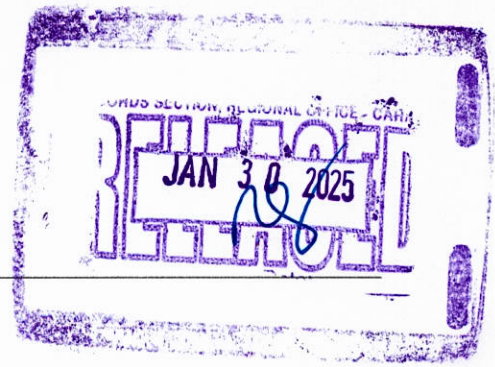




Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM

No. **0095**, s. 2025

To: Schools Division Superintendents
All Others Concerned

**FIELD MONITORING ON THE ADMINISTRATION OF 2024
ACCREDITATION AND EQUIVALENCY TEST**

1. Relative to DepEd Memorandum No. 063, s. 2024 (2024 Accreditation and Equivalency Test Registration and Administration Guidelines), the Department of Education-Caraga Region will conduct a field monitoring of its administration on February 2, 2025.
2. The activity aims to ensure proper administration of A&E test and retrieval of its test materials.
3. The regional monitoring team is composed of personnel from the Curriculum and Learning Management Division (CLMD) and Quality Assurance Division (QAD). The Schools Division Offices (SDOs) they will monitor are listed in the table below:

SDOs	No. of Testing Centers	Regional Monitors
Agusan del Norte	2	Elizabeth M. Ysulan
Agusan del Sur	5	Gladys S. Asis
Bayugan City	2	Maria Theresa M. Golosino
Bislig City	2	Willy C. Dumpit
Butuan City	3	Celsa M. Cataluña
Cabadbaran City	3	Elena N. Capangpangan
Dinagat Islands	2	Elan M. Elpidang
Siargao	2	Kevin Hope Z. Salvaña
Surigao City	5	Josephine Chonie M. Obseñares
Surigao del Norte	3	Maria Consuelo C. Jamera
Surigao del Sur	5	Leowenmar Corvera
Tandag City	1	Virginia A. Seña

4. The regional monitoring team will hold a pre-deployment meeting on January 31, 2025, 1:00 p.m., at the CLMD Office to discuss the A&E administration and the monitoring tool. The pre-deployment meeting will be facilitated by the Regional Testing Coordinator and the ALS Coordinator. Enclosed in this Memorandum is the monitoring tool for A&E test.
5. The regional monitoring team, testing personnel, and other field personnel involved in the administration of A&E test shall be granted the appropriate number of service credits and compensatory time off per DepEd Order No. 53, s. 2003 (Updated Guidelines on the Grant of Vacation Service Credits to Teachers) and CSC



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and DBM Joint Circular No. 2, s. 2004 (Non-monetary Remuneration for Overtime Service Rendered).

6. Travel expenses of the monitoring team are charged against their respective local funds while expenses in the administration of A&E test are charged against its program support fund (Alternative Learning System Supplemental Program Support Fund) and/or any available NASBE funds, subject to government accounting and auditing rules and regulations.

7. For queries and information, contact the CLMD through Mr. Kevin Hope Z. Salvaña, Regional Testing Coordinator, at **kevinhope.salvana@deped.gov.ph**

8. Immediate dissemination of the Memorandum is desired.

BY THE AUTHORITY OF THE REGIONAL DIRECTOR

JOEL B. ROSALES
Chief AO, ASD

Encl.: As stated
Reference: DepEd Memorandum No. 063, s. 2024
To be indicated in the Perpetual Index
under the following subjects:

MONITORING AND EVALUATION TESTS

CLMD/khzs
01/30/2025



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Enclosure of RM No. 0095 , s. 2025

MONITORING TOOL FOR THE ADMINISTRATION OF

ACCREDITATION AND EQUIVALENCY TEST **(Name of the Testing Program)**

(To be accomplished by the Division/Regional Monitoring Team)

Testing Center:		Address:	
School Head:		Contact No.:	
Division:		Testing Date:	

Number of Examinees								
REGISTERED			ACTUAL			% of Test Takers		
M	F	Total	M	F	Total	M	F	Total

AREAS	CRITERIA	OBSERVED	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 posted in each testing room the day before the exam reflecting learners' LRN.	☐ YES ☐ NO	
	The list posted are in alphabetical order, regardless of gender.	☐ YES ☐ NO	
	The first and last rows of seats are close to the classroom	☐ YES ☐ NO	



	walls to ensure enough spacing in between rows.		
	Seats of absentees are left vacant.	☐ YES ☐ NO	
	A comfort room is accessible to the examinees and testing personnel in the area.	☐ YES ☐ NO	
	Instructional materials/aids posted on the classroom walls are covered.	☐ YES ☐ NO ☐ NA	
	Each testing room have the following materials:		
	a. Test materials are 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	
	d. Name grid	☐ YES ☐ NO	
	e. Board work	☐ YES ☐ NO	
	f. Pencils	☐ YES ☐ NO	
	g. Extra sheet of paper for computation	☐ YES ☐ NO	
	There is visible presence of PTA Officials/Barangay Officials/Barangay Tanod or PNP to provide assistance, support and security.	☐ YES ☐ NO	
Test Accommodations for Learners with Special Needs	There is a separate, accessible testing room for learners with special needs (those with difficulty in seeing, hearing, remembering/ concentrating, walking/ moving/climbing steps, communicating) situated at the ground floor near clean and accessible restrooms	☐ YES ☐ NO ☐ NA	
	There is a designated personal assistant to help those with difficulty walking/ moving/climbing steps.	☐ YES ☐ NO ☐ NA	
	There is a qualified sign language interpreter who shall ensure that all spoken instructions during testing are	☐ YES ☐ NO ☐ NA	



	adequately interpreted to those who have difficulty hearing.		
	There are alternative test formats (Braille, large print, audio, electronic).	☐ YES ☐ NO ☐ NA	
	There are alternative response formats such as oral type wherein an examiner reads the test items and ascribe the answers in the scannable Answer Sheet for examinees with seeing difficulty.	☐ YES ☐ NO ☐ NA	
	There are appropriate test furniture such as table and chair.	☐ YES ☐ NO ☐ NA	
Test Administration	The test is administered to target takers in the public and private schools.	☐ YES ☐ NO	
	Examinees are alphabetically arranged regardless of gender.	☐ YES ☐ NO	
	Each examinee has a Learner Reference Number (LRN).	☐ 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 school has implemented swapping and/or batching strategies in the administration to maximize the limited TMs	☐ YES ☐ NO ☐ NA	
	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 pencils and blank sheets of paper for computation purposes.	☐ YES ☐ NO	
	All belongings of the examinees are placed in front/back.	☐ YES ☐ NO	
	Electronic devices such as calculator and mobile phones	☐ YES ☐ NO	



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	are not allowed in the testing room.		
	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	
	The examinees received two sheets of AS with the same serial number.	☐ YES ☐ NO	
	The following form is in the possession of the room examiner:		
	1 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	

General Findings/Observations/problems Encountered:

Actions Taken:

Recommendations:

Monitored by:

Noted by:

Division/Regional Monitor

DTC/Chief Examiner

Date Signed: _____

Date Signed: _____

