



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division
Superintendent

24 Jan 2025

DIVISION MEMORANDUM
SGOD No. **012** s. 2025

**ORIENTATION ON THE ADMINISTRATION OF 2024 ACCREDITATION AND
EQUIVALENCY (A&E) TEST FOR ALTERNATIVE LEARNING SYSTEM**

To: Assistant Schools Division Superintendent
Chief Education Supervisors – CID & SGOD
Education Program Supervisors
Public Schools District Supervisors/Principals In-Charge
Public Secondary and Elementary School Heads
Alternative Learning System Focal Persons and Teachers
All Others Concerned

1. In reference to DepEd Memorandum No. 063, s. 2024 titled, **2024 Accreditation and Equivalency (A&E) Test Registration and Administration Guidelines**, the Schools Division of South Cotabato in coordination with the Division Testing Coordinator and Curriculum Implementation Division (CID) - ALS Focal Persons shall facilitate the administration of the 2024 A&E Test.

2. The A&E Test aims to measure the competencies and life skills of those who have not attended or finished formal elementary or secondary education. This assessment shall allow the learners to obtain certification of completion at different exits in Basic Education which may be used to access further education, job promotion, entry to job training, and employment per DepEd Order No. 55, s. 2016 or the **Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program**.

3. These are the activities and schedules that shall be observed.

Activity	Schedule
A&E Test Registration	October 21-December 2, 2024
A&E Test Administration Face to Face Orientation	January 28, 2025, 10:00 a.m. at SDSC Conference Hall
A&E Test Administration-Visayas and Mindanao Clusters	February 2, 2025

4. The A&E Test applicants shall register at the Schools Division Office (SDO), identified and designated as Registration Center by the Schools Division Superintendent (SDS).



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
Telephone Number: (083)228-3801
Email Address: south.cotabato@deped.gov.ph



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5. The following are eligible to register:
 - a. 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 Education Curriculum (BEC) certified by the ALS Teacher/Community ALS Implementer/learning facilitator.
 - c. Previous ALS Program Completers not registered in the LIS of the current SY and 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/Learning Facilitator.
6. Applicants shall be at least 12 years old for the A&E Elementary Level and at least 16 years old for the A&E Junior High School Level on or before the examination day.
7. These are the registration requirements.
 - a. **Original and one photocopy** of Birth Certificate issued by the Philippine Statistics Authority (PSA), formerly National Statistics Office (NSO). 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.
 - b. If the copy of the Birth Certificate from the PSA/NSO is not available, the original and one photocopy of 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. National Bureau of Investigation (NBI) Clearance or Police Clearance



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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.

- c. One by one (1x1) identical ID photo with white background and name tag.
 - d. Certification of Portfolio certified by the ALS Teacher/Community ALS Implementer/Learning Facilitator and endorsed by the Division ALS Focal Person/Education Program Specialist II for ALS (EPSA).
8. **No payment** shall be collected by anyone involved in the A&E Test Registration, Administration, and Issuance of the Certificate of Rating.
9. Only the registered applicants with complete requirements shall be allowed to take the A&E Test at the testing centers approved by Bureau of Education Assessment (BEA). **Walk-In A&E Test takers** shall not be accommodated.
10. Learners with Disabilities (LWDs) may also be assessed provided that the test accommodation stipulated in Section 9 of DepEd Order No. 55, s. 2016 titled, **Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program** are met.
11. The A&E Test shall **exclude** those learners who are in Flexible Learning Option (FLO).
12. Only testing personnel and test monitors approved by DepEd officials specified in the A&E Handbook are allowed in the testing center premises during the examination day of the A&E Test. These are the identified testing personnel:

Support Staff/Monitoring Personnel	Testing Center	Examiners
<ul style="list-style-type: none"> • Rodel H. Catubay-DTC • Marichu Jean R. Dela Cruz-CID Chief • Cristopher T. Frusa-SGOD Chief • School Heads of the Testing Centers • PSDSs of the Testing Centers • Education Program 	Lugan CES	1. Marivic M. Bansuelo Tboli NHS 2. Jely L. Villa Juan Tboli NHS 3. Nesty L. Jaranilla New Dumangas NHS 4. Catherine C. Urbano Lamla ES 5. Aileen S. Rico Lamumay ES



