



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

November 25, 2024

DIVISION MEMORANDUM

No. 273 s. 2024

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

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
PSDSs/OIC-PSDSs
School Heads
ALS Teachers
Community ALS Implementors
All Others Concerned

1. In consonance with DepEd Memorandum No. 63, s. 2024 entitled "2024 Accreditation and Equivalency Test Registration and Administration Guidelines, the Schools Governance and Operation Division in coordination with the Curriculum Implementation Division – Alternative Learning System will hold the Accreditation and Equivalency (A&E) Test on January 26, 2025 on the identified testing centers.

2. The following testing centers are identified and approved by the Bureau of Education Assessment (BEA) and the Special Committee on the Test Registration in SDO Sorsogon:

	Testing Center/SDO	Location	Test Registration Officers/Personnel
1	Bulan South Central School Testing Center	Zone-5, Bulan, Sorsogon	Chairman: Emilio Valeriano Members: 1. Mark Vincent Gutlay 2. Elaine Lazona 4. Dennis Deblois 5. Janine Catindig 6. Reniel Gerero



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2	Donsol East Central School Testing Center	Poso, Donsol, Sorsogon	Chairman: Joel Advincula Members: 1. Frederick Joseph Jimenez 2. Annie Maceda 3. Perla Merciales 4. Gerald Almario
3.	Gubat North Central School Testing Center	Pinontingan, Gubat, Sorsogon	Chairman: Alden Estera Members: 1. Noime Espenida 2. Rommel Bonto 3. Jenalyn Estonanto
4.	Cumadcad West Central School Testing Center	Cumadcad, Castilla, Sorsogon	Chairman: Marivic Sierte Members: 1. Leslie Macalino 2. Jenelyn Mendizabal 3. Cecil Daza 4. Romulo Detera
5.	Jose G. Alindogan Elementary School/Juban ALS Testing Center	Tughan, Juban, Sorsogon	Chairman: Warlito Guererro Members: 1. Don Christian Galias 2. Arman Alcantara 4. Ana Estropigan
6.	BJMP Irosin District Jail Testing Center	Bagsangan, Irosin, Sorsogon	Chairman: Miguel Polo Jr. Member: Jail Officer Manilyn Dichoso
7.	BJMP Irosin District Jail Testing Center	Gubat, Sorsogon	Chairman: Regine Harriet Ergina Member: Jail Officer of Gubat BJMP
	Division Test Registration Center	SDO Sorsogon	Chairman: Ronald D. Esteves - Division Testing Coordinator Member: Nicanor P. Bailon Johny J. So

3. The A&E Test applicants shall register at the identified and designated registration Centers on or before December 2, 2024.

4. 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



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Education Curriculum (BEC) certified by the ALS Teacher/Community ALS Implementer.

- 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 (CALSI).
5. Applicants shall be at least **12 years old for A & E Elementary Level** and at least **16 years old for the A&E Junior High School** on or before the examination day.
6. Registration requirements are as follows:
- a. Original and photocopy of Birth Certificate (PSA).
 - b. If the copy of Birth Certificate from the PSA/NSO is not available, the original and one photocopy of any of the following can be presented:
 - i. Baptismal Certificate
 - ii. Voter's ID (w/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. 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.
 - vi. 1x1 identical ID photo (white background with name tag)
 - vii. Certification of Portfolio certified by the ALS Teacher/CALSI and endorsed by the Education Program Specialist II for ALS.
7. No payment shall be collected by anyone involved in the A&E Test Registration, Administration and issuances of the certificate of rating.
8. The Division Testing Coordinator (DTC) shall use the Enclosure No. 6 in preparing the list of Testing Centers and the total of examinees per level. A copy



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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.

9. 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.

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

11. The following enclosures shall guide and be utilized by the DTCs and Registration Testing Officers:

- 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 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 DTC; and
- g. Enclosure No.7 List of Examinees to be accomplished by the Registration Committee

12. Only the registered application 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.**

13. Expenses of the ALS Teachers and test takers (learners) relative to this activity shall be charged against the School/SEF/LSB, SK/BLGU/MLGU/PLGU Fund while the Division Personnel shall be charged against Division MOOE subject to usual accounting and auditing rules.



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
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14. One week before the examination, the DTC is 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.

15. If happen the activity fall on Saturdays, Sundays and/or holidays, this Office authorizes the granting of service credits for formal school teachers as stated in the paragraph 6.4.d of DepEd Order No. 70, s. 2015 and in accordance to DepEd No. 19, s. 2011 and DepEd Order No. 53, s. 2003 and a Compensatory Overtime Credits to Non-Teaching staff pursuant to paragraph 5.3, letter K of the Joint Circular No. 2 of the CSC and DBM dated October 4, 2014.

16. For more information, please contact Ronald D. Esteves, the Division Testing Officer at SDO School and Governance Operation (SGOD).

17. Immediate dissemination of this Memorandum is desired.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent

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