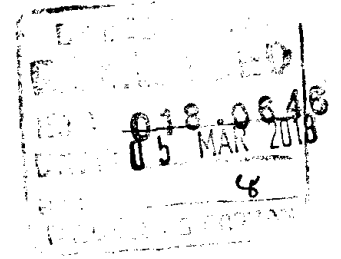




Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
**Office of the Curriculum and Implementation Division**  
Capitol Area, Dumaguete City

 [www.depednegor.net](http://www.depednegor.net)  [negros.oriental@deped.gov.ph](mailto:negros.oriental@deped.gov.ph)  (035) 225 1622



**TRAVEL ORDER**

No. 275 s. 2018

**Donre B. Mira, Ed.D.**  
Education Program Supervisor-ALS

Attached is Regional Memorandum No. 0176 s. 2018 dated March 2, 2018, disseminating the Monitoring of the Alternative Learning System (ALS) Accreditation and Equivalency Test for CY 2017 on March 11, 2018 of the nineteen Schools Division Offices.

You are hereby ordered to monitor the Conduct of the 2017 ALS A&E Test together with the Regional Monitor, Dr. Edward Omana of DepEd RO VII at Negros Oriental High School, Dumaguete City and Valencia National High School, Valencia Negros Oriental.

For details, see attached Regional Memorandum for the Monitoring Forms

  
**SALUSTIANO T. JIMENEZ, LIB, CESO VI**  
OIC-Office of the Assistant Regional Director  
Concurrent Schools Division Superintendent



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
REHIYON VII, GITNANG VISAYAS  
REGION VII, CENTRAL VISAYAS  
Sudlon, Lahug, Cebu City



REGIONAL MEMORANDUM


No. 2176, s. 2018

MAR 02 2018

**MONITORING OF THE ALTERNATIVE LEARNING SYSTEM (ALS)  
ACCREDITATION AND EQUIVALENCY (A&E) TEST 2017**

TO: All Schools Division Superintendents

1. This Office informs all concerned on the conduct of the Monitoring of the Alternative Learning System (ALS) Accreditation and Equivalency A&E Test for CY 2017 on March 11, 2018 of the nineteen Schools Division Offices. (See attach list of participants)
2. This monitoring activity aims to gather data on the number of test takers and to monitor the management and conduct of the Accreditation and Equivalency (A&E) Test. (See attach monitoring tools). A Compensatory Time Credits shall be given to the participants.
4. Travelling and other incidental expenses are chargeable against the Regional Funds subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this Memorandum is desired.

  
JULIET A. JERUTA, Ph.D., CESO  
Director III  
Officer-in-Charge

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542  
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323  
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239  
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;  
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367  
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

