



Republic of the Philippines
Department of Education
CARAGA REGION

NOVEMBER 17, 2025

REGIONAL MEMORANDUM

No. 1243 s. 2025

To: Schools Division Superintendents
All Others Concerned

MONITORING OF THE 2025 ACCREDITATION AND EQUIVALENCY TEST
REGISTRATION BASED ON DM NO. 100, S.2025

1. Pursuant to DepEd Bureau of Alternative Education (BAE) Administrative Note dated November 13, 2025, regarding the Monitoring of the 2025 Accreditation and Equivalency (A&E) Test Registration based on DepEd Memorandum No. 100, s. 2025, the Regional and Division ALS Focal Persons are enjoined to extend full support and cooperation during the conduct of the said monitoring activity.
2. The monitoring will be conducted from November 14 to 28, 2025 in all regions and select division offices (as identified by the BAE). It will involve BAE personnel, Regional ALS Focal Persons, and Division ALS Focal Persons or EPS II in charge of ALS.
3. The **Butuan City** and **Surigao del Sur Divisions** are scheduled for monitoring on **November 17-18, 2025**, to be conducted jointly by the **Regional Office** in coordination with the **BAE-PMSDD**. Simultaneously, all other **Division Offices** shall conduct their respective monitoring activities through their assigned **Division Education Supervisors**.
4. The activity aims to:
 - a. Observe registration processes;
 - b. Evaluate A&E Test applicants' documents;
 - c. Collect data on the number of A&E Test registrants by level and learner category; and
 - d. Document good practices, challenges encountered, and recommendations from the field.
5. All ALS Focal Persons are required to submit their accomplished monitoring reports within the scheduled dates for proper endorsement and transmittal to the Bureau of Education Assessment (BEA) and the Bureau of Alternative Education (BAE) through the provided submission link: <https://tinyurl.com/Registration-Monitoring-Report>
6. For inquiries, please contact Josephine Chonie M. Obsenares, EPS, Regional ALS Focal Person at josephinechonie.obsenares@deped.gov.ph.
7. Immediate dissemination of this Memorandum is desired.

MARIA INES C. ASUNCION

Director IV
Regional Director



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2025-11-20449



Encls.: Monitoring Tool
Reference: Administrative Note
To be indicated in the Perpetual Index
under the following subjects:

ACCREDITATION
ALTERNATIVE LEARNING SYSTEM
LEARNERS
MONITORING
TEST

CLMD/jcmo
11/14/2025



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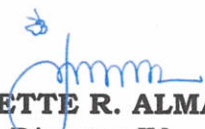


Republic of the Philippines
Department of Education
BUREAU OF ALTERNATIVE EDUCATION

DM NO. 100 s. 2025
2025 ACCREDITATION AND EQUIVALENCY TEST REGISTRATION AND
ADMINISTRATION GUIDELINES (Section 10)

Administrative Note
November 13, 2025

REMINDERS	
Activity	Monitoring of the 2025 Accreditation and Equivalency Test Registration based on DM NO. 100 s. 2025
Date and Time	November 14 to 28, 2025
Venue	All Regions and select Division Offices (Please see attached)
Personnel Involved	• BAE Personnel (Please see attached) • Regional ALS Focal Persons • Division ALS Focal Persons/EPS II in-charge of ALS
Objectives	• Observe registration process • Evaluate A&E Test applicants documents • Collect data on number of A&E E Test registrants by level and learner category • Document good practices, challenges encountered, and recommendations from the field.
Other Reminders	• Expenses to be incurred by the BAE personnel in relation to the conduct of these monitoring activities will be charged against BAE-FLO funds. • This Office would greatly appreciate any assistance that will be extended to BAE personnel during the monitoring. • For clarifications and queries, kindly coordinate with Ms. Irene D. Barzaga, Supervising Education Program Specialist of BAE-PMSDD through email at irene.barzaga@deped.gov.ph


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Republic of the Philippines
Department of Education
CARAGA REGION

Version 09-25-2025

2025 ACCREDITATION AND EQUIVALENCY TEST
Test Registration Monitoring Report

Name of Test Registration Monitor: _____
Inclusive Dates of Monitoring: _____ Region: _____ Division: _____
Name of Test Registration Officer: _____
Name of Division Testing Coordinator: _____

A. Designated Test Registration Center

Direction: Fill out the table below with the necessary information on Test Registration Center.

Name of Test Registration Center	
Address of Test Registration Center	

B. Test Registration Personnel

Directions: Fill out the table below with the necessary information on Test Registration Personnel. Write N/A if not applicable.

