



Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. 054 s. 2025

24 JAN 2025

**ADDITIONAL GUIDELINES ON THE ADMINISTRATION OF THE 2024
ACCREDITATION AND EQUIVALENCY 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 reference to DepEd Memorandum No. 063, s. 2024 and Regional Memorandum No. 121, s. 2025, titled 2024 Accreditation and Equivalency Test Registration and Administration Guidelines, this Advisory provides additional guidelines for the administration of the A & E Test.
2. To ensure the successful administration of the test, the room assignment of testing personnel is hereby enclosed.
3. Additional provisions regarding the administration of the A&E Test are also detailed in Advisory No. 005, s. 2025.
4. For information and guidance.

ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: As stated
References: Advisory No. 005, s. 2025
Regional Memorandum No. 121, s. 2025
To be indicated in the Perpetual Index
Under the following subjects:

ACCREDITATION AND EQUIVALENCY TEST

CID-AVJ/DM-Additional Guidelines on the Administration of the 2024 Accreditation and Equivalency Test
2501365/5024 January 24, 2025



DepEd Batac City



batac.city@deped.gov.ph



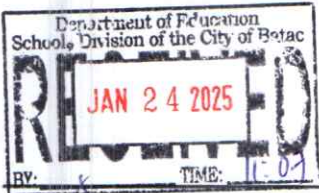
www.csdbatac.com

Asuncion Street, 16-S Quiling Sur,
City of Batac, Ilocos Norte
Telephone No.: (077) 677-1993

Enclosure to Division Memorandum on the Additional Guidelines on the Administration of the A&E Test

ROOM ASSIGNMENT OF EXAMINERS AND MEDICAL STAFF DURING THE ADMINISTRATION OF THE A&E TEST

Testing Center	Grade Level	Medical Staff	Assigned Room Number	Chief Examiner	Room Examiner
Ferdinand Edralin Marcos Senior High School	Elementary Level	Ivy R. Mangoba	1	Divelyn P. Maddela	Eddiefel M. Ruiz
	Secondary Level		1		Mark Janree L. Valencia
			2		Mark Anythony D. Diculen
			3		Lorena A. Sugui
			4		Easter A. Lumang
			5		Ma. Angelika R. Laurio
Bureau of Jail Management and Penology	Elementary Level	Jedidiah Jagto	1	Jonalyn C. Ulit	Mel Vil B. Icuspit



Republic of the Philippines
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REGION I



REGIONAL MEMORANDUM
No. 121, s. 2025

**ADDITIONAL GUIDELINES ON THE ADMINISTRATION
OF THE 2024 ACCREDITATION AND EQUIVALENCY (A&E) TEST**

To: Schools Division Superintendents

1. In reference to DepEd Memorandum No. 63, s. 2024, titled "2024 Accreditation and Equivalency (A&E) Test Registration and Administration Guidelines", this Advisory provides additional guidelines for the administration of the A and E Test on January 26, 2025.
2. Attached is the advisory for reference.
3. For further queries or clarifications, kindly contact the Bureau of Education Assessment – Education Assessment Division (BEA-EAD) at 8631-2589 or send an email to bea.ead@deped.gov.ph.
4. For information and guidance.

TOLENTINO G. AQUINO
Director IV

Encl.: as stated
Reference: as stated
To be included in the Perpetual Index
Under the following subject

A & E TEST



CLMD/magd/RM_ADDITIONAL A&E TEST
January 23, 2025



Republic of the Philippines
Department of Education
BUREAU OF EDUCATION ASSESSMENT



Office of the Director

Advisory No. 005, s. 2025

22 January 2025

ADVISORY

Additional Guidelines on the Administration of the 2024 Accreditation and Equivalency (A&E) Test

In reference to DepEd Memorandum No. 063, s. 2024, titled *2024 Accreditation and Equivalency Test Registration and Administration Guidelines*, this Advisory provides additional guidelines for the administration of the A&E Test.

Testing Schedule

1. The testing window for the administration of the A&E shall be on **January 26, 2025 (Luzon Cluster)** and **February 2, 2025 (Visayas and Mindanao Cluster)**.

