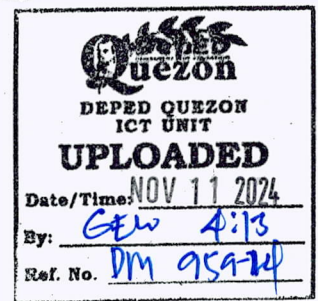




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



11 November 2024

DIVISION MEMORANDUM
DM No. 959, s. 2024

**CONDUCT OF THE 2024 ACCREDITATION AND EQUIVALENCY (A&E)
TEST REGISTRATION**

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
District Testing Coordinators
District ALS Coordinators
School Testing Coordinators
All Others Concerned

1. In line with the Advisory issued by the Department of Education (DepEd), through the Bureau of Education Assessment (BEA), dated October 18, 2024, this Office through the Division Testing Committee, in coordination with the Division ALS Focal Person and Specialists, announces the conduct of test registration period from November 12, 2024 until December 02, 2024.
2. Test Applicants for the A&E shall register in the Schools Division Office through its **designated registration centers**. The Registration Testing Officers (RTO) with their co-registrar and support staff (if any) will manage the registration process and evaluation of applicants' documents. Please see Enclosure No. 1 for reference.
3. For the eligibility of test registrants and requirements, kindly see **Enclosure No. 2**.
4. The RTOs, co-registrar staff, and support staff shall disseminate the registration process to the registrants.
5. 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.

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



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SCHOOLS DIVISION OF QUEZON PROVINCE

6. To facilitate smoothly the process of test registration, the ALS teachers/Community ALS implementers/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 designated RTOs in the registration centers.
7. Please be informed also that the applicants' registration copy shall be kept by the ALS teachers/Community ALS implementers/Learning facilitators, and shall be given to the applicants a day before or on the testing day to avoid misplacement of the said copy.
8. **All templates and forms** relative to the A&E Test Registration and Administration can be downloaded and accessed through tinyurl.com/AETemplates-Forms2024.
9. All concerned are also reminded that no payment shall be collected by anyone involved in the A&E Test administration, administration, and issuance of the certificate of rating.
10. In connection with the conduct of the A&E Test Registration, an **online orientation** shall be conducted on **November 12, 2024, 9:00 a.m. – 12:00 p.m.** This will be participated by all District ALS Coordinators and Testing Coordinators, ALS teachers/Community ALS implementers/Learning facilitators, Division Testing Committee, Division ALS Focal Person, and Specialists.
11. The **Meeting Link** for the online orientation will be forwarded to the official Facebook Messenger Group Chat of the District Testing Coordinators, and A&E Test Committee.
12. For information and strict compliance of all concerned.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

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 DepEdTayoQuezon

 www.depedquezon.com.ph

 quezon@deped.gov.ph



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

Enclosure No. 1 to DM No. 959, s. 2024

DESIGNATED A&E TEST REGISTRATION CENTERS

Designated A&E Test Registration Centers	Registration Testing Officers	Testing Centers
Candelaria West District	RTO – Luzviminda De Mesa Asst. RTO – Don Kirby Alvarez	Quezon National High School
Lopez West Building 1	RTO – Zarah Kristine A Flores Asst. RTO – Carmela S. In toy	Lopez National Comprehensive High School
Mulanay Central Elementary School	RTO – Marigen M. Privado Asst. RTO – Mark Jerson M. Aguila	Bondoc Peninsula Agricultural High School
Infanta Central School	RTO – Robin D. Potestades Asst. RTO – Emelita O. Mallari	Infanta National High School
Pagbilao District Jail	RTO – Eunice P. Marino	Pagbilao District Jail
Quezon District Jail	RTO – Gener D. Catapang,	Quezon District Jail
Gumaca District Jail	RTO – Ace B. Paulite	Gumaca District Jail
Bureau of Jail Management and Penology (Candelaria District)	RTO – Allan Gonzalez	Bureau of Jail Management and Penology (Candelaria District)
General Nakar District Jail	RTO – Michael V. Nollobo	General Nakar District Jail
Catanauan Municipal Jail	RTO – Joseph C. Malaya	Catanauan Municipal Jail

