  
ALS Teacher

**MAE-AN D. RIGO**  
ALS Teacher

**Lead Monitors:**

**JUNE R. PATRICIO**  
Senior Education Program Specialist M&E

**CHARLIE I. URETA**  
Education Program Supervisor – SGOD



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Cont. Enclosure No. 1 to DIVISION MEMORANDUM No. 032 s. 2025

**DR. HADJJI S. TROPA**

Education Program Specialist II – ALS

**MA. THERESA L. LAO**

Education Program Specialist II – ALS

**Documentation and Attendance:**

**DARREN N. NAELGAS, PhD**

Education Program Supervisor

**DR. MIKKO JAN D. LOPEZ**

Senior Education Program Specialist

**MILGIE C. VILLAREAL**

Planning Officer III

**Lead ICT:**

**FLORADEL T. JAMERO**

Division ITO I

**LENIEL M. IBADLIT**

Administrative Officer II

**JOHN REY G. MAAGMA**

Education Program Specialist II - HRTD

**DENOR D. TORRES**

COS

**Finance Support Staff:**

**APPLE GAY M. OQUENDO**

Education Program Specialist II

**SHEENA RICKA Y. MAMBURAM**

Project Development Officer II

**MARIEL A. ISTURIS**

Administrative Officer II



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Cont. Enclosure No. 1 to DIVISION MEMORANDUM No. 032 s. 2025

**Documentation:**

**NINO SEAN AXL T. MORALES**  
Youth Formation Officer I

**LEINEL BRIAN M. FRANCISCO**  
COS

**Logistics:**

**CRIS GEO C. ADVINCULA**  
Administrative Officer II

**BABY SARAH G. MALACAD**  
Administrative Officer II

**DAN A. TAD - Y**  
Administrative Aide I

**Registration Committee:**

**MARIANO C. DE PEDRO**  
**ROJE F. ERENIA**  
**JOYCE CARA S. OLID**  
**JESTER CHEERY R. NADUA**  
**JOHN HUBERT F. ISTURIS**  
**LYNWEN C. TUNGALA**  
ALS Teachers

**Room Examiners:**

Name	Testing Centers	Address
1	ARC – ELEM	Nalook, Kalibo, Aklan
2	ARC - JHS	Nalook, Kalibo, Aklan
3	BJMP - JHS	Nalook, Kalibo, Aklan
4	KPES - ELEM	Pob. Kalibo, Aklan
5	KPES - ELEM	Pob. Kalibo, Aklan
6	KPES - JHS	Pob. Kalibo, Aklan
7	KPES - JHS	Pob. Kalibo, Aklan
8	KPES - JHS	Pob. Kalibo, Aklan
9	KPES - JHS	Pob. Kalibo, Aklan
10	KPES - JHS	Pob. Kalibo, Aklan



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Cont. Enclosure No. 1 to DIVISION MEMORANDUM No. 032s. 2025

**Room Examiners:**

Name	Testing Center	Address
11	KPES - JHS	Pob. Kalibo, Aklan
12	KPES - JHS	Pob. Kalibo, Aklan
13	KPES - JHS	Pob. Kalibo, Aklan
14	KPES - JHS	Pob. Kalibo, Aklan
15	KPES - JHS	Pob. Kalibo, Aklan
16	KPES - JHS	Pob. Kalibo, Aklan
17	KPES - JHS	Pob. Kalibo, Aklan
18	KPES - JHS	Pob. Kalibo, Aklan
19	KPES - JHS	Pob. Kalibo, Aklan
20	KPES - JHS	Pob. Kalibo, Aklan
21	KPES - JHS	Pob. Kalibo, Aklan
22	KPES - JHS	Pob. Kalibo, Aklan



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Enclosure No. 2 to DIVISION MEMORANDUM No. 032 s. 2025

**Test Administration Activities:**

<i>Date</i>	<i>Activity</i>	<i>Key Personnel Responsible</i>
<i>One week before Test Administration</i>	<i>Ocular inspection of Testing Centers As per DepED Memo 063, s. 2024</i>	<i>DTC, Asst. DTC, ALS focal Persons, Education Program Specialists II for ALS (EPSA)</i>
<i>January 29, 2025</i>	<i>A&amp;E Orientation</i>	<i>DTC, TWG, CE, SE &amp; RE</i>
<i>January 30-31, 2025</i>	<i>Unboxing of TMs and ASs, sorting, checking, Etc..</i>	<i>DTC &amp; TWG</i>
<i>February 1, 2025</i>	<i>Final Checking of TMs and Ass allocations</i>	<i>TWG, CE, SE, &amp; RE</i>
<i>February 2, 2025</i>	<i>Releasing of TMs and ASs, Test Administration and Retrieval 2:00 PM Onwards Submission of TMs &amp; Ass to SDO</i>	<i>DTC, TWG, CE, SE &amp; RE</i>

