



Republic of the Philippines  
**Department of Education**  
REGION III  
**SCHOOLS DIVISION OF PAMPANGA**

January 6, 2025

**DIVISION MEMORANDUM**

No. 019, s. 2025

**ADMINISTRATION OF THE 2024 ACCREDITATION AND EQUIVALENCY  
(A&E) TEST**

To: Assistant Schools Division Superintendents  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary/Secondary School Heads  
All Others Concerned

1. In compliance with DepEd Memorandum No. 63, s. 2024, concerning the Administration of the 2024 Accreditation and Equivalency (A&E) Test, this Office, through the Curriculum Implementation Division, announces that the 2024 Accreditation and Equivalency (A&E) Test will be conducted on January 26, 2024, at the following testing centers:
  - a. Magalang Elementary School, San Nicolas 1, 227 J. Feliciano, Magalang, Pampanga
  - b. DSWD Regional Rehabilitation Center for Youth, Ayala, Magalang, Pampanga
  - c. DSWD Haven for Girls Pampanga, San Vicente, Magalang, Pampanga
  - d. Arayat District Jail, Plazang Luma West, Arayat, Pampanga
  - e. Mexico Elementary School, Sto Cristo, Mexico, Pampanga
  - f. Betis National High School, Betis, Guagua, Pampanga
  - g. Guagua District Jail, San Vicente Ebus, Guagua, Pampanga
  - h. Pampanga Provincial Jail, Sta Lucia Santo Niño Viejo Rd, San Fernando, Pampanga
  - i. San Matias Elementary School, Paralaya, Santo Tomas, Pampanga
2. 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.
3. This is the timeline of activities that must be strictly followed in the preparation of the assessment program, including the teachers and personnel who will assist in the activities.



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<b>Activity/Venue</b>	<b>Date/Time Frame</b>	<b>Persons Involved</b>
Online Orientation on the Administration of the 2024 A&E Test	The exact date for the online orientation will be determined following the national orientation	SDS CID Chief EPSvr-DTC EPSvr-ALS Education Program Specialists Chief Examiners Room Supervisors Room Examiners Support Staff
Preparation, Allocation, and Distribution of Test Materials TTC, SDO Pampanga	January 25, 2025 Friday (8:00 a.m. – 5:00 p.m.)	EPSvr-DTC EPSvr-ALS Education Program Specialists Select District Testing Coordinators TWG
Retrieval of the Test Materials TTC, SDO Pampanga	January 26, 2025 Friday (2:00 p.m. – 5:00 p.m.)	EPSvr-DTC EPSvr-ALS Education Program Specialists Select District Testing Coordinators TWG

- Only the registered applicants with complete requirements shall be allowed to take the A&E Test at the designated testing centers approved by the Bureau of Education Assessment (BEA). No walk-in A&E takers shall be accommodated.
- All teaching personnel who render services during the registration process and administration of the assessment, which may fall on weekends, holidays, or special non-working days are entitled to service credits as stipulated in DepEd Order No. 53, s. 2003, re: Updated Guidelines on Grant of Vacation Service Credits to Teachers. On the other hand, non-teaching personnel shall be provided Compensatory Time-Off (CTO) per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service rendered.
- Attached is the DepEd Memorandum No. 63, s. 2024, for your reference and guidance.
- Travel expenses and other incidental expenses for the teaching personnel shall be charged to local funds, subject to the usual government accounting and auditing rules and regulations.
- Please see the enclosure for: (a) the list of the assigned monitoring team, (b) the list of testing personnel involved in the assessment, and (c) the list of technical working groups who will serve during the preparation, administration, reporting, and evaluation of the activity implementation.




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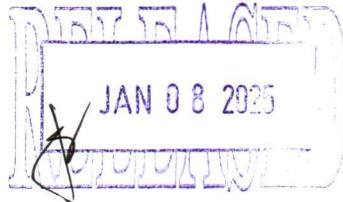


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9. This memorandum shall serve as the **official travel order authority** for all testing personnel involved in the activities related to the administration of the 2024 A&E Test.
  