Test-takers

2. As stipulated in DepEd Memorandum No. 63, s. 2024, the test shall be administered to **all eligible A&E test applicants**, who registered at Schools Division Offices (SDOs) identified and designated as registration centers by the Schools Division Superintendent (SDS).
3. Learners with Disabilities (LWDs) may also be assessed provided that the test accommodations stipulated in **Section 9 of DepEd Order No. 55, s. 2016** are met.
4. The A&E Test shall **exclude** those learners who are in Flexible Learning Options (FLO).

Test Booklets (TBs)

5. The Test Booklets (TBs) are **reusable** and may be reallocated/repacked within the Division should there be insufficiency. This means that a testing center may borrow TBs from testing center **within the Division**. After the test, the borrowed TBs must be returned to the original box of the originating testing center.
6. **Photocopying of the TB is NOT allowed.** Maintain the integrity of the test before, during, and after the test administration.



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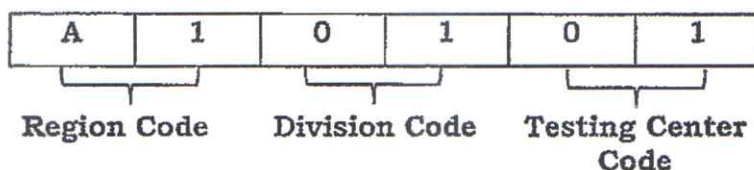
Office of the Director

Answer Sheets (ASs)

7. The following information from the AS are needed by the examinees prior to the test:

a. Region, Division, and Testing Center Codes;

Example:



Note: The testing center code depends on the number of testing centers in the SDO.

- b. Learner Reference Number (LRN);
 - c. ALS Learning Modality; and
 - d. Last Grade Level Passed in Formal School.
8. If ASs are insufficient, the following strategies may be applied within the region:
- a. **Pool** the unused ASs from testing centers by repacking/reallocating the ASs and **distribute** these to those testing centers needing additional ASs.
 - b. **Use** the unused ASs from testing centers with no registrants.
9. If all available ASs were already exhausted but still insufficient, photocopying of the AS will be allowed only for testing centers with insufficient ASs to accommodate all eligible A&E Test examinees.
10. After the test, the photocopied ASs shall be enclosed in a **separate brown envelope** to be kept by the Division Testing Coordinator (DTC) within the SDO.
- IMPORTANT:** This envelope shall not be included in the boxes to be retrieved by the official forwarder.
11. Each envelope should have a **maximum of 30 photocopied ASs regardless of room number.**



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12. The cover of the envelope shall follow this format:

Region: _____	Division: _____
Testing Program: _____	Date of Examination: _____
Name of Testing Center: _____	
Address of Testing Center: _____	
Enclosures:	
1. Photocopied Answer Sheets	
Quantity of photocopied AS: _____	
2. Masterlist of examinees who used the photocopied Answer Sheets	
_____ Signature over Printed Name of the Division Testing Coordinator	_____ Date

13. The contents of the photocopied ASs will be transcribed immediately in a Scannable AS, which will be provided by the Bureau of Education Assessment (BEA) and Bureau of Alternative Education (BAE). The details and procedures of the AS transcription shall be announced on a separate Advisory.

Arrangement of Examinees in the Testing Room

14. The seating arrangement of the examinees must be in alphabetical order, regardless of sex.
15. Other appropriate seating arrangement may be implemented for some communities with cultural considerations in the groupings and physical arrangement of individuals in relation to sex.

