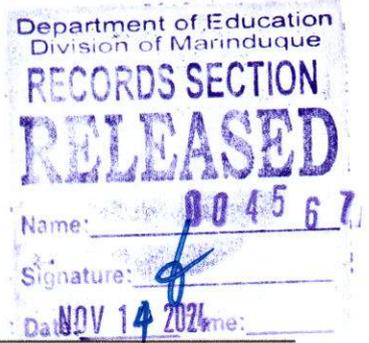




Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION  
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID/SGOD  
Public Schools District Supervisors  
Public Secondary School Heads  
All Others Concerned

FROM:  **LYNN G. MENDOZA, EdD**  
OIC - Schools Division Superintendent

SUBJECT: **DIVISION PREPARATORY ACTIVITIES ON THE  
ADMINISTRATION OF 2025 ACCREDITATION AND  
EQUIVALENCY (A&E) TEST**

DATE: November 13, 2024

1. Per attached **Advisory from the Office of the Director, Bureau of Education Assessment (BEA)** dated October 18, 2024 titled **Guidelines on the 2024 Accreditation and Equivalency (A&E) Test Registration**, a face-to-face Orientation for ALS Implementers will be held on November 19, 2024, 8:30AM to 11:30AM at ALS Building, Boac South Central School, Laylay, Boac, Marinduque.
2. The main objectives of this activity are to:
  - a. orient the participants on the process of registering eligible test registrants and the needed requirements;
  - b. facilitate participants' understanding of their roles during Mock Test; and
  - c. ensure the availability of necessary supplies and materials for the test.
3. Participants in this activity are the 34 elementary and secondary ALS implementers in the division and the Program Management Team (PMT) from SDO.
4. Further, Program Matrix is attached as enclosure for everyone's reference.
5. For immediate dissemination and appropriate action of all concerned.

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Lead to Excel. Excel to Lead."*



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Enclosure No. 1

**PROGRAM MATRIX**

Preparatory Activities on the Administration  
of 2025 Accreditation and Equivalency (A&E) Test  
November 19, 2024  
8:30AM-11:30AM

<b>Time</b>	<b>Activity</b>	<b>Personnel Involved</b>
8:00-8:30AM	Registration	Participants
8:30-9:00AM	<b>Opening Program</b>	
	Prayer	AVP
	National Anthem	AVP
	DepEd Quality Statement	AVP
	Mimaropa Hym	AVP
	Welcome Remarks	<b>MYRA R. LABAY</b> Public Schools District Supervisor- BSD
	Messages	<b>JOHN M. CHAVEZ</b> Chief Education Supervisor, CID <b>DR. LYNN G. MENDOZA</b> OIC, Schools Division Superintendent
	Presentation/Recognition of Participants/PMT	<b>MICHELLE M. MUTYA</b> Education Program Specialist II for ALS
9:00-11:15AM	Orientation Proper	<b>CHONA S. RECTO</b> Education Program Specialist II for ALS <b>FREDDIE M. MALABAYABAS</b> EPS-Math/DTC
11:15-11:30AM	Clearing House and Ways Forward	<b>ROLITO M. DELA CRUZ</b> EPS-EPP/ALS Focal Person
<b>CHONA S. RECTO</b> Education Program Specialist II for ALS Moderator		

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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.**



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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

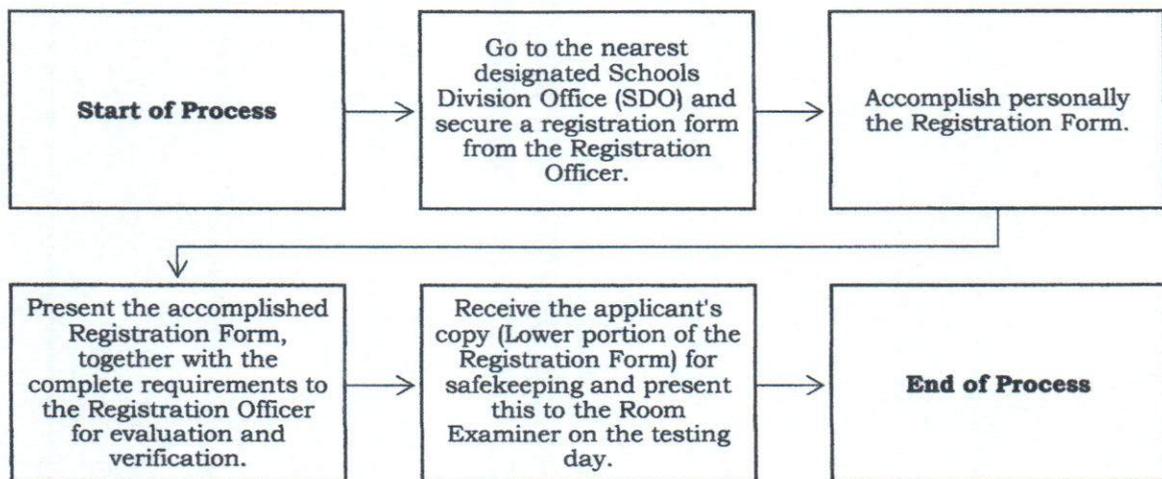


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**D. Registration Process**

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](mailto: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](mailto: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