*"E3A 2015: Karapatan ng Lahat, Pananagutan ng Lahat"*

**LIST OF REGIONAL LEAD MONITORS WITH THEIR RESPECTIVE SCHOOLS DIVISION OFFICES**

<b>DIVISION</b>	<b>REGULAR TESTING CENTERS March 11, 2018 (SUNDAY)</b>	<b>REGIONAL MONITOR</b>	<b>EDUC. PROGRAM SPECIALIST - ALS</b>
BAIS	BAIS CITY DIVISION	ALLAN VILLACAMPA	Nestor Catacutan 09156002258
BAYAWAN	BAYAWAN CITY EAST CENTRAL SCHOOL	MR. CESAR RESTAURO	Enriquita Bison 09367657804
BOGO	CITY OF BOGO SCI. & ARTS ACADEMY & BJMP	DR. ROSA CABOTAJE	ALLEN MAITUM 09356501136
BOHOL	CALAPE NHS, PILAR NHS, CARMEN BJMP, SAN JOSE NHS, SAN JOSE BJMP, SAN ROQUE NHS	DR. MARILYN M. MIRANDA	Niel Hubahub 09173791188
CARCAR	CARCAR CENTRAL NHS, BJMP	DR. ELAINE PERFECIO	RYAN 09367484376
CEBU	BALAMBAN CS, GUIBUANGAN CS. BARILI, DALAGUETE NHS, TUDELA CS, CAMOTES; BANTAYAN CS, CONSOLACION CS, EXTENSIONS: MINGLANILLA BJMP, MEDELLIN BJMP, RRCY, ARGAO AND DOH ARGAO	MR. QUIRICO SUMAMPONG DR. GILDA BANCOG	MS. BUNA 09396090646 FLOR ALICAWAY 09433949598 DAPHNE BANO 09339583070
CEBU CITY	UV-MAIN CAMPUS, OPERATION 2 <sup>ND</sup> CHANCE, CEBU CITY JAIL MALE DORM AND CEBU CITY JAIL-FEMALE DORM	MAURITA PONCE  DR. JUVELYN OTERO	SHIELA BACULI 09434694005
DANA O	DANA O CITY CENTRAL SCHOOL; BJMP	DR. ROLAND VILLEGAS	Roselyn Traigo 09232859114
DUMAGUETE	WEST CITY ELEM. SCH	MERDEN BRYANT	ROEL OMANGAY 09056530982
GUIHULNGAN	GUIHULNGAN NHS, BJMP-GUIHULNGAN	ENGR. NEOMI GUILLEN	BOY TANCHADO 09758901944
LAPULAPU	MARIGONDON NHS AND BJMP	DR. SINFRONIA BERDIN	Marigold Cardente 09994963240
MANDAUE	MANDAUE CITY CS, BJMP-MANDAUE CITY JAIL -	DR. EMILIANO B. ELNAR, JR.	BLANDY SISONROJAS 09227301840
NAGA	NAGA NATL. HS, BJMP	DR. FELINA CALLEDO	EMILY DIZON 09352534732
NEGROS ORIENTAL	NEGROS OR. HS, VALENCIA NHS	DR. EDWARD OMANA	Donre Mira 09165094330
SIQUIJOR	TAMBISAN NHS & BJMP CAIPILAN, SIQUIJOR	MR. ROGER BAJO	DAVE MAR 09269515827
TAGBILARAN	DR. CECILIO PUTONG NHS, TAGBILARAN CITY JAIL & BOHOL DISTRICT JAIL	Dr. EMERSON DEGAMO	ELIZABETH ESCOLANO 09471486306
TALISAY	CANSOJONG NHS, BJMP	SYLVIO SABINO	ALFONSO ABASOLO 09333892443
TANJAY	TANJAY NHS & BJMP TANJAY CITY	MR. REY PAUL TAN	FLOR GALVEZ 09266622321
TOLEDO	LURAY II NHS AND BJMP-TOLEDO	MR. ROBERT RAGAS	EDWARD OMAN 09185402344

**ALTERNATIVE LEARNING SYSTEM (ALS) ACCREDITATION AND EQUIVALENCY (A&E)**

**DIVISION:** \_\_\_\_\_

**TESTING CENTERS/S**

	Elementary Level			Secondary level		
	Male	Female	Total	Male	Female	Total
<b>Number of Enrollees CY 2017</b>						
<b>Number of Test Registrants</b>						
<b>Number of Actual Test Takers</b>						
<b>Observation/s in the conduct of the examination :</b>						

**Prepared by:** \_\_\_\_\_

**Regional Monitor**

**2017 A&E TEST MONITORING FORM**  
 (To be filled up by Monitoring Teams from CO, RO and SDO)

Name of Monitor: \_\_\_\_\_

**I. Details of 2016 A&E Test Site Monitored**

Region: \_\_\_\_\_ Division: \_\_\_\_\_

Learning Level: \_\_\_\_\_ Testing Center Name: \_\_\_\_\_

Dates of Monitoring visit: \_\_\_\_\_ Number of Test takers: EL \_\_\_\_\_ SL \_\_\_\_\_

**II. Orientation Training of Chief Examiner, School Testing Coordinator, Room Supervisor, Room Examiners and Support Staff**

