



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



October 29, 2024

DIVISION MEMORANDUM

No. 622-2024

2024 ACCREDITATION AND EQUIVALENCY (A&E) TEST REGISTRATION

To: Chief Education Supervisor – CID
Education Program Supervisors
Education Program Specialists for ALS
Public School Heads
ALS Teachers
All Others Concerned

1. Pursuant to the advisory from the Bureau of Education Assessment (BEA) dated October 18, 2024, the Schools Division of Baguio City, through the Curriculum Implementation Division Alternative Learning System, will conduct the registration period and administration of the **2024 Accreditation and Equivalency (A&E) Test** starting **October 21 until December 2, 2024**.

2. Those eligible to register for the A&E Test are ALS registered learners in the LIS by October 31, 2024, previous ALS program completers who have completed additional learning interventions, and applicants who meet the age requirements of 12 for elementary and 16 for junior high school on or before the test date. **Walk-in test takers are not allowed.**

3. Registration requirements are as follows:

a. Original and Photocopy of Birth Certificate issued by the Philippine Statistics Authority (PSA) formerly National Statistics Office (NSO);

b. If copy of 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. Two 1 X 1 identical ID Photo (white background with name tag following the format Last Name, Given Name MI.)

d. Certification of Portfolio certified by the ALS Teacher and endorsed by the Education Program Specialist II for ALS (EPSA) (See Certification of Portfolio).







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5. To ensure a smooth and accurate registration process for the A&E Test, Personnel are designated as Registration officers that shall perform the functions listed in the enclosures. This memorandum officially designates these individuals, whose expertise and familiarity with ALS will be instrumental in ensuring a comprehensive and accurate registration.
6. All duly designated officers and ALS staff who shall serve during the Registration Process shall be given service credits/compensatory time off (beyond official time).
7. For more information, contact **CID Chief Juliet C. Sannad** or **EPS II for ALS Jojo S. Ambros** at **0927 7735 596**.
8. Attached are the following enclosures for guidance and reference:

Enclosure 1: Advisory: Guidelines on the 2024 A&E Test Registration

Enclosure 2: List of Designated Registration Officers and their Terms of Reference
9. Immediate and wide dissemination of this memorandum is desired.


SORAYA T. FACULO PhD CESO VI
Schools Division Superintendent 

CID/JCS/rmc





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Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

(Enclosure 1: ADVISORY: GUIDELINES on the 2024 A&E TEST REGISTRATION)



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

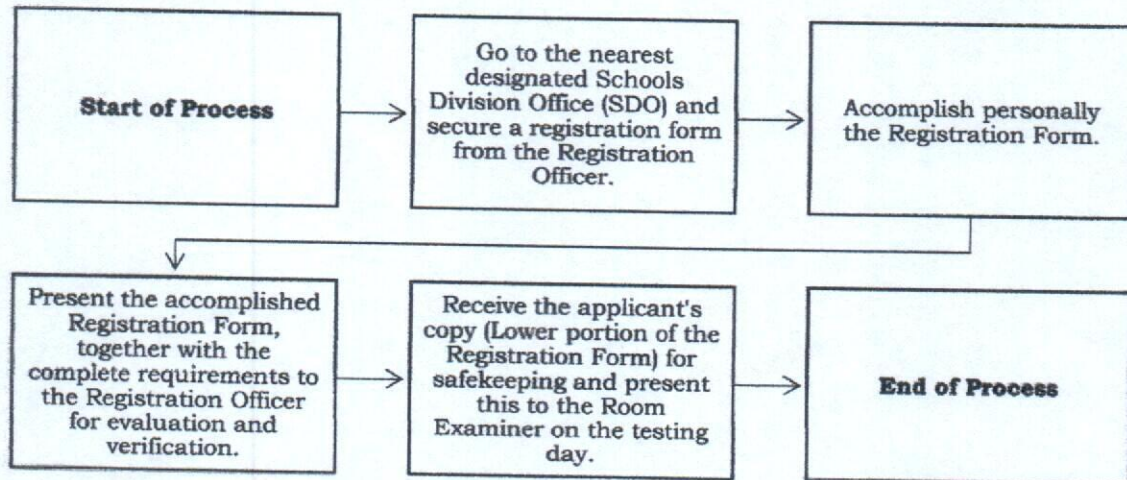


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D. Registration Process

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 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
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