Test Accommodations for Learners with Disabilities (LWDs)

16. Pursuant to Section 9 of DepEd Order No. 55, s. 2016, the inclusion of Learners with Disabilities (LWDs) in national assessments aims to measure their progress in the attainment of learning standards of the ALS curriculum.
17. The testing room of the LWDs should be separate, accessible, and must be situated at the ground floor near the clean and accessible restrooms.
18. The LWDs must be grouped according to difficulty as:
- Learners who have difficulty seeing
 - Learners who have difficulty hearing
 - Learners who have difficulty remembering/concentrating
 - Learners who have difficulty walking/moving/climbing steps
 - Learners who have difficulty communicating



Republic of the Philippines
Department of Education
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19. The Assistant Examiner (AE) must provide LWDs ample time to read and answer the test.
20. Flexible rules such as allowing test takers to stand up once in a while or get out of the room for those who have difficulty concentrating may apply.
21. The REs/AEs may allow personal assistant to help those with difficulty walking/moving/climbing steps in the testing room, provided that the personal assistant shall sign an Oath of Confidentiality.
22. The AEs who are qualified sign language interpreter shall ensure that all spoken instructions during test administration are adequately interpreted to those who have difficulty hearing.
23. For examinees with difficulty seeing, alternative response formats can be used, such as oral type wherein the RE/AE reads the test items to the examinee and shades the answers in the Answer Sheet. These alternative formats may also be used by other learners as needed.

Test Accommodations for Persons Deprived of Liberty (PDL)

24. All PDL shall be treated with utmost respect and shall not be discriminated against by reason of any disability.
25. During custodial and escorting, the special circumstances of PDL, who are classified as LWD, shall be taken into consideration and test accommodations for LWD must be observed.

Breach of Security in National Examinations and Corresponding Sanctions

26. As stipulated in Section 13 of DepEd Order No. 55, s. 2016, the following acts are considered violation/infractions of security pertaining to national examinations:
 - a) Reading of test booklets other than by the examinee
 - b) Supplying answers to examinees
 - c) Cheating
 - d) Plagiarizing
 - e) Losing of test booklets
 - f) Photocopying of test booklets
 - g) Capturing test items through electronic gadgets and uploading on various multimedia platforms
 - h) Distributing and posting of photos of the test booklet in any form of media
 - i) Opening the test materials prior to testing schedule
 - j) Late submission of test booklets and/or answer sheets



Republic of the Philippines
Department of Education
BUREAU OF EDUCATION ASSESSMENT

Office of the Director

- k) Tampering of examinees' answer sheets
- l) Infringement of copyright
- m) Allowing impostors and substitute examinees
- n) Misrepresentations with regard to age, residence, and status
- o) Failure to closely monitor test procedures resulting in test irregularities

Passing Score and List of A&E Test Passers

27. In compliance with DepEd Memorandum No. 121, s. 2017, **Presentation Portfolio Assessment (PPA) will not be a part of the final rating.** Hence, the test is a multiple choice type only.
28. The passing score for the 2024 Accreditation and Equivalency (A&E) Test and the list of A&E Test Passers shall be announced on a separate Memorandum.

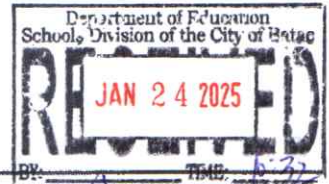
Contact Information of the Forwarder

29. For the delivery and retrieval of test materials, Division Testing Coordinators (DTCs) are advised to contact **Ximex Delivery Express**, the official forwarder of BEA, through its official contact numbers:
- 0917 812 7122
 - 0917 638 2329
 - 0917 561 6503
30. For the successful implementation of the A&E Test, Regional Offices (ROs) and Schools Division Offices (SDOs) are requested to coordinate with the Bureau of Education Assessment – Education Assessment Division (BEA-EAD) through the following contact details: (02) 8631-2589 and bea.ead@deped.gov.ph.
31. Immediate dissemination of this Advisory is desired.

KEVIN CARL P. SANTOS, PhD
Director IV



Republic of the Philippines
Department of Education
BUREAU OF EDUCATION ASSESSMENT



Office of the Director

Advisory No. 005, s. 2025

22 January 2025

ADVISORY

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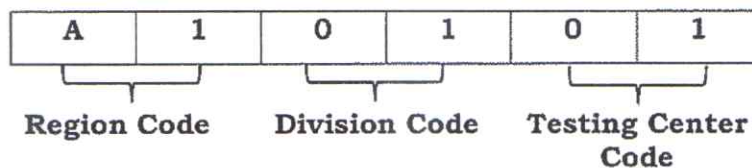
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