10. Immediate dissemination of this memorandum is highly anticipated.

  
**ROMEO M. ALIP, PhD, CESO V**  
Schools Division Superintendent  
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Enclosure to Division Memorandum No. \_\_\_\_, s. 2024

**List of Assigned Monitoring Team for the Administration of the 2024  
Accreditation and Equivalency (A&E) Test**

<b>Name of Personnel</b>	<b>Position/Designation</b>
Garry L. Pangan	EPSvr – Math Division Testing Coordinator (DTC)
Ruel F. Bondoc	EPSvr – ALS
Exequiel C. Pangilinan	Education Program Specialist
Norily C. Baluyut	Education Program Specialist
Mary Jane B. Ibe	Education Program Specialist
Patricia Samantha M. Albania	Education Program Specialist
Marry P. Franco	Education Program Specialist

**List of Chief Examiners, School Testing Coordinators, Room Supervisors, and  
Room Examiners**

<b>Testing Center</b>	<b>San Matias Elementary School</b>
Chief Examiner	Juanito L. Rigor, PhD
School Testing Coordinator	Maricris L. Pangilinan
Room Supervisors	1. Dino Lorenzo P. Manese 2. Maria Teresa B. Roque
Room Examiners for Elementary	1. Karla M. Sicat 2. Cecile N. Velasco 3. Mary Grace M. Lacanlale 4. Aldrin V. Gomez
Room Examiners for Junior HS	1. Gill Ann T. Bonifacio 2. Marlon Y. Mercado 3. Rosemarie T. Yambao 4. Alvin I. Silvestre 5. July L. Sarmiento 6. Jellian V. Duque 7. Sheryl D. Pineda 8. Gemma G. Miclat 9. Marian N. Bautista 10. Liezel B. Yutuc 11. Teodora G. Casto 12. Juvy M. Sicat 13. Charito I. Jimenez 14. Jonathan L. Jimenez 15. Carissa B. Andrade



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	16. Michele M. Canlas
	17. Mia B. Tan
	18. Rachele C. Gomez
	19. Maria Elizabeth G. Castro
	20. Anjenelle C. Yco
	21. Janelle R. Mendoza
	22. Amabelle Gay Z. Pineda
<b>Testing Center</b>	<b>Magalang Elementary School</b>
Chief Examiner	Mayvilyn B. Catacutan
School Testing Coordinator	Jayson A. Macalino
Room Supervisors	1. Enrique A. Pamintuan 2. Ermie B. Macalino
Room Examiners for Elementary	1. Marita E. Canlas 2. Ashley Grace J. Gonzales 3. Rowena J. Gonzales 4. Evelyn G. Macalino
Room Examiners for Junior HS	1. Maria Nina E. Torres 2. Hayna N. Macalino 3. Jojo U. Malong 4. Tuesday L. Cunanan 5. Arleen G. Felix 6. Marie Glad A. De Jesus 7. Rashel Mae F. Soriano 8. Arianne Grace I. Maliwat 9. Eduardo C. Gamboa 10. Haydee J. Manalo 11. Rosanna D. Macalino 12. Thelma P. Tuazon 13. Mary Anne Fe N. Ventura 14. Maria Dannex Erika L. Gaña 15. Randolph U. Senapilo 16. Marie Grace R. Duarte 17. Alaina Marie M. Pineda 18. Jerome L. Dungo 19. Racquel F. Castañeda 20. Don Jose R. Alcantara 21. Lourdes D. Bondoc 22. Iris Christine L. Rodriguez 23. Luna M. Aguas 24. Gina C. Torres 25. Jeanette A. Felix
<b>Testing Center</b>	<b>DSWD Haven for Girls Pampanga</b>
Chief Examiner	Francis D. Ocampo
School Testing Coordinator	Charo C. Cunanan
Room Examiner for Elementary	1. Marie P. De Dios