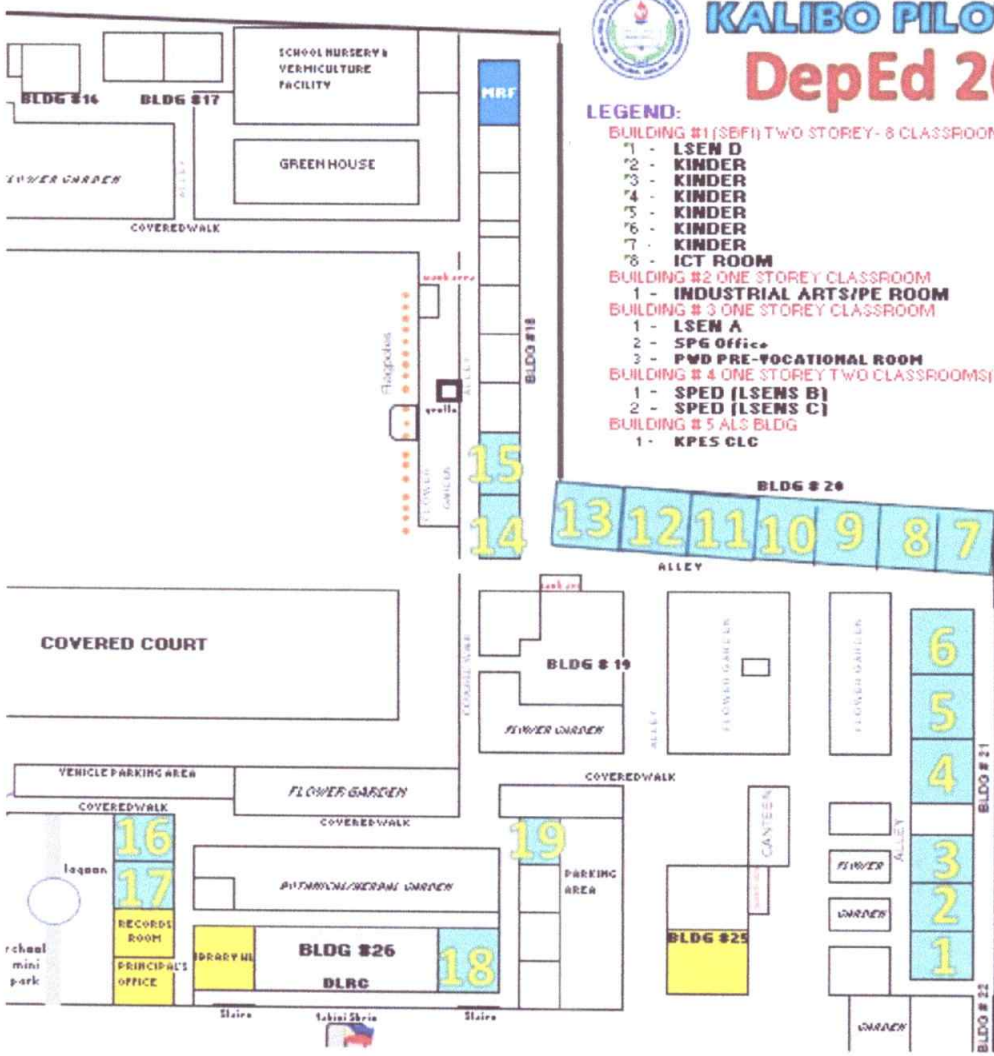


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 REGION VI – WESTERN VISAYAS  
 SCHOOLS DIVISION OF AKLAN

Enclosure No. 3 to DIVISION MEMORANDUM No. 032 s. 2025



**KALIBO PILOT ELEMENTARY SCHOOL**  
**DepEd 2025 A & E Exam**



**LEGEND:**

- BUILDING #1 (SBFI) TWO STOREY - 8 CLASSROOMS**
  - 1 - LSEN D
  - 2 - KINDER
  - 3 - KINDER
  - 4 - KINDER
  - 5 - KINDER
  - 6 - KINDER
  - 7 - KINDER
  - 8 - ICT ROOM
- BUILDING #2 ONE STOREY CLASSROOM**
  - 1 - INDUSTRIAL ARTS/PE ROOM
- BUILDING #3 ONE STOREY CLASSROOM**
  - 1 - LSEN A
  - 2 - SPG Office
  - 3 - PWD PRE-VOCATIONAL ROOM
- BUILDING #4 ONE STOREY TWO CLASSROOMS (FCCCII)**
  - 1 - SPED (LSENS B)
  - 2 - SPED (LSENS C)
- BUILDING #5 ALSO BLDG**
  - 1 - KPES CLC