Testing Personnel	Presence of Test Registration Personnel (Check (/) if evident and Mark (X) if not evident.)	Number of Present Test Registration Personnel	Remarks
• Test Monitor, Region Office			
• Test Monitor, Division Office			
• Division Testing Coordinator (DTC)			
• Test Registration Officer			
• Support Staff			
• Others			



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C. Test Registrants

Directions: Fill out the table below with the necessary information on Test Registrants by Category. Write N/A if not applicable.

Elementary Level

Number of Test Registrants	
Male	
Female	
Total	

Test Registrants	Number of Test Registrants per Learner Category		
	Learner with Disability (LWDs)	Muslim Learners	Indigenous People's (IP) Group
Male			
Female			
Total			

Number of Test Registrants who are pregnant/nursing mothers	
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Junior High School

Number of Test Registrants	
Male	
Female	
Total	

Junior High School Level

Test Registrants	Number of Test Registrants per Learner Category		
	Learner with Disability (LWDs)	Muslim Learners	Indigenous People's (IP) Group
Male			
Female			
Total			

Number of Test Registrants who are pregnant/nursing mothers	
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D. Test Registration Activities

Directions: Read each statement carefully. Put a check mark (✓) in the appropriate column.

Indicators	Evident	Partially Evident	Not Evident	Remarks
I. Readiness of Test Registration Center (TRC) and Test Registration Personnel (TRPs)				
1. The TRC has armchairs available for each registrant.				
2. The TRC is spacious enough to avoid overcrowding of test registrants.				
3. The TRC has sufficient lighting and ventilation.				
4. The TRC is near the comfort room.				
5. The TRC is accessible to LWDs with mobility challenges.				
6. The Registration forms and other official documents are available in the TRC.				
7. The TRPs are oriented prior to the conduct of the test registration.				
II. Observation during the Test Registration Process				
8. The registrants were guided properly upon arrival.				
9. The TRO guided the registrants in completing the Registration Form.				
10. The TRO screened thoroughly the eligibility of the registrants.				
11. The TRO verified the submitted documents (birth certificate, ID, certificates of completion) of the registrants.				
12. The TRO returned the submitted documents of the registrants if found incomplete.				
13. The TRO returned the original documents to the registrant after verifying the authenticity of the submitted documents.				
14. The TRO gave the <i>Applicant's Copy</i> of the Registration Form to the registrant.				
15. The TRO followed the registration procedures as stipulated in DepEd issuances and national orientation.				
16. The TRO provided special assistance for LWDs, IPs, Senior Citizens, Pregnant Women, and other priority groups.				
17. The TRPs observed health and safety protocols during the test registration process.				
18. After the test registration process, the TRO submitted the registration documents to the DTC for safekeeping.				



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E. Narrative Report on Incidences of Test Registration Irregularities *(if applicable).*

- The Test Registration Irregularities include:
- a) *Allowing learners with incomplete documentary requirements without proper affidavit/undertaking.*
 - b) *incomplete/inaccurate/unsigned registration form.*
 - c) *wrong/missing entries in the learner information system.*
 - d) *falsified/tampered documents.*
 - e) *non-observance of DepEd guidelines during registration process;*
 - f) *skipping the screening/verification of submitted documents;*
 - g) *no orientation conducted to the TRPs;*
 - h) *presence of bias or favoritism in accepting registrants;*
 - i) *collection of fees or payments; and*
 - j) *failure of staff to appear or perform their assigned tasks.*

Write N/A if not applicable.

How did you address these instances *(if any)*? Write N/A if not applicable.

F. Comments, Remarks, or Recommendations to further improve the test registration process (e.g., preparation, etc.) *(if applicable)* Write N/A if not applicable.

G. Best Practices and Points for Improvement

Write the observable best practices and points for improvement of the test registration center on the space provided. Write N/A if not applicable.

Best Practices	Points for Improvement

Test Registration Monitor (Name and Signature) Bureau/Division	Date
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H. SUMMARY OF TEST REGISTRATION CENTERS AND REGISTRANTS

REGION: _____

DIVISION: _____

Direction: Complete this table and **provide correct data** as this will be the **basis for the allocation of test booklets and answer sheets.**

Name of Test Registration Center	NUMBER OF TEST REGISTRANTS		
	ELEMENTARY LEVEL	JHS LEVEL	TOTAL
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
TOTAL NUMBER OF REGISTRANTS			

I. SUMMARY OF TEST REGISTRANTS PER REGION

REGION: _____

Direction: Complete this table and **provide correct data** as this will be the **basis for the allocation of test booklets and answer sheets.**

SCHOOLS DIVISION OFFICES	NAME OF TEST REGISTRATION CENTERS	NUMBER OF TEST REGISTRANTS		
		ELEMENTARY LEVEL	JHS LEVEL	TOTAL
TOTAL NUMBER OF REGISTRANTS				