



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



08 October 2024

Division MEMORANDUM  
No. 563-2024

**ADMINISTRATION OF THE QUALIFYING EXAMINATION IN ARABIC LANGUAGE AND ISLAMIC STUDIES IN THE FOURTH QUARTER OF 2024**

To: Chief ES, Curriculum Implementation Division  
Public Schools District Supervisors  
School Heads  
Other concerned

1. Pursuant to DepEd Memorandum (No. 057, s. 2024) titled Administration of the Qualifying Examination in Arabic Language and Islamic Studies in the Fourth Quarter of 2024, this Office announces that the Division of Baguio City is assigned as the regional testing center for the QEALIS in the fourth quarter of this year for the Cordillera Administrative Region. The date and specific venue of test administration will be announced in a separate memorandum.
2. The registrants from CAR must be prioritized. A registration number shall be assigned to each registrant. **No walk-in registrants** will be accommodated on the examination day.
3. The registrants must possess the following qualifications:
  - a. Filipino citizen aged 18-16 on the examination day, and
  - b. At least a high school graduate in both secular (English) and Islamic (Arabic) Education.
4. The registrants must submit the following requirements:
  - a. Two copies of the Registration Form (Enclosure No. 1 or the digital copy can be accessed at <https://bit.ly/DepEdQEALIS>) attached with the most recent 1x1 bare-faced ID picture with a name tag, in accordance with the guidelines of the Civil Service Commission (CSC);
  - b. Photocopy of Birth Certificate/Affidavit of Live Birth;
  - c. Photocopy of any valid ID/Barangay Clearance/Certificate of Residency;
  - d. Any of the two:
    - i. College Official Transcript of Records (OTR) or diploma; or
    - ii. Valid documents as proof of high school graduation, like School Form 10 (SF10), Form 137, or diploma; and
  - e. Diploma or Certificate of Completion as a Thanawi graduate.
5. The Division Testing Coordinator (DTC) will serve as the Chief Examiner (CE) in the designated Testing Center. The CE will lead all the activities before, during, and after the



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test administration. See Enclosure 2 for the Testing Personnel and Technical Working Committee

6. The Division Madrasah Education Program Coordinator, in collaboration with the DTC, shall facilitate the registration. **Initial screening of the requirements must be done in the schools division.** Any DepEd personnel who are highly skilled in understanding Arabic texts may be tapped to assist in evaluating/screening documents presented by the registrants.

7. Prospective registrants from Baguio City shall submit their complete requirements stated in this Memo to the DTC on or before **October 15, 2024** for initial screening of submitted documents. The list of qualified registrants, together with the scanned compilation of Registration Forms, shall be submitted to the Regional MEP Coordinator on or before **October 30, 2024.**

8. Prior to the test administration, the registrants and involved testing personnel should review the materials accessible through the link <https://bit.ly/DepEdQEALIS>. The Google Drive folder of the said link shall be used to post contact details of the point persons for the activities and announcements related to the examination.

9. On the day of the test, the registrants are required to bring the following:

- a. registration form signed by the authorized evaluator;
- b. original copy of requirements;
- c. most recent 1x1 bare-faced ID picture with a name tag, in accordance with the guidelines of the CSC, and
- d. two pencils (No. 2), eraser, and sharpener

10. A Bureau of Education Assessment (BEA) representative shall deliver and retrieve the test materials. He/she shall monitor the test administration.

11. A Certificate of Rating (COR) will be issued to the examinees for their individual ratings. Information regarding the release of results shall be disseminated through a separate memorandum.

12. Moreover, a meeting of the Technical Working Committee in the Division (Supervising Examiner (CID Chief), Division Testing Coordinator, Division MEP Coordinator, and the three Credential Verifiers shall be held on **October 10, 2024, 02:00 p.m. @ SPED Center.**)

13. Immediate and wide dissemination of this Memorandum is desired.

**SORAYA T. FACULO PhD, CESO VI**  
Schools Division Superintendent



**Disclosure:**

By accomplishing this Registration Form, the registrant hereby consents to the collection, processing and storing of personal data by the Bureau of Education Assessment for the exclusive purpose of facilitating his/her application for the Qualifying Examination in Arabic Language and Islamic Studies (QEALIS).

