



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



09 October 2025

DIVISION MEMORANDUM
DM No. 1013, s. 2025

**CONDUCT OF THE 2025 ACCREDITATION AND EQUIVALENCY (A&E)
TEST REGISTRATION**

To: Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisor and Specialists for ALS
Public Schools District Supervisors
District Testing Coordinators
District ALS Coordinators
ALS teachers, Community ALS Implementers, and Learning Facilitators
School Testing Coordinators
All Others Concerned

1. In line with Advisory No. 027, s. 2025 (Orientation on the Guidelines for the 2025 Accreditation and Equivalency (A&E) Test Registration and Administration) issued by the Department of Education (DepEd) through the Bureau of Education Assessment (BEA) dated September 12, 2025, this Office, through the Division Testing Committee, in coordination with the Division ALS Focal Person and Specialists, announces the conduct of the test registration period from **September 29, 2025 to November 4, 2025**.
2. Test applicants for the A&E shall register at the Schools Division Office through its designated registration centers. The **Registration Testing Officers (RTOs)** and their **support staff** shall manage the registration process and evaluate applicants' documents. Please refer to **Enclosure No. 1** for reference.
3. For the eligibility criteria and documentary requirements of test registrants, please refer to **Enclosure No. 2**.
4. The **Presentation Portfolio Assessment (PPA)** is a prerequisite for ALS learners to qualify for the 2025 A&E Test. The PPA shall be conducted prior to the administration of the A&E Test.

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5. Only registered applicants with complete requirements shall be allowed to take the A&E Test at testing centers approved by the BEA. **Walk-in applicants will not be accommodated.**
6. To ensure the smooth conduct of the test registration, ALS teachers, Community ALS Implementers, and Learning Facilitators may gather applicants from far-flung areas in one assembly and assist them in the registration process. They shall collect the accomplished forms and required documents for submission to the designated RTOs at the registration centers.
7. **Applicants' registration copies** shall be kept by the ALS teachers, Community ALS Implementers, or Learning Facilitators and must be given to the applicants **a day before or on the testing day** to prevent misplacement.
8. The RTOs and support staff shall disseminate information regarding the registration process to all concerned applicants.
9. All templates and forms related to the A&E Test Registration and Administration can be downloaded through **tinyurl.com/AnETestForms25**.
10. All concerned are reminded that **no payment shall be collected** by anyone involved in the registration, administration, or issuance of the Certificate of Rating for the A&E Test.
11. A separate Memorandum shall be issued regarding the administration of the 2025 A&E Test.
12. For information and strict compliance of all concerned.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

smemgd10/09/2025

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Enclosure No. 1 to DM No. 1013, s. 2025

Designated A&E Test Registration Centers and Registration Testing Officers

Designated A&E Test Registration Centers	Registration Testing Officers	Support Staff in the Registration	Testing Centers
Candelaria West District	Maricris M. Grobador	Luzviminda De Mesa Pol Angelo De Villa	Quezon NHS
Lopez West Building 1	Frank Frederick R. Laurora	Zarah Kristine Flores Mark John Parro	Lopez NCHS
Mulanay Central Elementary School	Adeline A. Buenafe	Marigen Privado Romero Devilles	Bondoc Peninsula AHS
Infanta Central School	Laarni Rose Gutierrez	Robin D. Potestades Michael N. Nollo	Infanta NHS
Pagbilao District Jail	Buena D. Jaro	Gener D. Catapang	Pagbilao District Jail
Quezon District Jail	Buena D. Jaro	Eunice P. Marino	Quezon District Jail
Gumaca District Jail	German E. Deza	Ace B. Paulite	Gumaca District Jail
Bureau of Jail Management and Penology (Candelaria District)	Arlene Coronado	Don Kirby Alvarez	Bureau of Jail Management and Penology (Candelaria District)
General Nakar District Jail	Ananias R. Agunias	Michael B. Mortiz	General Nakar District Jail
Catanauan Municipal Jail	Maria Cherryl J. Manongsong	Marie Grace F. Caja	Catanauan Municipal Jail

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Enclosure No. 2 to DM No. 1013, s. 2025

Eligibility of Test Registrants and Requirements

A. Eligibility

The following are eligible to register:

- a. ALS learners enrolled in the Learner Information System (LIS) for SY 2025 – 20226 or before **October 31, 2025**;
- b. Previous ALS Program Completers who are not registered in the LIS of the current school year and have not taken either the **Presentation Portfolio Assessments (PPA)** or the **Accreditation and Equivalency (A&E) Test**;
- c. Previous ALS Program Completers who are not registered in the LIS of the current school year and have not passed either the Presentation Portfolio Assessment (PPA) or the Accreditation and Equivalency (A&E) Test, 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.

*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.

B. Requirements

The test registrants must submit the following requirements to the designated Test Registration Officer (TRO):

- a. Original and one (1) photocopy of Birth Certificate issues by the Philippine Statistics Authority (PSA), formerly National Statistics Office (NSO). A copy of the Birth Certificate will serve as an essential requirement for documents evaluation.
- b. The original copy shall be used to evaluate and verify the document's authenticity. After the evaluation and verification are completed, the original copy will be returned to the applicant.
- c. If the copy of the Birth Certificate from the PSA/NSO is not available, the original and one (1) 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., NBI Clearance, Police Clearance)

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- d. 1x1 identical ID Photo (white background with name tag); and
- e. Original and one (1) photocopy of ALS Form (AF) 5 prepared by the ALS Teacher/Community ALS Implementor/Learning Facilitator, certified correct by the Division ALS Focal Person. This requirement applies to program completers who have not taken the PPA or A&E Test.
- f. Original and one (1) photocopy of PPA result evaluated by the EPSA or Certificate of Rating (COR) issued by the Bureau of Education Assessment (BEA). This requirement applies to program completers who did not pass the PPA or A&E Test.

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