- BUILDING #6**
  - 1 - School Clinic
  - 2 - Canteen
  - 3 - School Property/Supply Room
- BUILDING #7**
  - 1 - EDFITAP
- BUILDING #8**
  - 1 - GRADE 1- TULIP
- BUILDING #9 TWO STOREY - 8 CLASSROOMS**
  - 1 - Gr. I - CAMIA
  - 2 - Gr. I - DAHLIA
  - 3 - Gr. I - JASMIN
  - 4 - Gr. I - LILY
  - 5 - Gr. VI - ROXAS
  - 6 - Gr. VI - PLARIDEL
  - 7 - Gr. VI - SPJ
  - 8 - Gr. VI - MAGSAYSAY
- BUILDING #10 ONE STOREY CLASSROOM**
  - 1 - Gr. I - KALACHUCHI
- BUILDING #11 TWO CLASSROOMS (LUPITANZAI)**
  - 1 - Gr. I - ORCHID
  - 2 - Gr. I - IVORY
- BUILDING #12 TWO STOREY 4 CLASSROOMS**
  - 1 - Gr. VI - JACINTO
  - 2 - Gr. VI - MABINI
  - 3 - Gr. VI - QUEZON
  - 4 - Gr. VI - LUNA
- BUILDING #13 ONE STOREY 3 CLASSROOMS**
  - 1 - GR. II PEACE
  - 2 - GR. II HOPE
  - 3 - GR. II CHARITY
- BUILDING #14 ONE STOREY CLASSROOM**
  - 1 - AGNES I. CASTILLO SCIENCE LAB.
- BUILDING #15 ONE STOREY 3 CLASSROOMS**
  - 1 - GR. II LOVE
  - 2 - GR. II LOYALTY
  - 3 - GR. II GRACE
- BUILDING #16 ONE STOREY CLASSROOM**
  - 1 - GR. II - UNITY
- BUILDING #17 ONE STOREY 2 CLASSROOMS (FCCCII)**
  - 1 - GR. II - FAITH
  - 2 - GR. III - OVL
- BUILDING #18 ONE STOREY 8 CLASSROOMS**
  - 1 - MRF
  - 2 - GR. III - BLUEBIRD
  - 3 - GR. III - QUAIL
  - 4 - GR. III - GOLDFINCH
  - 5 - GR. III - PARROT
  - 6 - GR. III - CANARY
  - 7 - GR. III - EAGLE
  - 8 - GR. III - DOVE
  - 9 - GR. IV - OPAL
- BUILDING #19 ONE STOREY CLASSROOM**
  - 1 - H.E. BLDG.
- BUILDING #20 ONE STOREY 2 CLASSROOMS**
- BUILDING #23**
  - 1 - Kalibo
- BUILDING #24 OF**
  - 1 - GABA
- BUILDING #25**
  - ONE STOREY (GABA)
  - 1 - GR. IV
  - 2 - GR. II
  - 3 - GR. II
  - 4 - GR. I-
  - 5 - GR. I-
  - 6 - DLRC
  - 7 - READ
  - 8 - GR. V
  - 9 - GR. V
  - 10 - RECO
  - 11 - PRIM



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**SCHOOLS DIVISION OF AKLAN**

Enclosure No. 4 to DIVISION MEMORANDUM No. 032 s. 2025

Name	Position	Designation
Marcelle I. Briones	PSDS	PSDS
Allan T. Relloto	SP II	School Testing Coordinator
Gay T. Andrade	ALS Teacher	Test Registration Officer/Supervising Examiner
Mae-an D. Rigo	ALS Teacher	Test Registration Officer/Supervising Examiner
Danilo Arsula	ADAS	Janitor
Joven Andrade	ADAS	Support Staff
Norie Pescuela	Security Guard	Security Guard
Clarence Lachica	ADA I	ADA I

**KALIBO PILOT ELEMENTARY SCHOOL TESTING CENTER**

Room No.	Name	Position	Designation
1	Criselle D. Valencia		Room Examiner
2	Cristina C. Iradiel		Room Examiner
3	Anamae F. Feliciano		Room Examiner
4	Phebe F. Ingat		Room Examiner
5	Angiela A. Ambrocio		Room Examiner
6	Antonio R. Dalida Jr.		Room Examiner
7	Desiree A. Campos		Room Examiner
8	Beauty Ann A. Zapico		Room Examiner
9	Edwin L. Autencio		Room Examiner
10	Amor B. Misplacido		Room Examiner
11	Gie C. Magdaluyo		Room Examiner
12	Maricel T. Salazar		Room Examiner
13	Frederick G. Iguban		Room Examiner
14	Ricel V. Diaz		Room Examiner
15	Ronald T. Imaysay		Room Examiner
16	Hazel Joy L. Rabe		Room Examiner
17	Balbina D. Rabe		Room Examiner
18	Hanna Gay R. Maribojo		Room Examiner
19	Juanita V. Irabon		Room Examiner

