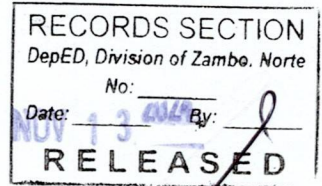




Republic of the Philippines  
**Department of Education**

REGION IX  
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



**Office of the Schools Division Superintendent**

November 13, 2024

Division Memorandum

No. 64, s. 2024

**CONDUCT OF REGISTRATION FOR THE 2024 ACCREDITATION & EQUIVALENCY TEST ADMINISTRATION**

TO : **Assistant Schools Division Superintendent**  
**Chiefs, Education Supervisors, concerned PSDSs/PICDs**  
**Division/District Testing Coordinators**  
**Division ALS Focal, A&E Registration Officers**  
*All Others Concerned*  
 This Division

1. In reference to the Advisory from the Office of the Bureau of Education Assessment (BEA) Director, dated 18 October 2024, the Department of Education through 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. In this division, the registration starts on **November 18 until December 2, 2024.**

2. A&E test applicants shall register in the identified testing centers through the designated registration officers below.

NO.	TESTING CENTERS	REGISTRATION OFFICERS
1	Liloy Central School & BJMP Liloy	Maricel D. Belotendos
2	Sindangan Pilot DS & BJMP Sindangan	Paulino R. Domen
3	Polanco Central School	Weneston A. Mayo
4	Siocon Central School & BJMP Siocon	Lourdes J. Eribal
5	BJMP Salug	Rodgee Z. Pausal
6	Sibuco Central School	Alih A. Lumaglag
7	Roxas Central School	Maria Rolina A. Villanueva

3. Special attention is invited to **Nos. 3, 4 & 5 Part B.** of the enclosed Guidelines on the 2024 A&E Test Registration, for the enumerated Eligibility of Test Registrants and Requirements, as well as the annexed templates, namely: i.) A&E Registration Form, ii.) Certification of Portfolio and iii.) Certification of Additional Intervention, for guidance and reference or use of all concerned.

4. A virtual orientation on the test registration mechanism with the Registration Officers will be done on **November 15, 2024.** Link will be provided in the Notice of Meeting. Presence of the Division ALS Focal and the EPS II of ALS is encouraged.

5. Immediate dissemination of this Memorandum is highly desired.

**LOURMA I. POCULAN, EMD, CESO VI**  
 Assistant Schools Division Superintendent  
 Officer In-Charge  
 Office of the Schools Division Superintendent

SGOD/whi/A&ETestRegistration  
 -042-11132024



Address: Capitol Drive, Estaka, Dipolog City 7100

Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph)

FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843

Website: [www.depedzn.net](http://www.depedzn.net)



Republic of the Philippines  
**Department of Education**  
BUREAU OF EDUCATION ASSESSMENT

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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.**



Republic of the Philippines  
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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

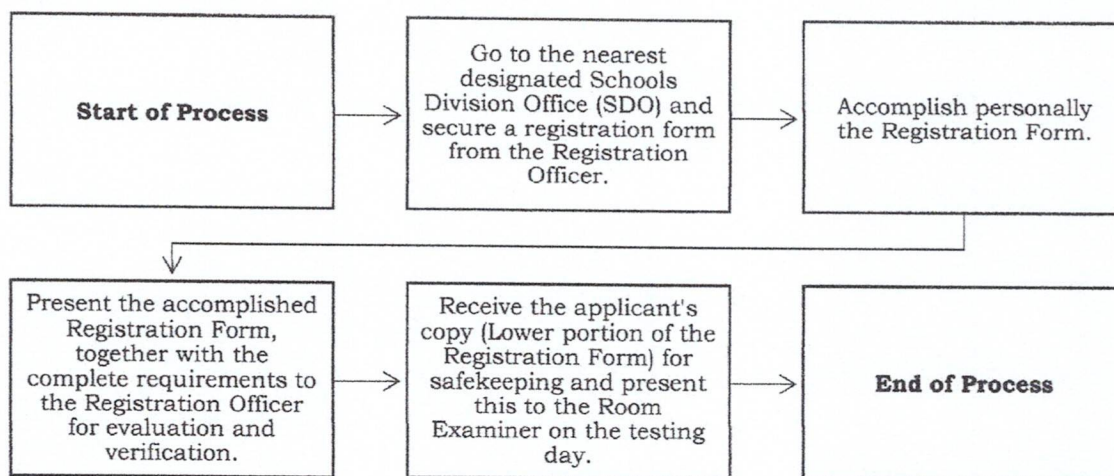


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**D. Registration Process**

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

**A&E Registration Form**

A&E Form 1 Copy for Registration Officer

1x1 ID Photo with Name Tag	Republic of the Philippines Department of Education <b>BUREAU OF EDUCATION ASSESSMENT</b> 2nd Fl., Bonifacio Bldg., Marikina Ave., Pasig City 1600
<b>ACCREDITATION AND EQUIVALENCY (A&amp;E) TEST</b> Registration Form	

Write Legibly. Put X on the applicable items.