1x1 ID Photo with Name Tag

Republic of the Philippines
Department of Education
BUREAU OF EDUCATION ASSESSMENT
2nd Flr., Bonifacio Bldg., Meralco Ave., Pasig City 1600

ACCREDITATION AND EQUIVALENCY (A&E) TEST

Registration Form

Write Legibly. Put X on the applicable items.

Registration Date

Last Name

First Name

M.I.

Birthdate		
Month	Day	Year

Learner Reference Number									
Home Address									

Civil Status		
Single	Married	Separated

Sex
Male
Female

Region	Division

Learning Center

ALS Program Enrolled/Completed (Pls. Specify)

A&E Test Applying for

Elementary Level
Junior High School

Proof of Identity
Contact Number

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

Required Attachments

<input type="checkbox"/> Birth Certificate
<input type="checkbox"/> Proof of Birth Date (Any legal document)

<input type="checkbox"/> Certification of Portfolio
<input type="checkbox"/> Certification of Additional Intervention (if any)

1x1 ID Photo with Name Tag

Republic of the Philippines
Department of Education
BUREAU OF EDUCATION ASSESSMENT
2nd Flr., Bonifacio Bldg., Meralco Ave., Pasig City 1600

ACCREDITATION AND EQUIVALENCY (A&E) TEST

Registration Form

Write Legibly. Put X on the applicable items.

Registration Date

Last Name

First Name

M.I.

Birthdate		
Month	Day	Year

Learner Reference Number									
Home Address									

Civil Status		
Single	Married	Separated

Sex
Male
Female

Region	Division

Learning Center

ALS Program Enrolled/Completed (Pls. Specify)

A&E Test Applying for

Elementary Level
Junior High School

Proof of Identity
Contact Number

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

Required Attachments

<input type="checkbox"/> Birth Certificate
<input type="checkbox"/> Proof of Birth Date (Any legal document)

<input type="checkbox"/> Certification of Portfolio
<input type="checkbox"/> Certification of Additional Intervention (if any)

Certification of Portfolio



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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:

- a. Personal Information Sheet (PIS)
- b. Functional Literacy Test (FLT)
- c. Assessment Forms 1-2
- d. Recognition of Prior Learning (RPL) Forms 1-4
- e. 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
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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: _____

List of Registrants



Republic of the Philippines
 Department of Education
 Region _____
 Division of _____



Accreditation and Equivalency (A&E) Test
 List of Registrants

Testing Center: _____ Address: _____
 Region & Division Code: _____ A&E Test Level: _____

Summary of Registrants	
Male	
Female	
Total	

No.	Name	Age	Birthdate (mm/dd/year)	Sex (M/F)	Documents Submitted (Check the appropriate Column)			
					Birth Certificate	Proof of Birthdate	Certificate of Portfolio	Certificate of Additional Intervention
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

Prepared by:

 Signature Over Printed Name

Approved by:

 Signature Over Printed Name



Republic of the Philippines
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Enclosure 2: (LIST OF DULY DESIGNATED REGISTRATION OFFICERS AND THEIR TERMS OF REFERENCE)

LIST OF DESIGNATED REGISTRATION OFFICERS

Name		Designation	Terms of Reference
1	Dalapnas, Nora D.	Division Testing Coordinators (DTC)	Orient the RTOs and ALS Implementers on the registration process and evaluation of applicants' documents.
2	Cariño, Sydney Shan M.		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 on or before December 6, 2024.
2	Ambros, Jojo S.	Registration Testing Officer (RTO)	Manage the registration process and evaluation of applicants' documents.
3	Caparas, Rheineck M.	Co-Registrar	
4	Nacis, Maybeline F.	Support Staff	Assist in the registration process and evaluation of applicants' documents.
5	Ambros, Edilberta M.	Support Staff	