**BJMP and ARC TESTING CENTER**

Room No.	Name	Position	Designation
ARC	Valquin V. Pullantes		Room Examiner
BJMP	Eddelon C. Bereber		Room Examiner



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Republic of the Philippines  
**Department of Education**  
Region VI - Western Visayas  
**DIVISION OF AKLAN**



**Accreditation and Equivalency (A&E) Test**

SDO ADDRESS: Poblacion, Numancia, Aklan

**LIST OF TESTING CENTERS**

No.	Testing Center	Complete Address	Registration Officer	Total Number of Examinees			
				Elementary Level		Junior High School Level	
				Regular	With Special Needs	Regular	With Special Needs
1	<b>Aklan Rehabilitation Center</b>	<b>Nalook, Kalibo, Aklan</b>	<b>Gay T. Andrade Mae-an D. Rigo</b>	<b>6</b>	<b>0</b>	<b>5</b>	<b>0</b>
2	<b>Bureau of Jail Management and Penology</b>	<b>Nalook, Kalibo, Aklan</b>		<b>0</b>	<b>0</b>	<b>13</b>	<b>0</b>
3	<b>Kalibo Pilot Elementary School</b>	<b>Mabini Street, Poblacion, Kalibo, Aklan</b>		<b>68</b>	<b>0</b>	<b>500</b>	<b>0</b>
<b>TOTAL</b>				<b>74</b>	<b>0</b>	<b>518</b>	<b>0</b>

Prepared by:

  
**JOHN C. MARCIALES**  
Division Testing Coordinator

Approved by:

  
**FELICIANO C. BUENAFE Jr., CESO VI**  
Schools Division Superintendent



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF AKLAN

November 29, 2024

**DIVISION MEMORANDUM**

No. 583 s. 2024

**2024 ACCREDITATION AND EQUIVALENCY TEST REGISTRATION  
AND ADMINISTRATION GUIDELINES**

**To: OIC- Office of the Asst. Schools Division Superintendent**  
**Chief Education Supervisors**  
**Education Program Supervisors**  
**Public Schools District Supervisors**  
**Principals/Head Teacher In-charge of the District**  
**Senior/ Education Program Specialists**  
**Heads of Elementary, Secondary**  
**and Integrated Schools**  
**ALS Teachers**  
**All Others Concerned**

1. Please find attached Regional Memorandum No. 1215 s. 2024, titled **2024 Accreditation and Equivalency Test Registration and Administration Guidelines**.
2. Immediate and wide dissemination of this Memorandum is desired.

For the Schools Division Superintendent:

**MICHAEL T. RAPIZ**  
Chief Education Supervisor  
School Governance and Operations Division  
In-Charge of the Division *Jawala*

Encl.: RM No. 1215 s. 2024  
To be indicated in the Perpetual Index  
Under the following subjects:

**ACCREDITATION  
EXAMINATIONS**

**ALTERNATIVE LEARNING SYSTEM  
LEARNERS SCHOOLS TEST**

JCC





Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS

REGIONAL MEMORANDUM  
No. 1215 s. 2024

NOV 22 2024

**2024 ACCREDITATION AND EQUIVALENCY TEST REGISTRATION  
AND ADMINISTRATION GUIDELINES**

To: Schools Division Superintendents  
All Others Concerned

1. Attached is DepED Memorandum No. 063, s. 2024, titled **2024 Accreditation and Equivalency Test Registration and Administration Guidelines**.
2. Immediate dissemination of and compliance with this Memorandum are desired.

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Encl.: As stated  
Reference: None

To be indicated in the Perpetual Index  
under the following subjects:

ACCREDITATION  
ALTERNATIVE LEARNING SYSTEM  
EXAMINATIONS  
LEARNERS  
SCHOOLS  
TEST

LMS/RM/2024 A & E Test Registration and Administration Guidelines/November 21, 2024



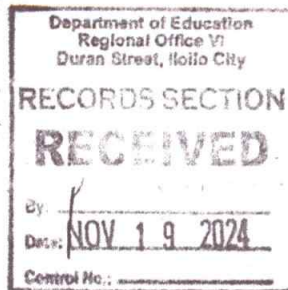
Address: Duran Street, Iloilo City, 5000  
Telephone Nos: (033) 337-0149; 336-2816  
Email Address: region6@deped.gov.ph  
Website: region6.deped.gov.ph



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Republic of the Philippines  
Department of Education



NOV 15 2024

DepEd MEMORANDUM  
No. 063, s. 2024

2024 ACCREDITATION AND EQUIVALENCY TEST REGISTRATION  
AND ADMINISTRATION GUIDELINES

To: Undersecretaries  
Assistant Secretaries  
Minister, Basic, Higher, and Technical Education, BARMM  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The Department of Education (DepEd), through the Bureau of Education Assessment (BEA) in coordination with the Bureau of Alternative Education (BAE), announces the registration period for and administration of the **2024 Accreditation and Equivalency (A&E) Test**.

