



February 22, 2019

REGIONAL MEMORANDUM

No. 095, s. 2019

MONITORING AND EVALUATION IN THE ADMINISTRATION OF THE 2018 ACCREDITATION AND EQUIVALENCY (A & E) TEST

TO: Schools Division Superintendent
Assistant Schools Division Superintendent
RO/SDO Education Program Supervisors
Division Testing Coordinators
This Region

1. The field is hereby informed on the conduct of the **2018 Accreditation and Equivalency (A & E) Test** for Visayas and Mindanao clusters on **March 3, 2019**.
2. Pursuant to Deped Order No. 55, s. 2016, Section 15 on Monitoring and Evaluation of Test Administration, the national test administration shall be monitored and evaluated by the Central Office through BEA and by the Regional and Schools Division Offices through their field personnel. The Regional Office committee shall be composed of personnel from the Curriculum and Learning Management Division (CLMD) and Quality Assurance Division (QAD).
3. Below are the Regional Monitoring and Evaluation Team on the administration of the 2018 A & E Test on March 3, 2019 in the following select divisions:

SDOs	Assigned Regional Monitors
Agusan del Norte	Edmund D. Mendoza, Ph.D.
Agusan del Sur	Gladys S. Asis, Ph.D.
Bayugan City	Angelita A. Kuizon, Ph.D.
Bislig City	Rhea J. Yparraguirre
Butuan City	Marygold C. Silao, Ph.D.
Cabadbaran City	Elena N. Capangpangan, Ph.D.
Surigao City	Isidro M. Biol, Jr., Ph.D.
Surigao del Norte	Virginia M. Seña, Ph.D.
Surigao del Sur	Ma. Theresa M. Golosino
Tandag City	Diosdado R. Orillaneda, Ph.D.

4. To ensure the standard procedures in the administration of the test are followed, a monitoring tool developed by RO-QAD is provided which shall be accomplished by the Division Testing Coordinators and the Division and Regional Monitoring Teams.
5. The Schools Division Offices (SDOs) through their Division Testing Coordinators (DTCs) shall submit the consolidated monitoring report **on or before March 5, 2019** to clmdcaraga@gmail.com or rhea.yparraguirre@deped.gov.ph in spreadsheet (i.e., MS Excel)

CLMD/rjy
2/22/2019

DCC No.
DepEd-RO13-F-PAU-001

Document Tracking No.
2019 - 02 - 2791



(085) 342 - 8207



caraga@deped.gov.ph



www.caraga.deped.gov.ph



document format to facilitate the preparation of the regional consolidated report. Reports submitted in image (i.e. JPEG, etc.) and other document formats (i.e. .doc/docx, pdf) shall be returned to the concerned SDOs. List of critical issues and concerns during the conduct of the test shall be sent immediately to the concerned RO functional division.

6. In accordance with the Civil Service Commission and Department of Budget and Management (CSC-DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration of Overtime Services Rendered, non-teaching personnel are entitled to one-and-a-half (1.5) days Compensatory Time-Off (CTO) for services rendered beyond regular working hours, and/or those rendered on Saturdays, Sundays, holidays.
7. Travel expenses and per diems of the monitoring and evaluation team shall be charged against local funds subject to the usual government accounting rules and regulations.
8. Immediate dissemination of this Memorandum is highly desired.


FRANCIS CESAR B. BRINGAS
OIC – Regional Director

Encls.: As stated

Reference: DepEd Memorandum No. 006, s. 2019

To be indicated in the **Perpetual Index** under the following subjects:

ACCREDITATION
LEARNERS

ALTERNATIVE LEARNING SYSTEM
SCHOOLS

EXAMINATIONS
TEST

CLMD/rjy
2/22/2019

DCC No.
DepEd-RO13-F-PAU-001

Document Tracking No.
2019-02-2791



(085) 342 - 8207



caraga@deped.gov.ph



www.caraga.deped.gov.ph



MONITORING REPORT IN THE ADMINISTRATION OF THE ACCREDITATION AND EQUIVALENCY TEST
(To be accomplished by the Regional Testing Coordinator)

Division: _____ Date of Exam: _____

Number of Examinees								
REGISTERED			ACTUAL TAKERS			% OF ACTUAL TAKERS		
Male	Female	Total	Male	Female	Total	Male	Female	Total