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Room Examiner for Junior HS	1. Sherwin M. Ramos
<b>Testing Center</b>	<b>DSWD Regional Rehabilitation Center for Youth</b>
Chief Examiner	Tolentino P. Galicia
School Testing Coordinator	Mariel H. Miranda
Room Examiner for Elementary	Teresa V. Pagaduan
Room Examiner for Junior HS	Edly D. Rodriguez
<b>Testing Center</b>	<b>Arayat District Jail</b>
Chief Examiner	Noemi Amor M. Tayag
School Testing Coordinator	Armie Joy C. Manansala
Room Examiner for Elementary	1. Lita S. Salac
Room Examiner for Junior HS	1. Bernadette C. Bondoc
<b>Testing Center</b>	<b>Betis National High School</b>
Chief Examiner	Sienna D. Panganiban
School Testing Coordinator	Jerome A. Ochoa
Room Supervisors	1. Raymond C. Asuncion
	2. Annette C. Simbul
	3. Rowell C. Diwa
Room Examiners for Elementary	1. Rex Lawrence O. Lopez
	2. Bernadette L. Lejarde
	3. Maureen S. Yambao
	4. Maricon M. Suing
	5. Imelda G. Sarmiento
Room Examiners for Junior HS	1. Agnes D. Palacol
	2. Ana Marie Teodora C. Cayanan
	3. Analy D. Ferrer
	4. Apple B. David
	5. Bryan L. Batac
	6. Camille Y. Laxamana
	7. Charlene N. Mendoza
	8. Eileen S. Cruz
	9. Gemini S. Layug
	10. Geramy R. Gabriel
	11. Jaramil S. Maglalang
	12. Jhomelyn G. Sarmiento
	13. Jilian Clemens N. Oliver
	14. Joan E. Samera
	15. John Carlo M. Garcia
	16. Josiebel S. Nuestro
	17. Judy Anne S. Martinez
	18. Juvy Anne M. Reyes
	19. Lai-Lani M. Timog
	20. Lourdes L. Gaza
	21. Ma. Corazon L. Mercado
	22. Maria Antoinette C. Ponce
	23. Marinella S. Gaviola



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	24. Michelle G. Canlas
	25. Michelle P. David
	26. Noreen L. Capuno
	27. Daniren S. Lusung
	28. Princess S. Guanlao
	29. Rhyan James T. David
	30. Ronel R. Enriquez
	31. Xian Farina D. De Guzman
<b>Testing Center</b>	<b>Guagua District Jail</b>
Chief Examiner	Annabelle G. Manalo
School Testing Coordinator	Crizel N. Canlas
Room Examiner for Elementary	1. Lea L. Ocampo
Room Examiners for Junior HS	1. Rizza S. Salalila
	2. Teresa M. Ticsay
	3. Thelma C. Mendoza
<b>Testing Center</b>	<b>Pampanga Provincial Jail</b>
Chief Examiner	Luciano S. Santiago
School Testing Coordinator	Timothy M. Bagang
Room Examiner for Elementary	Patrick Jay M. Serrano
Room Examiners for Junior HS	1. Claire D. Malonzo
	2. Kristine Carla P. Jose
	3. Ghinie Mien S. Ocampo
<b>Testing Center</b>	<b>Mexico Elementary School</b>
Chief Examiner	Teresa S. Gutierrez
School Testing Coordinator	Jay Carlo D. Canlas
Room Supervisors	1. Mylene S. Ignacio
	2. Judith Louella D. Mendiola
Room Examiners for Elementary	1. Abigael A. Lapuz
	2. Krizzie N. Laus
	3. Corina P. Castro
Room Examiners for Junior HS	1. Trisha Mae M. Hipolito
	2. Mary Jane M. Lanipa
	3. Gilienov V. Cagungun
	4. Katherine V. Ordoñez
	5. Ana Liza S. Figueroa
	6. Jeymell S. Pangilinan
	7. Karen R. Pabustan
	8. Jeric R. Liguigan
	9. Camela V. Torres
	10. Jaylyn B. Dizon
	11. Aries R. Caronan
	12. Adrian V. Gonzales
	13. Eileen C. Manalang
14. Cynthia S. Dizon	
15. Henry V. Ignacio	
16. Spyro SG Delos Reyes	



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	17. Louwen G. Tuazon
	18. Ray Anne P. Castro
	19. Hervin John M. Dizon

**Technical Working Group**

<b>Name of Personnel</b>	<b>School/Station</b>
Fernando F. Dosono Jr.	Lubao National High School
Renmel Joseph Purisima	Betis National High School
Zaldy R. Mendoza	Sto Rosario High School
Leilani S. Cunanan	SDO Pampanga
Bernardita C. Serrano	SDO Pampanga



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Republic of the Philippines  
**Department of Education**