2. Pursuant to DepEd Order No. 55, s. 2016 (Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program), the A&E Test aims to measure the competencies and life skills of those who have not attended or finished formal elementary or secondary education. This assessment shall allow the learners to obtain certification of completion at different exits in Basic Education, which may be used to access further education, job promotion, entry to job training, and employment.

3. The following schedules relative to A&E Test Administration shall be observed:

Activity	Schedule
A&E Test Registration	October 21–December 2, 2024
A&E Test Administration-Luzon Cluster	January 26, 2025
A&E Test Administration-Visayas and Mindanao Clusters	February 2, 2025

4. The A&E Test applicants shall register at schools division offices (SDOs) identified and designated as registration centers by the schools division superintendent (SDS).

5. The following are eligible to register:

- a. Alternative Learning System (ALS) learners enrolled in the Learner Information System (LIS) for the school year (SY) 2024–2025 on or before October 31, 2024.
- b. Previous ALS Program Completers not registered in the LIS of the current school year who did not submit or did not meet the minimum required points in the **Presentation Portfolio Assessments (PPA)** but underwent additional learning intervention in the ALS K to 12 Basic Education

Curriculum (BEC) certified by the ALS Teacher/Community ALS Implementer/learning facilitator (Enclosure No. 3).

- c. Previous ALS Program Completers not registered in the LIS of the current SY who did not pass the **previous A&E Test** but underwent additional learning intervention in the ALS K to 12 BEC certified by the ALS teacher/community ALS Implementer/Learning Facilitator (Enclosure No. 4).
6. Applicants shall be at least **12 years old for the A&E Elementary Level** and at least **16 years old for the A&E Junior High School Level** on or before the examination day.
7. Registration requirements are as follows:
- a. **Original and one photocopy** of Birth Certificate issued by the Philippine Statistics Authority (PSA), formerly National Statistics Office (NSO). The original copy shall be used to evaluate and verify the document's authenticity. Once the evaluation and verification are completed, the original copy will be returned to the applicant.
  - b. If the copy of the Birth Certificate from the PSA/NSO is not available, **the original and one photocopy** of any of the following documents can be presented:
    - i. Baptismal Certificate;
    - ii. Voter's ID (with picture, signature, and date of birth);
    - iii. Valid Passport;
    - iv. Valid Driver's License; and
    - v. Any legal document bearing the applicant's picture, name, signature, and date of birth (e.g., National Bureau of Investigation [NBI] Clearance, Police Clearance)

The original copy shall be used to evaluate and verify the document's authenticity. Once the evaluation and verification are completed, the original copy will be returned to the applicant.
  - c. 1x1 identical ID Photo (white background with name tag)
  - d. Certification of Portfolio certified by the ALS Teacher/Community ALS Implementer/Learning Facilitator and endorsed by the Division ALS Focal Person/Education Program Specialist II for ALS (EPSA) (Enclosure No. 3).
8. **No payment shall be collected** by anyone involved in the A&E Test Registration, Administration, and issuance of the certificate of rating.
9. The SDS, through the Division Testing Coordinator (DTC), shall assign personnel to perform the functions listed below. They shall have a **Very Satisfactory (VS)** performance in conducting the BEA testing programs and should have no records of violations relating to national examination policies.
- a. **During Registration**
    - Registration Testing Officer (RTO), co-registrar, and support staff who will manage the registration process and evaluation of applicants' documents

*cutie*  
*4-2018*

**b. During the Test Administration**

- Chief Examiners
- Supervising Examiners
- Room Examiners

10. All DTCs shall orient the RTOs and ALS Implementers on the registration process and evaluation of applicants' documents. All RTOs are liable for any irregularities in the required age and documents of test applicants. Additionally, orientation for chief examiners, supervising examiners, and room examiners shall be conducted before the test administration. A separate memorandum shall be issued for the orientation on the administration of the A&E Test.

11. The ALS Implementers shall help in the dissemination of information and distribution of the registration form.

12. The BEA shall lead the monitoring of the registration process, orientation of testing personnel, and test administration to be assisted by Regional Testing Coordinators (RTCs), along with other regional office (RO) personnel including Regional ALS Focal Persons subject to the availability of funds. BAE personnel shall join the monitoring and provide assistance whenever necessary.