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

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

Enclosure No. 2 to DM No. 959, s. 2024

ELIGIBILITY OF TEST REGISTRANTS AND REQUIREMENTS

A. Eligibility

- a. ALS Learners enrolled in the Learner Information System (LIS) for 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 Assessment (PPA) but underwent **additional learning intervention** in the ALS K to 12 Basic Education Curriculum (BEC) certified by the ALS Teacher/Community ALS Implementor/Learning Facilitator;
- c. Previous ALS Program Completers not registered in the LIS of the current school year who did not pass the previous 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 Implementor/Learning Facilitator;
- d. 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

- a. Original and photocopy of Birth Certificate issued by the Philippine Statistics Authority (PSA) formerly National Statistics Office (NSO);
- b. If the copy of the Birth Certificate from the PSA/NSO is not available, 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 documents bearing the applicant's picture, name, signature, and date of birth (e.g. NBI Clearance, Police Clearance)
- c. 1 x 1 identical ID Photo (white background with name tag)
- d. Certification of Portfolio certified by the ALS Teacher/Community ALS Implementor/Learning Facilitator and endorsed by the Division ALS Focal Person/Education Program Specialist II for ALS (EPSA).

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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
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Republic of the Philippines
Department of Education
BUREAU OF EDUCATION ASSESSMENT



Office of the Director

18 October 2024

ADVISORY

**GUIDELINES ON THE 2024 ACCREDITATION AND EQUIVALENCY (A&E)
TEST REGISTRATION**

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 the administration of the 2024 Accreditation and Equivalency (A&E) Test. The guidelines for the test registration are as follows:

A. Registration Period

1. The registration period relative to A&E Test Administration shall be **on October 21 to December 2, 2024.**
2. A&E Test applicants shall register in the identified Schools Division Offices (SDOs) and designated as registration centers by the Schools Division Superintendent (SDS).

B. Eligibility of Test Registrants and Requirements

3. The following are eligible to register and take the A&E Test:
 - a. ALS learners enrolled in the Learner Information System (LIS) for 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 Implementor/Learning Facilitator (See Certification of Portfolio);
 - c. Previous ALS Program Completers not registered in the LIS of the current school year who did not pass the **previous 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 Implementor/Learning Facilitator (See Certification of Additional Intervention);
 - d. 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.**



Republic of the Philippines
Department of Education
BUREAU OF EDUCATION ASSESSMENT

Office of the Director

4. The test registrants must submit the following requirements to the Division Testing Coordinator (DTC) or to the designated Registration Testing Officer:
 - a. Original and photocopy of Birth Certificate issued by the Philippine Statistics Authority (PSA) formerly National Statistics Office (NSO);
 - b. If the copy of the Birth Certificate from the PSA/NSO is not available, 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)
 - c. 1x1 identical ID Photo (white background with name tag)
 - d. Certification of Portfolio certified by the ALS Teacher/Community ALS Implementor/Learning Facilitator and endorsed by the Division ALS Focal Person/Education Program Specialist II for ALS (EPSA) (See Certification of Portfolio).
5. 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.

C. Selection of Testing Personnel for the Test Administration

6. The SDS, through the Division Testing Coordinator (DTC), shall assign personnel who shall perform the functions listed below. They shall have a Very Satisfactory (VS) performance in the conduct of BEA testing program and should have no records of violations relating to national examination policies.

During Registration

- Registration Testing Officer (RTO), co-registrar, and support staff who will manage the registration process and evaluation of applicants' documents

