



Republic of the Philippines
Department of Education
Caraga Region XIII
J.P. Rosales Avenue, Butuan City



March 5, 2018

REGIONAL MEMORANDUM

No. 134, s. 2018

ADMINISTRATION OF THE 2017 ACCREDITATION & EQUIVALENCY (A & E) TEST

To: Schools Division Superintendent
Division Testing Coordinators
ALS Focal Coordinators
This Region

1. The Accreditation and Equivalency Tests (A&E Tests) are nationally administered tests that aim to measure the competencies and life skills of those who have not attended or finished the formal elementary or secondary education. These assessments will 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.

2. In preparation of the conduct of the Accreditation & Equivalency (A & E) on March 11, 2018. This office has formulated Monitoring Tools to be utilized and accomplished by the Division Testing Coordinator during the administration of the test.

3. Pursuant to DepEd Order No. 55, s. 2016, Section 15 on Monitoring and Evaluation of Test Administration that the national test administration shall be monitored and evaluated by the Regional Office particularly by QAD, CLMD and other RO FDs. Along this line, this office is organizing a Regional Monitoring and Evaluation Team to monitor and evaluate the processes done before, during, and after the conduct of the test using a standard monitoring tool. The tool is provided to Regional Test Monitors to ensure that the standard procedures in the conduct of the test are followed.

4. Below are the Regional Monitoring and Evaluation Team who will conduct monitoring on A & E Test on March 11, 2018 to the following SDOs:

Regional Monitors	Assigned SDOs
Gladys S. Asis, Ph.D. Relanie R. Montante	Agusan del Sur
Leoniza T. Lavapiez Chonie Obsenarez	Agusan del Norte
Edmund D. Mendoza, Ph.D. Sheryl R. Puyo	Butuan City
Jesus D. Nono, Ph.D. Elizabeth Bautista	Bayugan City
Alejandro Macadatar, Ph.D. Rhea Yparraguirre	Bislig City
Madelene Amante, Ph.D. Elena Capangpangan Ph.D.	Cabadbaran City
Violeta C. Nunez, Ph.D. Roy S. Rele	Dinagat Islands

Virginia C. Sena, Ph.D. Marilyn F. Antiquina	Siargao Islands
Maripaz F. Magno ZenyLou Frias	Surigao City
Marygold C. Silao Ph.D. Bernabe L. Linog	Surigao del Norte
Diosdado R. Orillaneda, Ph.D. Caroline Guerta Ph.D.	Surigao del Sur
Reylan Alas Elizabeth M. Ysulan	Tandag City

5. Relative to this activity, a One - Day Orientatation shall be conducted to all regional monitors assigned to the different SDOs on March 9, 2018 to discuss the assessment procedures in the conduct of the test.
6. The Schools Division Offices (SDOs) must submit the consolidated monitoring report for A & E Test to RO QAD in Microsoft Excel type of document. Data in other formats (Word, PDF, JPEG File) will be returned to the Division Testing Coordinator.
7. The list in soft copy shall be submitted with the filename (a&e2017_division) to qadcaraga@gmail.com or edmund.mendoza@deped.gov.ph and hard copies to the RO QAD on or before March 23, 2018.
8. Activities conducted during Saturdays/Sundays/Holidays shall be entitled with 1.5 days Compensatory Time-Off (CTO) per day, in accordance with the Civil Service Commission (CSC) and DBM Joint Circular No. 2, s. 2014 on Monetary Renumeration for Overtime Service Rendered.
9. Travel expenses is charged against Regional Funds subject to the usual accounting rules and regulations.
10. This memorandum will serve as **Travel Authority** for the persons involved.
11. Immediate and widest dissemination of this Memorandum is highly desired.


BEATRIZ G. TORNO, Ph.D., CESO III
 Regional Director

Incl.: As stated
 Reference: DepEd Memorandum No. 066, s. 2018
 To be indicated in the Perpetual Index under the following subjects:
 EXAMINATION SCHOOLS STUDENTS

TEACHERS

TEST

QAD6/edm
 05 March, 2018

Monitoring Report on the Administration of the Accreditation & Equivalency Test

Division: _____

Date: _____

Template 1

Number of Registrants			Number of Actual Takers			% of Takers		
Male	Female	Total	Male	Female	Total	Male	Female	Total

Findings/Obervations/Problems Encountered:

Action Taken:

Signed:

Schools Division Superintendent

Monitoring Report on the Administration of the ACCREDITATION & EQUIVALENCY (A & E) TEST

(To be accomplished by the Regional Testing Coordinator)

Date of Examination: _____

Findings/Observations/Problems Encountered	Action Taken	Recommendations/Suggestions

Over-All Consolidation of the Monitoring Report

Divisions	Number of Registrants			Number of Actual Test Takers			% of Test Takers		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
TOTAL									