13. The DTCs shall use Enclosure No. 6 in preparing the list of testing centers and the total of examinees per level. A copy of this report in MS Excel format shall be submitted to BEA through email address: [bea.ead@deped.gov.ph](mailto:bea.ead@deped.gov.ph) by the DTC on or before **December 6, 2024**.

14. In compliance with DepEd Memorandum No. 121, s. 2017 (Clarification on the Implementation of Portfolio Assessment in the Alternative Learning System), presentation portfolio assessment (PPA) will not be a part of the final rating. Hence, the test is a multiple-choice type only.

15. However, ALS Implementers shall continue the portfolio assessment to be part of the learner's intervention process as an assessment of learning.

16. The following enclosures shall guide and be utilized by the DTCs and RTOs:

- a. Enclosure No. 1 - Registration and Test Administration Guidelines and Procedures,
- b. Enclosure No. 2 - Registration form to be accomplished personally by the applicant,
- c. Enclosure No. 3 - Certification of Portfolio to be issued and certified by the ALS Teacher/Community ALS Implementer/Learning Facilitator and endorsed by the Education Program Specialist II for ALS,
- d. Enclosure No. 4 - Certification of Additional Intervention,
- e. Enclosure No. 5 - List of Registrants to be accomplished by the Registration Committee,
- f. Enclosure No. 6 - List of Testing Centers to be accomplished by the DTC, and
- g. Enclosure No. 7 - List of Examinees to be accomplished by the Registration Committee

17. Only the registered applicants with complete requirements shall be allowed to take the A&E Test at the testing centers approved by BEA. **No walk-in A&E Test takers shall be accommodated.**



18. One week before the examination, all DTCs are required to orient all testing personnel on the standardized test administration. Only those who attended the orientation shall be allowed to serve as testing personnel.

19. Only testing personnel and test monitors approved by DepEd officials specified in the A&E Handbook are allowed in the testing center premises during the examination day. The A&E Handbook shall be provided after the national orientation on the administration of the A&E Test.



20. The SDS is required to conduct an investigation on breach of security should there be any irregularities in the test registration and administration. The report on the investigation must be submitted to the DepEd RO and BEA.

21. For more information, please contact the **Bureau of Education Assessment-Education Assessment Division**, 2nd Floor, Rizal Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at [bea.ead@deped.gov.ph](mailto:bea.ead@deped.gov.ph) or telephone number (02) 8631-2589.

22. Immediate dissemination of this Memorandum is desired.

By Authority of the Secretary:



  
**RONALD U. MENDOZA, PhD**  
Undersecretary for Strategic Management 

Encls.:

As stated

References:

DepEd Order (No. 55, s. 2016)

DepEd Memorandum (Nos. 121, s. 2017); 006, s. 2019; and 076, s. 2018)

To be indicated in the Perpetual Index  
under the following subjects:

ACCREDITATION  
ALTERNATIVE LEARNING SYSTEM  
EXAMINATIONS  
LEARNERS  
SCHOOLS  
TEST





(Enclosure No. 1 to DepEd Memorandum No. 063, s. 2024)|

**Registration and Test Administration Guidelines and Procedures**

<b>I. Registration and Test Administration Guidelines and Procedures</b>	
<p>1. How to register?</p>	<p>The test applicant shall:</p> <ol style="list-style-type: none"> <li>1. Go to the designated Registration Center and secure a registration form from the Registration Committee;</li> <li>2. Accomplish personally the Registration Form;</li> <li>3. Present the accomplished Registration Form, together with the complete requirements to the Registration Committee for evaluation and verification;</li> <li>4. Receive the applicant's copy (lower portion of the registration form) for safekeeping and presentation to the room examiner on the testing day.</li> </ol> <p>ALS Teacher/Community ALS Implementer/ Learning facilitators may gather 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. After the evaluation of documents, they 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 is needed to present on the testing day. Non-DepEd ALS Program Providers may also adapt this procedure to facilitate the registration of their learners.</p> <p><b><u>NO PAYMENT SHALL BE COLLECTED</u></b> by anyone involved in the A&amp;E Test Registration, Administration, and issuance of the certificate of rating.</p>
<p>2. What is the composition of the Registration Committee and its functions?</p>	<p>The SDS shall designate a Registration Committee, which consists of an RTO, a co-registrar and a support staff. They should be oriented by the DTC on the registration process and evaluation of applicants' documents.</p> <p>The committee will manage the registration process, including the evaluation and verification of the submitted documents. Specifically, the committee will:</p> <ol style="list-style-type: none"> <li>a. Report to the Registration Center from October 21 to December 2, 2024 from 8:00 AM to 5:00 PM;</li> <li>b. Interview the prospective applicants to determine if they are qualified to register;</li> </ol>

