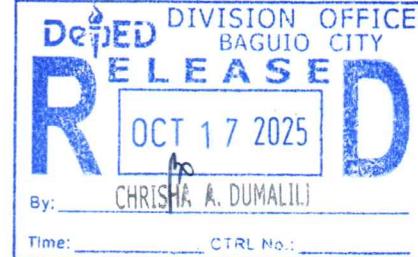




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



October 16, 2025

DIVISION MEMORANDUM

No. 671-2025

2025 ACCREDITATION AND EQUIVALENCY (A&E) TEST REGISTRATION

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

1. The Schools Division of Baguio City, through the Curriculum Implementation Division, Alternative Learning System, will conduct the registration of the 2025 Accreditation and Equivalency (A&E) Test starting October 16 to November 4, 2025.
2. Those eligible to register for the A&E Test are ALS learners registered in the LIS by October 31, 2025; previous ALS program completers who are not registered in the LIS of the current year and have not taken or passed either the Presentation Portfolio Assessment (PPA) or the Accreditation and Equivalency (A&E) test BUT underwent additional learning intervention in the ALS K to 12 Education Curriculum (BEC), certified by an ALS Teacher/Community ALS Implementer/Learning Facilitator; 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 1x1 identical ID Photo (white background with name tag following the format Last Name, Given Name MI.)





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- d. Original and Photocopy of ALS Form (AF) 5 prepared by the ALS teacher, certified by the Division ALS Focal Person to a program completer who have not taken the PPA or A&E Test.
 - e. Original and Photocopy of PPA result evaluated by the EPSA or Certificate of Rating (COR) issued by the Bureau of Education Assessment (BEA) to a program completer who did not pass the PPA or A&E Test.
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 Registration officers 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 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 V
Schools Division Superintendent 



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Enclosure 1: (LIST OF DULY DESIGNATED REGISTRATION OFFICERS AND THEIR TERMS OF REFERENCE)

LIST OF DESIGNATED REGISTRATION OFFICERS

	Name	Designation	Terms of Reference
1	Soraya T. Faculo PhD CESO V	Consultant	Approves the budget, provides over all guidance
2	Juliet C. Sannad EdD	Program Manager	Oversees the over- all conduct of the activity
3	Gapasin, Rey	Division Testing Coordinator (DTC)	Orient the Test Registration personnel on the registration procedures and guidelines for evaluating applicants' documents. Ensure that the age and documentary requirements are strictly followed. Submit the list of Registrants and Testing Centers per level to the RTCs and Regional ALS Focal Persons.
4	Ambros, Jojo S.	Registration Testing Officer (RTO)	Manage the registration process and evaluation of applicants' documents.
5	Caparas, Rheineck M.	Co-Registrar	
6	Billy, Judith D.	Support Staff	Assist in the registration process and evaluation of applicants' documents.
7	Saganib, Michaelle T.	Support Staff	
8	Jacinto, Nikki W.	Support Staff	
9	Chawi, Decimay D.	Support Staff	