Last Name		First Name		M.I.																																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3">Birth date</td> <td colspan="3">Learner Reference Number</td> <td colspan="3">Civil Status</td> <td colspan="2">Sex</td> </tr> <tr> <td>Month</td><td>Day</td><td>Year</td> <td colspan="3"></td> <td>Single</td><td>Married</td><td>Separated</td> <td>Male</td><td>Female</td> </tr> <tr> <td colspan="3"></td> <td colspan="3">Home Address</td> <td colspan="3"></td> <td colspan="2"></td> </tr> </table>					Birth date			Learner Reference Number			Civil Status			Sex		Month	Day	Year				Single	Married	Separated	Male	Female				Home Address							
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Region	Division	Learning Center																																			
ALS Program Completed (Fts. Specify)		A&E Test Applying for		Elementary Level																																	
				Junior High School																																	
Proof of Identity	To be accomplished by the Registration Officer																																				
Contact Number	Name and Address of Testing Center																																				

I certify that I validated the information supplied by the applicant in this form based on the required attachments.  _____ Registration Officer's Signature Over Printed Name	I certify that all information in this form are TRUE and CORRECT.  _____ Applicant's Signature Over Printed Name
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Required Attachments

<input type="checkbox"/> Proof of Identity	<input type="checkbox"/> Portfolio Rating Certification
<input type="checkbox"/> ALS Program Certification (if any)	<input type="checkbox"/> Proof of Birth (NSO, Passport, Any legal Documents)

A&E Form 1 Applicant's Copy

1x1 ID Photo with Name Tag	Republic of the Philippines Department of Education <b>BUREAU OF EDUCATION ASSESSMENT</b> 2nd Fl., Bonifacio Bldg., Marikina Ave., Pasig City 1600
<b>ACCREDITATION AND EQUIVALENCY (A&amp;E) TEST</b> Registration Form	

Write Legibly. Put X on the applicable items.

Last Name		First Name		M.I.																																	
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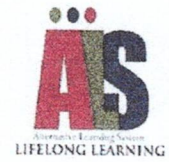
Required Attachments

<input type="checkbox"/> Proof of Identity	<input type="checkbox"/> Portfolio Rating Certification
<input type="checkbox"/> ALS Program Certification (if any)	<input type="checkbox"/> Proof of Birth (NSO, Passport, Any legal Documents)

## Certification of Portfolio



Republic of the Philippines  
**Department of Education**  
REGION \_\_\_\_\_  
SCHOOLS DIVISION OF \_\_\_\_\_



### CERTIFICATION

This is to certify that \_\_\_\_\_ with  
(Given Name, Middle Name, Last Name, Extension Name)  
LRN \_\_\_\_\_ of \_\_\_\_\_ is registered as  
(CLC Name)  
a/an \_\_\_\_\_ in the Learners Information System (LIS) of SY  
Elementary or Junior High School  
\_\_\_\_\_ and has submitted a portfolio containing the following documents:

- Personal Information Sheet (PIS)
- Functional Literacy Test (FLT)
- Assessment Forms 1-2
- Recognition of Prior Learning (RPL) Forms 1-4
- At least four (4) work samples per Learning Strand (each highlighting the specific competency demonstrated)

This certification is issued as one of the requirements for the registration in the 2024 Accreditation and Equivalency Test.

Certified by:

\_\_\_\_\_  
**ALS Teacher/Community ALS Implementor/Learning Facilitator**

Signature over Printed Name

Date: \_\_\_\_\_

Endorsed by:

\_\_\_\_\_  
**Division ALS Focal Person/  
Education Program Specialist II for ALS**

Signature over Printed Name

Date: \_\_\_\_\_

# Certification of Additional Intervention



Republic of the Philippines  
**Department of Education**  
REGION \_\_\_\_\_  
SCHOOLS DIVISION OF \_\_\_\_\_



## CERTIFICATION

This is to certify that \_\_\_\_\_ with  
(Given Name, Middle Name, Last Name, Extension Name)  
LRN \_\_\_\_\_ of \_\_\_\_\_ is a/an  
(CLC Name)  
\_\_\_\_\_ ALS PROGRAM COMPLETER in the Learners Information  
Elementary or Junior High School  
System (LIS) of SY \_\_\_\_\_.

He/She underwent additional intervention in the ALS K to 12 Basic Education Curriculum (BEC).

This certification is issued as one of the requirements for the registration in the 2024 Accreditation and Equivalency Test.

Certified by:

\_\_\_\_\_  
**ALS Teacher/Community ALS Implementor/Learning Facilitator**

Signature over Printed Name

Date: \_\_\_\_\_