Item/Activity Observed	Issues/Concerns/Problems	Action Taken
<ul style="list-style-type: none"> <li>• Completeness of attendance by Chief Examiner, School Testing Coordinator, etc.</li> </ul>		
<ul style="list-style-type: none"> <li>• Quality of conduct of orientation sessions               <ul style="list-style-type: none"> <li>- Comprehensiveness of content coverage</li> <li>- Quality of resource speakers</li> <li>- Opportunities for questions/clarifications by participants</li> <li>- Areas of confusion</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>• Use/distribution of Examiners Manual for Test Administration during Orientation</li> </ul>		
<ul style="list-style-type: none"> <li>• Venue selected for orientation               <ul style="list-style-type: none"> <li>- Suitability</li> <li>- Size</li> <li>- Physical condition</li> <li>- Sound system quality</li> <li>- Accessibility</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>• Food catering arrangements</li> </ul>		
<ul style="list-style-type: none"> <li>• Support from DepEd Officials               <ul style="list-style-type: none"> <li>- attendance</li> </ul> </li> </ul>		

<ul style="list-style-type: none"> <li>- roles performed</li> <li>- administrative/logistical support provided</li> </ul>		
---	--	--

Other Comments Regarding the Orientation Training of Chief Examiner, School Testing Coordinator, etc.

---



---



---

iii. **Physical Condition of A&E Testing Center**

Item/Activity Observed	Issues/Concerns/Problems	Action Taken
• Cleanliness of Testing Rooms		
• Ventilation of Testing Rooms		
• Lighting in testing rooms		
• Accessibility of testing rooms		
<ul style="list-style-type: none"> <li>• Arrangement of furniture in testing rooms (check ✓ if yes) <ul style="list-style-type: none"> <li><input type="checkbox"/> 30 armchairs per room 6 rows with five seats per row</li> <li><input type="checkbox"/> distance between chairs large enough to avoid cheating and to permit monitoring by examiners</li> <li><input type="checkbox"/> table at front of room for examiner</li> <li><input type="checkbox"/> clock on front wall</li> </ul> </li> </ul>		
• Accessibility of toilets		
• Cleanliness of toilets		
• Security of testing rooms (only authorized personnel and examinees should be in the school compound on test day)		

<ul style="list-style-type: none"> <li>• Adequacy of directional signage to assist examinees to find their testing rooms</li> </ul>		
<ul style="list-style-type: none"> <li>• Master lists of examinees' names posted in strategic location with room numbers of testing rooms clearly marked</li> </ul>		

iv. **Conduct of Actual Test**

The following are the expected duties and functions of the Room Examiners and Room Supervisors in the administration of 2016 A&E Tests. Please assess honestly the Examiners and Room Supervisors you monitored by putting a check mark in the appropriate box provided with the corresponding duties and activities observed. If you think that the duties and activities were not observed as stated, please specify your remarks for clarification.

Duty/Activity Observed	Yes	No	Remarks
<ul style="list-style-type: none"> <li>• List of Examinees for each testing room posted near the door of the Testing Room</li> </ul>			
<ul style="list-style-type: none"> <li>• Examiner reported to the assigned Examination Center (Test Distribution Center) to receive the test materials from the Chief Examiner before 7:00 a.m. on the day of the Test</li> </ul>			
<ul style="list-style-type: none"> <li>• Examiner checked the following upon receiving the test materials: <ul style="list-style-type: none"> <li>- Examiner's Handbook</li> <li>- Test booklets (packed in 30s)</li> <li>- Answer sheets (packed in 30s)</li> <li>- Scratch paper (for 30 examinees)</li> <li>- Envelope containing copies of the appropriate test registration forms of examinees</li> </ul> </li> </ul>			
<ul style="list-style-type: none"> <li>• Before leaving the Test Distribution Center the Examiner:</li> </ul>			