NOV 15 2024

DepEd MEMORANDUM  
No. **063**, s. 2024

**2024 ACCREDITATION AND EQUIVALENCY TEST REGISTRATION  
AND ADMINISTRATION GUIDELINES**

To: Undersecretaries  
Assistant Secretaries  
Minister, Basic, Higher, and Technical Education, BARMM  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. 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 and administration of the **2024 Accreditation and Equivalency (A&E) Test**.
2. Pursuant to DepEd Order No. 55, s. 2016 (Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program), the A&E Test aims to measure the competencies and life skills of those who have not attended or finished formal elementary or secondary education. This assessment shall 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.
3. The following schedules relative to A&E Test Administration shall be observed:

Activity	Schedule
A&E Test Registration	October 21–December 2, 2024
A&E Test Administration-Luzon Cluster	January 26, 2025
A&E Test Administration-Visayas and Mindanao Clusters	February 2, 2025

4. The A&E Test applicants shall register at schools division offices (SDOs) identified and designated as registration centers by the schools division superintendent (SDS).
5. The following are eligible to register:
  - a. Alternative Learning System (ALS) learners enrolled in the Learner Information System (LIS) for the school year (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 Implementer/learning facilitator (Enclosure No. 3).

- c. Previous ALS Program Completers not registered in the LIS of the current SY who did not pass the **previous A&E Test but** underwent additional learning intervention in the ALS K to 12 BEC certified by the ALS teacher/community ALS Implementer/Learning Facilitator (Enclosure No. 4).
6. 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.**
7. Registration requirements are as follows:
- a. **Original and one photocopy** of Birth Certificate issued by the Philippine Statistics Authority (PSA), formerly National Statistics Office (NSO). The original copy shall be used to evaluate and verify the document's authenticity. Once the evaluation and verification are completed, the original copy will be returned to the applicant.
  - b. If the copy of the Birth Certificate from the PSA/NSO is not available, **the original and one photocopy** of 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., National Bureau of Investigation [NBI] Clearance, Police Clearance)

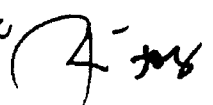
The original copy shall be used to evaluate and verify the document's authenticity. Once the evaluation and verification are completed, the original copy will be returned to the applicant.
  - c. 1x1 identical ID Photo (white background with name tag)
  - d. Certification of Portfolio certified by the ALS Teacher/Community ALS Implementer/Learning Facilitator and endorsed by the Division ALS Focal Person/Education Program Specialist II for ALS (EPSA) (Enclosure No. 3).

8. **No payment shall be collected** by anyone involved in the A&E Test Registration, Administration, and issuance of the certificate of rating.

9. The SDS, through the Division Testing Coordinator (DTC), shall assign personnel to perform the functions listed below. They shall have a **Very Satisfactory (VS)** performance in conducting the BEA testing programs and should have no records of violations relating to national examination policies.

a. **During Registration**

- Registration Testing Officer (RTO), co-registrar, and support staff who will manage the registration process and evaluation of applicants' documents

*copy* 

**b. During the Test Administration**

- Chief Examiners
- Supervising Examiners
- Room Examiners

10. All DTCs shall orient the RTOs and ALS Implementers on the registration process and evaluation of applicants' documents. All RTOs are liable for any irregularities in the required age and documents of test applicants. Additionally, orientation for chief examiners, supervising examiners, and room examiners shall be conducted before the test administration. A separate memorandum shall be issued for the orientation on the administration of the A&E Test.

11. The ALS Implementers shall help in the dissemination of information and distribution of the registration form.

12. The BEA shall lead the monitoring of the registration process, orientation of testing personnel, and test administration to be assisted by Regional Testing Coordinators (RTCs), along with other regional office (RO) personnel including Regional ALS Focal Persons subject to the availability of funds. BAE personnel shall join the monitoring and provide assistance whenever necessary.

13. The DTCs shall use Enclosure No. 6 in preparing the list of testing centers and the total 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**.

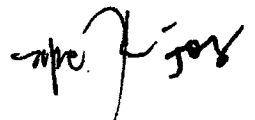
14. In compliance with DepEd Memorandum No. 121, s. 2017 (Clarification on the Implementation of Portfolio Assessment in the Alternative Learning System), presentation portfolio assessment (PPA) will not be a part of the final rating. Hence, the test is a multiple-choice type only.

15. However, ALS Implementers shall continue the portfolio assessment to be part of the learner's intervention process as an assessment of learning.