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<p>Supervisors</p> <ul style="list-style-type: none"> • Medical Officer/ Nurses Assigned • Alex Floro-EPS-ALS • Marianne Barrera-EPSA • Maria Judith Magbanua-EPSA • Jett A. Javella-EPS II SMME • Kate Abu-ADAS III • Quennie Lorenzo-AO II 		<ol style="list-style-type: none"> 6. Raigel M. Dela Pena Lugan CES 7. Ailyn G. Iligan Lugan CES 8. Marivic A. Vestuir Lugan CES 9. Niel L. Galve Lugan CES 10. Tessie P. Pelaez Lugan CES 11. Jurlyn Q. Jumantoc Lugan CES 12. Amy S. Lanaja Lugan CES 13. Mary Gay A. Gasmin Laconon IS 14. Ian Grace D. Fabiania Laconon IS 15. April Faith A. Celino Laconon IS 16. Achemar L. Tizon Laconon IS
	Kibang NHS	<ol style="list-style-type: none"> 1. Zeryl Casas Pancho 2. May Canlas 3. Margeline Castillo 4. Lindie Lou Lamason Lacson-Patano 5. Jean Loyola
	Lusok IS	<ol style="list-style-type: none"> 1. Ivy D. Bacalso 2. Maricris P. Cagande 3. Erick M. Benito 4. Philip M. Enario
	Lake Sebu Central	<ol style="list-style-type: none"> 1. Tanael, Sharmin Lisal Lake Sebu CES 2. Tuhitum, Analyn Dalican Lake Sebu CES 3. Dimput, Angelou Tampipi Lake Sebu CES 4. Candid, Erna Ojerio Lake Sebu CES 5. Kagi, Benito Tambukong ALS teacher



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		6. Alon, Jovelyn Segundo – ALS Teacher 7. Arellano, Christian Horlador ALS Teacher 8. Watan, Benidict Kagi - ALS Teacher
	Polomolok CES	1. Rowena D. Perez 2. Jeanette S. Ambong 3. Arnel Apistar 4. Ma. Rose D. Taganahan 5. Loraine M. Diazon 6. Jhonnalyn Ponce 7. Maricel Palang 8. Nenalyn T. Olarte 9. Ellen G. Yungco 10. Mark P. Pacificar 11. Argie M. Calagahan 12. Kizzie H. Jagolino 13. Ronelyn Sumagaysay 14. Luzviminda Cabacungan 15. Quenie B. Diana 16. Pinky D. Sacdalan 17. Catherine D. Borra 18. Hanelyn A. Corciega 19. Irish Jessie Joy A. Aborde 20. Armie A. Diones 21. Jenalyn D. Sebedia 22. Michael P. Argonillo 23. Annacel Malida 24. Jerson O. Villas 25. Leah P. Teriozo
	Surallah CES	Elementary 1. Lyn B. Bonifacio 2. Roselle B. Canasio 3. Myla O. Driz 4. Claire Ann E. Panceles Junior HS 1. Princes Dianne D. Amarilla 2. Arlyn G. Bayoneta 3. Cecelia C. Belloga 4. Ivy E. Brosoto



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		5. Jeanet Joy L. Catanos 6. Rhea G. De Guzman 7. Chariza P. Delos Santos 8. April Grace C. Diwatin 9. Angel Grace M. Faina 10. Jovely P. Flores 11. Jennifer D. Lapinig 12. Karl Michael S. Lapinig 13. Divina P. Lebrilla 14. Richelle Mae D. Morales 15. Sherlyn I. Panizales 16. Cherry Ann G. Pito 17. Donnabelle J. Saladar 18. Marifa M. Salisip 19. Larry F. Tresbe
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10. The identified testing personnel are requested to attend the **Face-to-Face Orientation** on the administration of A&E Test on **January 28, 2025 at 10:00 a.m. at SDSC Conference Hall**. The distribution of test materials shall be done after the orientation.

11. School Heads concerned shall ensure that the participation of teachers in this activity shall strictly comply with the "No Disruption of Classes Policy" stipulated in DO 09, s. 2005 titled, **Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith**.

12. Food, transportation and other incidental expenses of testing personnel and support staff incurred during the conduct of A&E Test 2024 shall be chargeable against NASBE Fund or school MOOE/local funds subject to the usual accounting and auditing rules and regulations.

13. Immediate dissemination of this memorandum is desired.

LEONARDO M. BALALA, CESO V
Schools Division Superintendent



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Encl: As stated

Reference: As stated

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

ASSESSMENT

LEARNERS

SCHOOLS

RHC/DM-orientation on the administration of 2024 A&E test for alternative learning system
0000/January 24, 2025