1x1 bare-faced ID picture with a name tag

Republic of the Philippines  
Department of Education  
BUREAU OF EDUCATION ASSESSMENT

## Qualifying Examination in Arabic Language and Islamic Studies (QEALIS)

### REGISTRATION FORM

Name of Registrant (Pangalan ng Mag-eexam)	Last Name (Apelyido)		First Name (Pangalan)			MI	
Mailing Address							
Email Address		Date of Birth (Petsa ng Kapanganakan) [MONTH/DD/YYYY]	Sex (Kasarian)	Age on December 1, 2024 (Edad sa Ika-1 ng Disyembre 2024)	PWD [Y/N] <small>If yes, please indicate the condition.</small>	Contact Number	
Citizenship (Pagkamamamayan)		Date of Registration (Petsa ng Pagrehistro) [MONTH/DD/YYYY]		Highest Educational Attainment (Pinakamataas na Antas ng Pinag-aralan)		Background in Islamic Education	
<b>Current Teaching Assignment (Pinagtuturuan sa Kasalukuyan)</b>							
School (Paaralan)			School ID	Division (Dibisyon)	Region (Rehiyon)		
Testing Center where you intend to take QEALIS				Origin of the Registrant (Panggagalingan)			
				Division (Dibisyon)		Region (Rehiyon)	
<p>I hereby declare under oath that I have personally accomplished this Registration Form and that by affixing my name and signature below, I am certifying that all documents attached to this application is a faithful reproduction of the original, and that all statements and information provided therein are complete, true and correct to the best of my knowledge. I am assuming full responsibility and accountability on the correctness of the details provided and authenticity of the documents submitted. I am aware that any violation will automatically disqualify me and authorize the Bureau of Education Assessment (BEA) to deny my qualification as a taker of QEALIS.</p>							
<div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> Signature over Printed Name of Registrant							

### FOR THE EVALUATOR ONLY

(Do not answer this part)

**Checklist & Requirements:**

- Birth Certificate/Affidavit of Live Birth
- Photocopy of any valid ID/Barangay Clearance/ Certificate of Residency
- College OTR or diploma/ High School SF10, Form 137 or diploma
- diploma or Certificate of Completion as a Thanawi graduate

Remarks: \_\_\_\_\_

 QUALIFIED       NOT QUALIFIED

 Registration Number: \_\_\_\_\_  
 (Region-SDO of Registration-Number)

 \_\_\_\_\_  
 Name & Signature of Evaluator / Date



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Enclosure No. 2 to Division Memorandum No. 563-2024

**TESTING PERSONNEL AND TECHNICAL WORKING COMMITTEE IN THE  
ADMINISTRATION OF THE QUALIFYING EXAMINATION FOR ARABIC LANGUAGE  
AND ISLAMIC STUDIES (QEALIS)**

<b>NAME</b>	<b>POSITION/DESIGNATION TERMS OF REFERENCE</b>	<b>TERMS OF REFERENCE</b>
SORAYA T. FACULO PhD, CESO VI	Schools Division Superintendent	Spearhead the conduct of the QEALIS Exam
JULIET C. SANNAD, EdD	Chief, Education Supervisor (CID/ Supervising Examiner	Assist the SDS in spearheading the conduct of the QEALIS Exam
NORA D. DALAPNAS	EPS / Division Testing Coordinator	Supervise the test administration in the testing center. In-charge of the registration process and in the evaluation of complete documentary requirements.
SYDNEY SHAN M. CARIÑO	EPS/Division Madrasah Education Program Focal Person	Assist the Chief Examiner in facilitating the registration and evaluation of applicants' documentary requirements.
MARK MALIDOM AMIL S. FLAMIANO ALRASID ABDULMUNAP	Credential Verifier	Verify the authenticity of certificates and documents of registrants such as the Thanawiya completion.
ROMULO M. BASA	Regional Testing Coordinator	Monitor and report issues encountered by SDOs to BEA. Release memorandum regarding the list of qualified registrants and details about the test administration
CORA S. ALINOS	EPS/Regional Madrasah Education Program Focal Person	Assist in monitoring the conduct of the Regional QEALIS Exam  Collaborate with the RTC on the memo to be released  Receive the list of qualified registrants from the Divisions
BEA REPRESENTATIVE		Monitor the conduct of QEALIS Exam
ROMMEL MANZANO	School Head	Oversee the preparation of the testing center and testing rooms
To be identified	Room Examiners	Facilitate the conduct of the QEALIS Exam in accordance with the standardized test.