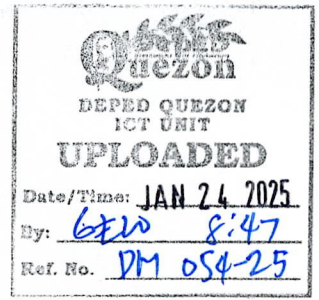




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



24 January 2025

DIVISION MEMORANDUM
 DM No. 054, s. 2025

DISTRIBUTION AND RETRIEVAL OF A&E TEST MATERIALS

- To:** Assistant Schools Division Superintendents
 Division Chiefs
 ALS Education Program Supervisor
 ALS Specialists
 Public Schools District Supervisors
 District Testing Coordinators
 District ALS Coordinators
 School Testing Coordinators
 A&E Testing Personnel
 All Others Concerned

1. Pursuant to **Deped Memorandum No. 063, s. 2024** (2024 Accreditation and Equivalency Test Registration and Administration Guidelines), this Office through the Division Testing Committee, in coordination with the Division ALS Focal Person and Specialists, announces the conduct of Distribution and Retrieval of the 2024 Accreditation and Equivalency (A&E) Test Materials. The following are the schedules of the said activity.

Activity	Schedule	Venue
Distribution of Test Materials	January 24, 2025 (8:00 a.m. – 12:00 p.m.)	SGOD Office
Retrieval of Test Materials	January 27, 2025 (8:00 a.m. – 12:00 p.m.)	

2. The **Chief Examiners (CEs) and/or Designated Support Staff** shall receive and return the Test Materials (TMs) of their respective Testing Center. They are reminded to uphold the security and integrity of test materials in the whole process of distribution and retrieval activity.

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164,
 (042) 784-0391, (042) 784-0321





Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

3. The CEs shall coordinate with the designated Registration Testing Officers (RTOs) regarding the final list of actual examinees based on their allocation. They shall be responsible also for overseeing the conduct of the test in the designated testing centers.
4. Please see the Enclosure for the list of Division Technical Working Committee (TWC) members in the Distribution and Retrieval of A&E Test Materials.
5. Transportation expenses that may be incurred during the distribution and retrieval activity by the Chief Examiners and/or Designated Support Staff from the field shall be charged against the School MOOE/Local Fund, while that of Division Personnel shall be charged against the Division MOOE, subject to the usual auditing rules and regulations.
6. For information and strict compliance of all concerned.

ROMMEL C. BAUTISTA, CESO V ✕
Schools Division Superintendent

smemgd1/23/2025

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

Enclosure to DM No. 054, s. 2025

DIVISION TECHNICAL WORKING COMMITTEE (TWC) MEMBERS

Distribution and Retrieval of A&E Test Materials

Name	Position	Station
MICHELLE G. DUMA	Senior Education Program Specialist	SGOD
MARY JOYCE P. SALAMAT	Education Program Specialist II	SGOD
EDNA G. ADEL	Head Teacher III	Talipan NHS
ROWENA P. ALBARAN	Head Teacher III	Talipan NHS

[Nothing follows.]

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321

DepEdTayoQuezon

www.depedquezon.com.ph

quezon@dep.gov.ph