Prepared by:

Regional Testing Coordinator

Noted by:

Chief Education Supervisor, QAD

APPROVED:

Regional Director



Republic of the Philippines
Department of Education
Caraga Region XIII
J.P. Rosales Avenue, Butuan City



Monitoring and Evaluation Tool Accreditation and Equivalency (A & E) Test

Testing Center: _____ School ID: _____
School Head: _____ CP Number: _____
School Address: _____ District: _____ Division: _____
Type of School: ☐ Big ☐ Medium ☐ Small

Number of Registrants			Number of Actual Takers			% of Takers		
Male	Female	Total	Male	Female	Total	Male	Female	Total

AREAS	CRITERIA	OBSERVED (PLS. CHECK THE WORD)	COMMENTS/OBSERVATIONS
TESTING CENTER REQUIREMENTS	1. There is a distribution room for the test to materials to ensure the security and confidentiality of the test.	YES NO	
	2. The distribution room is accessible to all testing rooms to facilitate the release and retrieval of test materials.	YES NO	
	3. There are testing rooms and to accommodate the examinees	YES NO	
	4. The testing rooms are well-ventilated and well-lighted, and free from any kind of noise that may distract the examinees while taking the test.	YES NO	
	5. The List of Actual Examinees are arranged in alphabetical order, regardless of gender and grade level taught.	YES NO	
	6. The first and last rows of seats should be close to the classroom walls to ensure enough spacing in between rows.	YES NO	
	7. Seats of absentees should be left vacant.	YES NO	
	8. There must be comfort room accessible to the examinees and testing personnel in the area.	YES NO	
	9. The examination is administered on Saturdays or Sundays	YES NO	
	10. The testing room should have the following materials:	YES NO	
	a. Test materials enough for all examinees in the room-sealed boxes/packs.		
	b. Table and chair for the Room Examiner.	YES NO	
	c. Enough seats for the examinees.	YES NO	
	d. Name grid	YES NO	
	e. Board Work	YES NO	
TEST ADMINISTRATION	f. Pencils	YES NO	
	g. Extra sheet of paper for examination	YES NO	
	11. The test is administered to learners in the		
	a. alternative learning system and non-formal education programs.	YES NO	
	b. out-of-school children and youth	YES NO	
	c. adults seeking certification learning	YES NO	
	12. The minimum age for taking the Elementary Exam is 12.	YES NO	
	13. The minimum age for taking the High School Exam is 16.	YES NO	
	14. There shall be a maximum of 30 examinees per testing room seated in alphabetical order regardless of gender.	YES NO	

15. The examinee bring pencils with lead no. 2, clean sheet of paper and a sharpener.	YES	NO	
16. There are six (6) rows by five lines of armchairs.	YES	NO	
17. The seats are spaced far enough from each other to discourage unnecessary talking among examinees.	YES	NO	
18. To facilitate control of passing in and out of the room, only one door should be kept open.	YES	NO	
19. The examinees have their own test booklet and answer sheet.	YES	NO	
20. All belongings are placed in front beneath the blackboard.	YES	NO	
21. Electronic devices – calculator and cellphones are not allowed in the testing room.	YES	NO	
22. The room examiner conduct orientation in taking the test to the examinees.	YES	NO	
23. Allow the examinees to go out to attend to personal needs, if necessary, before distributing the materials.	YES	NO	
24. Presence of Division Testing Coordinator, Chief Examiner, Room Examiner, and Support Staff	YES	NO	
25. There is a Room Supervisor in Divisions with 10 or more rooms in one testing center.	YES	NO	
27. The following form is in the position of the room examiner:			
a. 30 Test Booklets and Answer Sheets arranged consecutively by serial number (used and unused), place in the original plastic bag.	YES	NO	
b. List of Examinees in the Testing Room prepared by the DTC.	YES	NO	
c. Form 1 – List of Actual Examinees	YES	NO	
d. Form 2 – Seat Plan	YES	NO	
e. Information in the Room Examiner's Transmittal Report Envelope (ETRE) e.g. number of registrants and actual examinees.	YES	NO	
f. Actual Time Record based on the Board Work.	YES	NO	
27. The Chief Examiner does the following:			
a. Collects and accounts all ETREs with the assistance of the School Testing Coordinator/Room Supervisor.	YES	NO	
b. Arranges and bundles the ETREs accordingly.	YES	NO	
c. Accounts all TBs returned by the Room Examiners	YES	NO	
d. Requires the Room Examiners to affix their signature in Form 3 (Accounting Form) after the test materials have been accounted for.	YES	NO	
e. Accomplish Form 4 – Chief Examiners Report Form	YES	NO	

General Findings/Observations/Problems Encountered:

Actions Taken:

Monitored and Evaluated by:

Certified by:

Division/Regional Monitor

Division Testing Coordinator

Date: _____