	<ul style="list-style-type: none"> <li>c. Distribute the registration forms to qualified applicants;</li> <li>d. Explain how the registration form will be accomplished (but will not accomplish it for the applicant);</li> <li>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;</li> <li>f. Certify that all information supplied in the registration form are based on the submitted documents;</li> <li>g. Immediately inform the applicants with incomplete or questionable requirements to submit the necessary documents before the end of the registration period;</li> <li>h. Fill out the name of the testing center in the registration form;</li> <li>i. Detach the lower part of the registration form (applicant's copy and return it to the registrant for use as an admission document on the testing day;</li> <li>j. Group the registrants into Elementary and Junior High School Levels using Enclosure No. 5.</li> <li>k. Prepare the official list of examinees per testing room using Enclosure No. 7 based on the list of registrants; and</li> <li>l. Sign and submit the lists of examinees per testing center to the DTC.</li> </ul> <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 A&amp;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"> <li>a. arrange the applicants' documents by testing room based on the lists of examinees per testing center;</li> <li>b. give to the room examiner during the examination day the first copy of the applicants' documents, including the upper part of the registration form (RTC's copy);</li> <li>c. keep secured the second copy of the applicants' documents at the registration centers or at the DTC's office.</li> </ul>
<p>4. Can Non-ALS learners register?</p>	<p>No.</p>

*Handwritten signature*

5. Can 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 DepEd Order No. 55, s. 2016.
6. Are applicants who are Learners with Special Needs allowed to register?	Applicants who are Learners with Special Needs shall be allowed to register subject to the registration requirements. On the examination day, the test shall be facilitated by a Room Examiner assigned by the Division Testing Coordinator (DTC).
7. Are applicants with age of 16 years old and above but 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 must take and pass the A&E Elementary Level first.
8. When is the release of the A&E Test result?	Two to three months after the test.

<b>Test Administration Activities</b>		
<b>Before Test Administration</b>		
<b>Time Frame</b>	<b>Activity</b>	<b>Key Personnel Responsible</b>
One week before the test administration	<ul style="list-style-type: none"> <li>Orientation on the Administration of Accreditation and Equivalency (A&amp;E) Test</li> </ul>	Division Testing Coordinator (DTC) Assistant DTC, Division ALS Focal Person/ Education Program Specialist II for ALS (EPSA)
	<ul style="list-style-type: none"> <li>Ocular inspection of Testing Centers</li> </ul>	DTC, Asst. DTC, Division ALS Focal Person/ Education Program Specialist II for ALS (EPSA), Test Monitor (If applicable)
<b>During Test Administration</b>		
7:30-8:00	<ul style="list-style-type: none"> <li>Briefing of all testing personnel regarding duties and responsibilities</li> <li>Distribution of Test Materials and Registrants' submitted documents to the Room Examiners</li> <li>Inspection of Testing Rooms</li> </ul>	Chief Examiner (CE) Supervising Examiner (SE)
8:00-8:15	<ul style="list-style-type: none"> <li>Entrance and Seating Arrangement of Examinees</li> <li>Orientation and General Direction</li> <li>Distribution of Test Materials to the Examinees</li> </ul>	Room Examiner (RE)
8:15-9:00	<ul style="list-style-type: none"> <li>Provision of instruction for filling in of information in the Answer Sheet and Examinee's Descriptive Questionnaire</li> </ul>	Room Examiner (RE)

*Handwritten signature/initials*

<p>9:00-11:25 (For A&amp;E Elementary examinees)</p> <p>9:00-12:30 (For A&amp;E Junior High School examinees)</p>	<ul style="list-style-type: none"> <li>Monitoring of Test Proper inside the testing room</li> <li>Monitoring of Test Proper (if there are 11 or more testing rooms per testing center)</li> </ul>	<p>Room Examiner (RE)</p> <p>Supervising Examiner (SE)</p>
<p>11:25-11:55 (For A&amp;E Elementary examinees)</p> <p>12:30-12:50 (For A&amp;E Junior High School examinees)</p>	<ul style="list-style-type: none"> <li>Retrieval of Test Materials and Dismissal of examinees</li> </ul>	<p>Room Examiner (RE)</p>
<p>2:00 pm onwards</p>	<ul style="list-style-type: none"> <li>Submission of Test Materials to SDOs</li> </ul>	<p>DTC, Chief Examiner (CE) Supervising Examiner (SE), Designated Support Staff</p>

*Handwritten signature and date: DTC 5/26*



<b>A&amp;E Form 1</b>	<i>Copy for Registration Officer</i>																																															
<div style="border: 1px solid black; padding: 5px; text-align: center;">         1x1 ID Photo with Name Tag       </div>	Republic of the Philippines Department of Education <b>BUREAU OF EDUCATION ASSESSMENT</b> 2nd Fir., Bonifacio Bldg., Meralco Ave., Pasig City 1600																																															
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*Abi Joy*