<ul style="list-style-type: none"> <li>- counted the Booklets (without opening the pack) and the Answer Sheets to ensure that the number of Booklets and Answer Sheets tallies as indicated on each pack</li> <li>- made sure that there are enough materials for the examinees in the room</li> </ul>			
<ul style="list-style-type: none"> <li>• Examiner reported to assigned testing room on time</li> </ul>			
<ul style="list-style-type: none"> <li>• Examiner adjusted/synchronized the clock in the room with that of the Coordinator's official time</li> </ul>			
<ul style="list-style-type: none"> <li>• Examiner checked the name of each test taker against the master list and verified his/her identity by -checking the upper (DepEd copy) and lower (examinee's copy) portions of the test registration form</li> </ul>			
<ul style="list-style-type: none"> <li>• After verifying examinees' identity, Examiner directed them to their proper seats in accordance with the procedures specified in the Examiners Handbook</li> </ul>			
<ul style="list-style-type: none"> <li>• Examiner directed examinees who failed to bring Permit (Registration Form, Examinee's/ Copy) to the Test Center Coordinator.</li> </ul>			
<ul style="list-style-type: none"> <li>• Examiner directed examinees who failed to bring Permit (Registration Form, Examinee's/ Copy) to the Test Center Coordinator.</li> </ul>			
<ul style="list-style-type: none"> <li>• Examiner posted the replica of the Name Grid and board work</li> </ul>			
<ul style="list-style-type: none"> <li>• Examiner gave preliminary instructions to examinees before distributing the test materials strictly in accordance with the script detailed in the Examiner's Handbook</li> </ul>			



<ul style="list-style-type: none"> <li>• Examiner distributed systematically test materials to examinees in accordance with the Examiner's Handbook</li> </ul>			
<ul style="list-style-type: none"> <li>• Examiner answered queries from examinees regarding preliminary instructions</li> </ul>			
<ul style="list-style-type: none"> <li>• Examiner ensured no examinee started the test before the official test start time</li> </ul>			
<ul style="list-style-type: none"> <li>• Examiner administered the test in the testing room strictly in accordance with the Examiner's Handbook</li> </ul>			
<ul style="list-style-type: none"> <li>• Examiner went around the room while the test was in progress to find out if the examinees were following directions correctly (that they were writing the answers on the answer sheets and not on the test booklet nor scratch paper) <u>without reading the test questions</u></li> </ul>			
<ul style="list-style-type: none"> <li>• Examiner gave notice to examinees of the <u>recommended</u> time allocations for each Part/Bahagi of the test as the test progressed</li> </ul>			
<ul style="list-style-type: none"> <li>• Room Supervisors accompanied examinees to toilets as required</li> </ul>			
<ul style="list-style-type: none"> <li>• Room Supervisors "roved" from each test room for which they were responsible</li> </ul>			
<ul style="list-style-type: none"> <li>• Examiner ensured all examinees stopped answering the test after the time allotted was completed and wrote the time the test ended on the blackboard</li> </ul>			
<ul style="list-style-type: none"> <li>• Examiner retrieved systematically the test Booklets, Answer Sheets and used scratch paper. (Examinees should not be allowed to stand, go around or leave the room while retrieval is being done)</li> </ul>			

<ul style="list-style-type: none"> <li>Examiner ensured that all the test booklets, answer sheets and used scratch paper have been collected and accounted for</li> </ul>			
<ul style="list-style-type: none"> <li>Examiner arranged the booklets consecutively according to serial numbers</li> </ul>			
<ul style="list-style-type: none"> <li>Examiner checked that the Answer Sheet Envelope contained the following documents: <ul style="list-style-type: none"> <li>the exact number of completed answer sheets corresponding to the number of examinees who took the test</li> <li>any unused answer sheets</li> <li>test site report</li> <li>copy of the list of examinees that shows the seating arrangement</li> <li>the necessary information on the envelope, i.e., name of examiner, test site, number of examinees, and examiner's signature</li> </ul> </li> </ul>			
<ul style="list-style-type: none"> <li>Examiner returned all Test Booklets, Answer Sheets, and Examiner's Handbook to the Chief Examiner</li> </ul>			
<ul style="list-style-type: none"> <li>Examiner accomplished and submitted all the required reports to the Chief Examiner</li> </ul>			

v. **General issues and concerns, suggestions/recommendations regarding 2016 A&E Test administration**

Issues and Concerns	Suggestions/Recommendations

Name and Signature of A&E Test Monitor: \_\_\_\_\_