16. The following enclosures shall guide and be utilized by the DTCs and RTOs:

- a. Enclosure No. 1 - Registration and Test Administration Guidelines and Procedures,
- b. Enclosure No. 2 - Registration form to be accomplished personally by the applicant,
- c. Enclosure No. 3 - Certification of Portfolio to be issued and certified by the ALS Teacher/Community ALS Implementer/Learning Facilitator and endorsed by the Education Program Specialist II for ALS,
- d. Enclosure No. 4 - Certification of Additional Intervention,
- e. Enclosure No. 5 - List of Registrants to be accomplished by the Registration Committee,
- f. Enclosure No. 6 - List of Testing Centers to be accomplished by the DTC, and
- g. Enclosure No. 7 - List of Examinees to be accomplished by the Registration Committee

17. 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.**



18. One week before the examination, all DTCs are required to orient all testing personnel on the standardized test administration. Only those who attended the orientation shall be allowed to serve as testing personnel.

19. Only testing personnel and test monitors approved by DepEd officials specified in the A&E Handbook are allowed in the testing center premises during the examination day. The A&E Handbook shall be provided after the national orientation on the administration of the A&E Test.


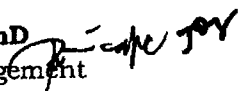
20. The SDS is required to conduct an investigation on breach of security should there be any irregularities in the test registration and administration. The report on the investigation must be submitted to the DepEd RO and BEA.

21. For more information, please contact the **Bureau of Education Assessment-Education Assessment Division**, 2nd Floor, Rizal Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at [bea.ead@deped.gov.ph](mailto:bea.ead@deped.gov.ph) or telephone number (02) 8631-2589.

22. Immediate dissemination of this Memorandum is desired.

By Authority of the Secretary:



  
**RONALD U. MENDOZA, PhD**  
Undersecretary for Strategic Management 

Encls.:  
As stated

References:  
DepEd Order (No. 55, s. 2016)  
DepEd Memorandum (Nos. 121, s. 2017); 006, s. 2019; and 076, s. 2018)

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

ACCREDITATION  
ALTERNATIVE LEARNING SYSTEM  
EXAMINATIONS  
LEARNERS  
SCHOOLS  
TEST



(Enclosure No. 1 to DepEd Memorandum No. 063, s. 2024)

**Registration and Test Administration Guidelines and Procedures**

<b>I. Registration and Test Administration Guidelines and Procedures</b>	
1. How to register?	<p>The test applicant shall:</p> <ol style="list-style-type: none"><li>1. Go to the designated Registration Center and secure a registration form from the Registration Committee;</li><li>2. Accomplish personally the Registration Form;</li><li>3. Present the accomplished Registration Form, together with the complete requirements to the Registration Committee for evaluation and verification;</li><li>4. Receive the applicant's copy (lower portion of the registration form) for safekeeping and presentation to the room examiner on the testing day.</li></ol> <p>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. 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 the 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.</p> <p><b><u>NO PAYMENT SHALL BE COLLECTED</u></b> by anyone involved in the A&amp;E Test Registration, Administration, and issuance of the certificate of rating.</p>
2. What is the composition of the Registration Committee and its functions?	<p>The SDS shall designate a Registration Committee, which consists of an RTO, a co-registrar and a support staff. They should be oriented by the DTC on the registration process and evaluation of applicants' documents.</p> <p>The committee will manage the registration process, including the evaluation and verification of the submitted documents. Specifically, the committee will:</p> <ol style="list-style-type: none"><li>a. Report to the Registration Center from October 21 to December 2, 2024 from 8:00 AM to 5:00 PM;</li><li>b. Interview the prospective applicants to determine if they are qualified to register;</li></ol>