(Enclosure No. 3 to DepEd Memorandum No. 063, s. 2024)

**Certification of Portfolio**



Republic of the Philippines  
**Department of Education**  
REGION \_\_\_\_\_  
SCHOOLS DIVISION OF \_\_\_\_\_



**CERTIFICATION**

This is to certify that \_\_\_\_\_ with  
(Given Name, Middle Name, Last Name, Extension Name)  
LRN \_\_\_\_\_ of \_\_\_\_\_ is registered as  
(CLC Name)  
a/an \_\_\_\_\_ in the Learners Information System (LIS) of SY  
Elementary or Junior High School  
\_\_\_\_\_ and has submitted a portfolio containing the following documents:

- a. Personal Information Sheet (PIS)
- b. Functional Literacy Test (FLT)
- c. Assessment Forms 1-2
- d. Recognition of Prior Learning (RPL) Forms 1-4
- e. At least four (4) work samples per Learning Strand (each highlighting the specific competency demonstrated)

This certification is issued as one of the requirements for the registration in the 2024 Accreditation and Equivalency Test.

Certified by:

\_\_\_\_\_  
**ALS Teacher/Community ALS Implementer/Learning Facilitator**  
Signature over Printed Name  
Date: \_\_\_\_\_

Endorsed by:

\_\_\_\_\_  
**Education Program Specialist II for ALS**  
Signature over Printed Name  
Date: \_\_\_\_\_

(Enclosure No. 4 to DepEd Memorandum No. 063, s. 2024)



**Certification of Additional Intervention**



Republic of the Philippines  
**Department of Education**  
REGION \_\_\_\_\_  
SCHOOLS DIVISION OF \_\_\_\_\_



**CERTIFICATION**

This is to certify that \_\_\_\_\_ with  
(Given Name, Middle Name, Last Name, Extension Name)  
LRN \_\_\_\_\_ of \_\_\_\_\_ is a/an  
(CLC Name)  
\_\_\_\_\_ ALS PROGRAM COMPLETER in the Learners Information  
Elementary or Junior High  
School  
System (LIS) of SY \_\_\_\_\_.

He/She underwent additional intervention in the ALS K to 12 Basic Education Curriculum (BEC).

This certification is issued as one of the requirements for the registration in the 2024 Accreditation and Equivalency Test.

Certified by:

\_\_\_\_\_  
**ALS Teacher/Community ALS Implementer/Learning Facilitator**  
Signature over Printed Name  
Date: \_\_\_\_\_

(Enclosure No. 5 to DepEd Memorandum No. 063, s. 2024)



**List of Registrants**



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	
Male	
Female	
<b>Total</b>	

No.	Name	Age	Birthdate (mm/dd/yyyy)	Sex (M/F)	Documents Submitted (Check the appropriate Column)			
					Birth Certificate	Proof of Birthdate	Certificate of Portfolio	Certificate of Additional Intervention
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

Prepared by:

\_\_\_\_\_  
Signature Over Printed Name

Approved by:

\_\_\_\_\_  
Signature Over Printed Name

*Handwritten initials/signature*





(Enclosure No. 6 to DepEd Memorandum No. 063, s. 2024)

**List of Testing Centers**



Republic of the Philippines  
Department of Education  
Region \_\_\_\_\_  
Division of \_\_\_\_\_



**Accreditation and Equivalency (A&E) Test**

SDO Address: \_\_\_\_\_

Testing Center: \_\_\_\_\_ Address: \_\_\_\_\_

Region & Division Code: \_\_\_\_\_ A&E Test Level: \_\_\_\_\_

No.	Testing Center	Complete Address	Total Number of Examinees			
			Elementary Level		Junior High School Level	
			Regular	With Special Needs	Regular	With Special Needs

Prepared by:

\_\_\_\_\_  
Signature Over Printed Name of DTC

Approved by:

\_\_\_\_\_  
Signature Over Printed Name

(Enclosure No. 7 to DepEd Memorandum No. 063, s. 2024)



**List of Examinees**



Republic of the Philippines  
Department of Education  
Region \_\_\_\_\_  
Division of \_\_\_\_\_



**Accreditation and Equivalency (A&E) Test  
List of Examinees**

Testing Center: \_\_\_\_\_ Address: \_\_\_\_\_  
Region & Division Code: \_\_\_\_\_ A&E Test Level: \_\_\_\_\_

Summary of Examinees	
Male	
Female	
<b>Total</b>	

No.	Name	Age	Birthdate (mm/dd/yyyy)	Sex (M/F)	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Prepared by:

\_\_\_\_\_  
Signature Over Printed Name

Approved by:

\_\_\_\_\_  
Signature Over Printed Name

*edw jos*