During the Test Administration

- Chief Examiners
- Supervising examiners
- Room Examiners

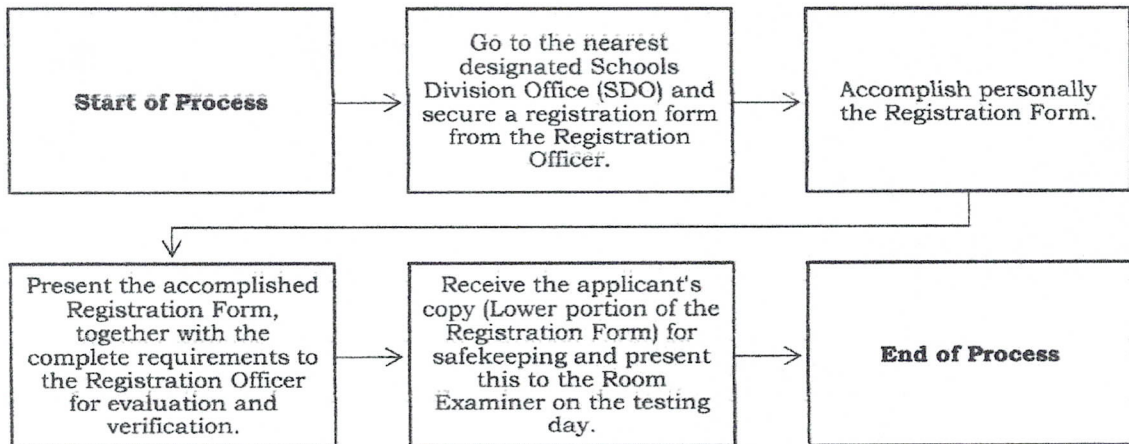


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D. Registration Process

7. The following are the steps in the Registration Process:



8. 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.
9. 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 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.
10. **NO PAYMENT SHALL BE COLLECTED** by anyone involved in the A&E Test Registration, Administration, and issuance of certificate of rating.

E. Dissemination of Registration Process

11. Registration Testing Officer (RTO), co-registrar staff, and support staff who will manage the registration process and evaluation of applicants' documents shall disseminate the registration process to the registrants.



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12. All DTCs shall orient the RTOs and ALS Implementers on the registration process and evaluation of applicants' documents. All RTOs are liable to any irregularities on the required age and documents of test applicants.

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

F. Testing Center


14. The DTCs shall prepare the list of testing centers and the total number 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 by the DTC on or before **December 6, 2024**. (See List of Testing Centers)

15. Should there be any changes in the testing centers and total number of examinees per level, an official correspondence (e.g., memorandum/letter) from the Regional Office (RO) shall be sent to the Bureau of Education Assessment (BEA). The said correspondence shall be addressed to:

KEVIN CARL P. SANTOS, PhD
Director IV
Bureau of Education Assessment

16. For further queries and information, Regional Offices (ROs) and SDOs are requested to coordinate with the **Bureau of Education Assessment - Education Assessment Division (BEA-EAD)** at telefax number **(02) 8631-2589** or email bea.ead@deped.gov.ph

17. Immediate dissemination of this Advisory is desired.


KEVIN CARL P. SANTOS, PhD
Director IV
Bureau of Education Assessment

Attachments:

1. A&E Test Registration Form
2. Certification of Portfolio
3. Additional Intervention
4. List of Registrants
5. List of Testing Centers

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

Last Name

First Name

M.I.

Birthdate		
Month	Day	Year

Learner Reference Number									
Home Address									

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

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

Region	Division
--------	----------

Learning Center

ALS Program Enrolled/Completed (Pls. Specify)

A&E Test Applying for	<input type="checkbox"/> Elementary Level
	<input type="checkbox"/> 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	<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Certification of Portfolio
	<input type="checkbox"/> Proof of Birth Date (Any legal document)	<input type="checkbox"/> Certification of Additional Intervention (if any)

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

Last Name

First Name

M.I.

Birthdate		
Month	Day	Year

Learner Reference Number									
Home Address									

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

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

Region	Division
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Learning Center

ALS Program Enrolled/Completed (Pls. Specify)

A&E Test Applying for	<input type="checkbox"/> Elementary Level
	<input type="checkbox"/> 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	<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Certification of Portfolio
	<input type="checkbox"/> Proof of Birth Date (Any legal document)	<input type="checkbox"/> Certification of Additional Intervention (if any)

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 Implementor/Learning Facilitator

Signature over Printed Name

Date: _____

Endorsed by:

**Division ALS Focal Person/
Education Program Specialist II for ALS**

Signature over Printed Name

Date: _____

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 Implementor/Learning Facilitator
Signature over Printed Name
Date: _____

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	
Total	

No.	Name	Age	Birthdate (mm/dd/year)	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

List of Testing Centers



Republic of the Philippines
 Department of Education
 Region _____
 Division of _____



ACCREDITATION AND EQUIVALENCY (A&E) TEST

SDO ADDRESS:

LIST OF TESTING CENTERS

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

Prepared by:

Signature over Printed Name of DTC