Findings/Observations/ Problems Encountered	Action Taken	Recommendations/ Suggestions

Prepared by:

Signature over Printed Name of
Division Testing Coordinator

NOTED:

Chief, CID/SCGOD

Approved:

CLMD/rjy
2/22/2019

Schools Division Superintendent

DCC No.
DepEd-RO13-F-PAU-001

Document Tracking No.
2019-02-2791



(085) 342 - 8207



caraga@depd.gov.ph



www.caraga.deped.gov.ph



**MONITORING REPORT IN THE ADMINISTRATION OF THE ACCREDITATION AND EQUIVALENCY
(A & E) TEST**

(To be accomplished by the Regional Testing Coordinator)

Date of Exam: _____

Division	Number of Registrants			Number of Actual Takers			% of Actual Takers		
	Male	Female	TOTAL	Male	Female	TOTAL	Male	Female	TOTAL
Agusan del Norte									
Agusan del Sur									
Bayugan City									
Bislig City									
Butuan City									
Cabadbaran City									
Dinagat Islands									
Siargao									
Surigao City									
Surigao del Norte									
Surigao del Sur									
Tandag City									

Findings/Observations/ Problems Encountered	Action Taken	Recommendations/ Suggestions

Prepared by:

Signature over Printed Name of
Regional Testing Coordinator

NOTED:

Chief, CLMD

Approved:

FRANCIS CESAR B. BRINGAS
OIC-Regional Director

CLMD/rjy
2/22/2019

DCC No.
DepEd-RO13-F-PAU-001

Document Tracking No.
2019-02-2791



(085) 342 - 8207



caraga@depd.gov.ph



www.caraga.depd.gov.ph



**MONITORING AND EVALUATION TOOL IN THE ADMINISTRATION OF THE BASIC EDUCATION EXIT-
ASSESSMENT FOR SCHOOL YEAR 2018-2019**

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

Number of Examinees								
REGISTERED			ACTUAL TAKERS			% OF ACTUAL TAKERS		
Male	Female	Total	Male	Female	Total	Male	Female	Total

AREAS	CRITERIA	OBSERVED (Please tick one)	COMMENTS/ OBSERVATIONS
Testing Center Requirements	There is a distribution room for the test materials to ensure the security and confidentiality of the test.	☐ YES ☐ NO	
	The distribution room is accessible to all testing rooms to facilitate the release and retrieval of test materials.	☐ YES ☐ NO	
	There are enough testing rooms to accommodate the examinees.	☐ YES ☐ NO	
	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	
	The List of Actual Examinees are arranged in alphabetical order, regardless of gender and grade level.	☐ YES ☐ NO	
	The first and last rows of seats are close to the classroom walls to ensure enough spacing in between rows.	☐ YES ☐ NO	
	Seats of absentees are left vacant.	☐ YES ☐ NO	
	A comfort room is accessible to the examinees and testing personnel in the area.	☐ YES ☐ NO	
	Each testing room have the following materials:		
	a. Test materials enough for all examinees in the room in sealed boxes/packs	☐ YES ☐ NO	
	b. Table and chair for the Room Examiner	☐ YES ☐ NO	
	c. Enough seats for the examinees	☐ YES ☐ NO	
	a. Name grid	☐ YES ☐ NO	