	<ul style="list-style-type: none"> <li>c. Distribute the registration forms to qualified applicants;</li> <li>d. Explain how the registration form will be accomplished (but will not accomplish it for the applicant);</li> <li>e. Check if the registration forms are duly accomplished by the applicant, making sure that there are no blank spaces and errors in the form;</li> <li>f. Certify that all information supplied in the registration form are based on the submitted documents;</li> <li>g. Immediately inform the applicants with incomplete or questionable requirements to submit the necessary documents before the end of the registration period;</li> <li>h. Fill out the name of the testing center in the registration form;</li> <li>i. Detach the lower part of the registration form (applicant's copy and return it to the registrant for use as an admission document on the testing day;</li> <li>j. Group the registrants into Elementary and Junior High School Levels using Enclosure No. 5.</li> <li>k. Prepare the official list of examinees per testing room using Enclosure No. 7 based on the list of registrants; and</li> <li>l. Sign and submit the lists of examinees per testing center to the DTC.</li> </ul> <p>Only applicants with complete requirements shall be included in the master list. The Registration Committee is liable to any issues which may arise relating to applicants' documents, age, and test qualifications.</p> <p>Expenses for the reproduction of registration forms shall be charged against the contingency funds for the A&amp;E test.</p>
<p>3. What shall the Registration Committee do with the applicants' documents?</p>	<p>After the registration period, the registration committee shall:</p> <ul style="list-style-type: none"> <li>a. arrange the applicants' documents by testing room based on the lists of examinees per testing center;</li> <li>b. give to the room examiner during the examination day the first copy of the applicants' documents, including the upper part of the registration form (RTC's copy);</li> <li>c. keep secured the second copy of the applicants' documents at the registration centers or at the DTC's office.</li> </ul>
<p>4. Can Non-ALS learners register?</p>	<p>No.</p>

5. Can learners currently enrolled in the formal schools register?	No. Learners from formal schools are advised to take the Philippine Educational Placement Test (PEPT) if they are qualified. For the qualifications and requirements for the PEPT, refer to Section 6 of DepEd Order No. 55, s. 2016.
6. Are applicants who are Learners with Special Needs allowed to register?	Applicants who are Learners with Special Needs shall be allowed to register subject to the registration requirements. On the examination day, the test shall be facilitated by a Room Examiner assigned by the Division Testing Coordinator (DTC).
7. Are applicants with age of 16 years old and above but do not have any Elementary Level certification from either formal or non-formal program allowed to take the A&E Junior High School level?	No. They must take and pass the A&E Elementary Level first.
8. When is the release of the A&E Test result?	Two to three months after the test.

<b>Test Administration Activities</b>		
<b>Before Test Administration</b>		
<b>Time Frame</b>	<b>Activity</b>	<b>Key Personnel Responsible</b>
One week before the test administration	<ul style="list-style-type: none"> <li>Orientation on the Administration of Accreditation and Equivalency (A&amp;E) Test</li> </ul>	Division Testing Coordinator (DTC) Assistant DTC, Division ALS Focal Person/ Education Program Specialist II for ALS (EPSA)
	<ul style="list-style-type: none"> <li>Ocular inspection of Testing Centers</li> </ul>	DTC, Asst. DTC, Division ALS Focal Person/ Education Program Specialist II for ALS (EPSA), Test Monitor <i>(if applicable)</i>
<b>During Test Administration</b>		
7:30-8:00	<ul style="list-style-type: none"> <li>Briefing of all testing personnel regarding duties and responsibilities</li> <li>Distribution of Test Materials and Registrants' submitted documents to the Room Examiners</li> <li>Inspection of Testing Rooms</li> </ul>	Chief Examiner (CE) Supervising Examiner (SE)
8:00-8:15	<ul style="list-style-type: none"> <li>Entrance and Seating Arrangement of Examinees</li> <li>Orientation and General Direction</li> <li>Distribution of Test Materials to the Examinees</li> </ul>	Room Examiner (RE)
8:15-9:00	<ul style="list-style-type: none"> <li>Provision of instruction for filling in of information in the Answer Sheet and Examinee's Descriptive Questionnaire</li> </ul>	Room Examiner (RE)

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9:00-11:25 (For A&E Elementary examinees)	<ul style="list-style-type: none"> <li>Monitoring of Test Proper inside the testing room</li> <li>Monitoring of Test Proper (if there are 11 or more testing rooms per testing center)</li> </ul>	Room Examiner (RE)
9:00-12:30 (For A&E Junior High School examinees)		Supervising Examiner (SE)
11:25-11:55 (For A&E Elementary examinees)	<ul style="list-style-type: none"> <li>Retrieval of Test Materials and Dismissal of examinees</li> </ul>	Room Examiner (RE)
12:30-12:50 (For A&E Junior High School examinees)		
2:00 pm onwards	<ul style="list-style-type: none"> <li>Submission of Test Materials to SDOs</li> </ul>	DTC, Chief Examiner (CE), Supervising Examiner (SE), Designated Support Staff

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