



Republic of the Philippines  
**Department of Education**  
REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

**DIVISION MEMORANDUM**

No. 028 s. 2025

16 JAN 2025

**CONDUCT OF DIVISION ORIENTATION FOR TESTING PERSONNEL  
DURING THE ACCREDITATION AND EQUIVALENCY (A&E) TEST**

**To:** Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Elementary and Secondary School Heads  
Education Program Specialist II (ALS)  
All Others Concerned

1. In preparation for the forthcoming Accreditation and Equivalency (A&E) Test, a Division Orientation for Testing Personnel will be conducted on Friday, January 17, 2025 at 8:30 in the morning at the SDO Conference Hall to ensure smooth, efficient, and standardized administration of the test.
2. The following topics will be discussed:
  - Roles and Responsibilities of Testing Personnel
  - Test Administration Guidelines
  - Handling of Test Materials
  - Managing Examinees' Queries and Concerns
  - Post-Test Procedures
3. The list of personnel involved in the administration of the 2025 ALS A&E Test and the designated testing venues are attached as Annex A and B, respectively.
4. Attendance is mandatory to ensure proper dissemination of instructions and familiarity with test procedures.
5. For information and guidance.

By the Authority of the SDS:

**ARNEL S. BANDIOLA**

Assistant Schools Division Superintendent

**ANSELMO R. ALUDINO**

Schools Division Superintendent

Encl.: As stated  
Reference: None

To be indicated in the Perpetual Index  
Under the following subjects:

ACCREDITATION AND EQUIVALENCY TEST  
ORIENTATION

CID-AVJ/DM-Conduct of Division Orientation for Testing Personnel During the Accreditation and Equivalency Test  
5014/January 15, 2025



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Annex A. *List of Personnel Involved in the Administration of the 2025 ALS Accreditation and Equivalency (A&E) Test*

**LIST OF PERSONNEL INVOLVED IN THE ADMINISTRATION OF THE 2025 ALS ACCREDITATION AND EQUIVALENCY (A&E) TEST**

<b>Name</b>	<b>Position</b>	<b>Station</b>	<b>Designation</b>
Aileen V. Joaquin	Education Program Supervisor	SDO Curriculum Implementation Division	Division Testing Coordinator
Pepsi P. Duldulao	Head Teacher III	Ferdinand E. Marcos Senior High School	Host School Head
Divelyn P. Maddela	Education Program Specialist II (ALS)	SDO Curriculum Implementation Division	Chief Examiner (FEMSH)
Jonalyn C. Ulit	Master Teacher I, Teacher In-Charge	Naguirangan-Capacuan Elementary School	Chief Examiner (BJMP)
Eddiefel M. Ruiz	Teacher III	Hilario Valdez Memorial Elem. School	Room Examiner (FEMSH)
Mark Janree L. Valencia	Teacher III	Ferdinand E. Marcos Senior High School	Room Examiner (FEMSHS)
Mark Anthony D. Diculen	Master Teacher II	Sumader Elementary School	Room Examiner (FEMSH)
Lorena A. Sugui	Master Teacher I	Baoa Elementary School	Rom Examiner (FEMSH)
Easther A. Lumang	Teacher III	FEMSH	Room Examiner (FEMSHS)
Mel Vil B. Icuspit	Teacher I	Hilario Valdez Memorial Elem. School	Room Examiner (BJMP)
Ma. Angelika R. Laurio	Master Teacher I	Rayuray Elementary School	Room Examiner (BJMP)
Zoe Gabriel Valdez	Utility Personnel	FEMSHS	Support Staff
Marjorie L. Colaton	Utility Woker I	City of Batac Learning Center (ALS)	Support Staff

*Annex B. Testing Venues During the Conduct of the Acceleration and Equivalency (A&E) Test*

**TESTING VENUES DURING THE CONDUCT OF ACCELERATION AND EQUIVALENCY (A&E) TEST**  
January 26, 2025

<b>Testing Venue</b>	<b>Grade Level</b>	<b>No. of Examinees</b>
Ferdinand Edralin Marcos Senior High School (FEMSHS)	Elementary Level	25
	Secondary Level	106
Bureau of Jail Management and Penology (BJMP)	Elementary Level	3
	Secondary Level	1