CLMD/rjy
2/22/2019

DCC No.
DepEd-RO13-F-PAU-001

Document Tracking No.
2019-02-2791



(085) 342 - 8207



caraga@deped.gov.ph



www.caraga.deped.gov.ph

Republic of the Philippines
Department of Education
CARAGA REGION

J. Rosales Avenue, Butuan City,
Agusan del Norte, Philippines, 8600



AREAS	CRITERIA	OBSERVED (Please tick one)	COMMENTS/ OBSERVATIONS
	d. Board work	☐ YES ☐ NO	
	e. Pencils	☐ YES ☐ NO	
	f. Extra sheet of paper for computation	☐ YES ☐ NO	
Test Administration	The test is administered to learners in the: a. alternative learning system and non-formal education programs b. out-of-school children and youth c. adults seeking certification learning	☐ YES ☐ NO ☐ YES ☐ NO ☐ YES ☐ NO	
	The minimum age for the examinees for A & E elementary is 12 years old on the examination day.	☐ YES ☐ NO	
	The minimum age for the examinees for A & E JHS is 16 years old on the examination day.	☐ YES ☐ NO	
	Rooms are arranged with six rows by five lines of armchairs.	☐ YES ☐ NO	
	A maximum of 30 examinees per testing room is seated in alphabetical order.	☐ YES ☐ NO	
	The seats are spaced far enough from each other to discourage unnecessary talking among examinees.	☐ YES ☐ NO	
	To monitor the going in and out of the testing room, only one door is kept open.	☐ YES ☐ NO	
	All examinees are provided with their own test booklet and answer sheet.	☐ YES ☐ NO	
	The examinees used lead pencils (#2) and blank sheets of paper for computation purposes.	☐ YES ☐ NO	
	All belongings of the examinees are placed in front.	☐ YES ☐ NO	
	Electronic devices such as calculator and mobile phones are not allowed in the testing room.	☐ YES ☐ NO	
	The room examiner conducts orientation in taking the test to the examinees.	☐ YES ☐ NO	
	The room examiner allows the examinees to go out of the testing room to attend to personal needs, if necessary, before distributing the test materials.	☐ YES ☐ NO	
	Presence of Division Testing Coordinator, Chief Examiner, Room Examiner, and Support Staff.	☐ YES ☐ NO	

CLMD/rjy
2/22/2019

DCC No.
DepEd-RO13-F-PAU-001

Document Tracking No.
2019-02-2791



(085) 342 - 8207



caraga@deped.gov.ph



www.caraga.deped.gov.ph



AREAS	CRITERIA	OBSERVED (Please tick one)	COMMENTS/ OBSERVATIONS
	There is a Room Supervisor in Divisions with 10 or more examination rooms in one testing center.	☐ YES ☐ NO	
	The examinee received two sheets of AS with the same serial number.	☐ YES ☐ NO	
	The following form is in the possession of the room examiner:		
	30 Test Booklets and be serial number Answer Sheets arranged consecutively (used and unused), placed in the original plastic bag.	☐ YES ☐ NO	
	Excess TBs and ASs (if there are any) in original plastic bags while the test is in progress (Testing personnel are NOT allowed to read the test items per DepEd Order No. 55, s. 2016)	☐ YES ☐ NO	
	Form 1- List of Examinees	☐ YES ☐ NO	
	Form 2 – Seat Plan	☐ YES ☐ NO	
	Form 3- Test Materials Accounting Form	☐ YES ☐ NO	
	Form 7- Room Examiner's Test Administration Evaluation Report	☐ YES ☐ NO	
	Information in the room Examiner's Transmittal Report Envelope (ETRE), e.g. number of registrants and actual examinees	☐ YES ☐ NO	
	Time record (copy of the board work with the actual time record)	☐ YES ☐ NO	
	Used ASs are arranged consecutively by Examinee Number and are placed inside the original plastic bags.	☐ YES ☐ NO	
Retrieval of the Test Materials	The Chief Examiner does the following:		
	Collects and accounts all ETREs with the assistance of the School Testing Coordinator/Room Supervisor.	☐ YES ☐ NO	
	Arranges and bundles the ETREs accordingly.	☐ YES ☐ NO	
	Accounts all TBs returned by the Room Examiners.	☐ YES ☐ NO	
	Requires the Room Examiners to affix their signature in the Form 3 after the Test materials have been accounted for.	☐ YES ☐ NO	
	Accomplishes Form 5- TB Quantity and Completeness Verification Sheet and Form 6-AS Quantity and Completeness Verification Sheet.	☐ YES ☐ NO	

CLMD/rjy
2/22/2019

DCC No.
DepEd-RO13-F-PAU-001

Document Tracking No.
2019-02-2791



(085) 342 - 8207



caraga@deped.gov.ph



www.caraga.deped.gov.ph



General Findings/Observations/ Problems Encountered	Action Taken	Recommendations/ Suggestions

Monitored and Evaluated by:

Certified by:

Division/Regional Monitor

Date: _____

Division Testing Coordinator

Date: _____

CLMD/rjy
2/22/2019

DCC No.
DepEd-RO13-F-PAU-001

Document Tracking No.
2019-02-2791



(085) 342 - 8207



caraga@depd.gov.ph



www.caraga.deped.gov.ph