



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



20 January 2025

**Regional Memorandum**  
No. 40 s.2025

**MONITORING 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", the Bureau of Education Assessment - Education Assessment Division (BEA-EAD) will administer the test on **January 26, 2025**.
2. Relative to this, the Bureau of Alternative Education (BAE) technical staff and Regional Office Personnel (ROP) will monitor the test at the identified Testing Centers. Attached are **Enclosure 1: RO & CO Personnel Monitoring Team** and **Enclosure 2: Monitoring and Evaluation Tool in the Administration of Accreditation and Equivalency Test** for reference.
3. In accordance with Civil Service Commission and Department of Budget and Management Joint Circular No. 2, s 2004, "Non-Monetary Remuneration for Overtime Services Rendered, employees of the Regional Office who will oversee the test's administration and the Office Personnel of the Schools Division who will provide services in the activity are eligible to receive Compensatory Overtime Credit (COC) in lieu of overtime pay.
4. Travel and other incidental expenses related to this activity shall be charged against the ALS PSF or local funds or other available resources subject to usual government accounting and auditing rules and regulations.
5. This memorandum serves as the Authority to Travel of the ROP Monitoring Team.
6. For clarification and further inquiries, please contact Philips T. Monterola, ALS Regional Focal Person, and Viernalyn M. Nama, CLMD Chief Education Supervisor, at (02) 8681-2114 local 420.
7. Immediate and widest dissemination of this Memorandum is desired.

**ATTY. ALBERTO T. ESCOBARTE, CESO II**

Regional Director

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**Enclosure 1**

**CO & RO MONITORING TEAM OF THE ADMINISTRATION OF THE 2024 ACCREDITATION AND EQUIVALENCY (A&E) TEST**

SDOs		School	RO Monitoring Personnel	Designation	CO Monitoring Personnel
<b>Division</b>	<b>Updated TC Code</b>	<b>Recommended Testing Centers for 2024 A&amp;E Test</b>			
<b>Antipolo City</b>	D0101	San Jose National High School	Hazel Angelyn E. Tesoro & Ramon Patrick O. Bagacay	CLMD- Education Program Supervisor & COS-ALS	
	D0102	Bureau of Jail Management and Penology (Antipolo City)			
<b>Bacoor City</b>	D2301	Bacoor National High School - Molino Main			Mark Timothy Manaois - SEPS, BAE-PQAD
	D2302	Bacoor City Jail - Extension			
	D2303	Girls Home Learning Center (Ext.) Bnational High School - Molino Main			
	D2304	Strike Halfway House Learning Center (Ext.) Bacoor National High School-Molino Main			

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	D2305	BOSS AG (Brighther Outlook Socially & Spiritually) Learning Center (Ext) Bacoor National High School- Molino Main			
<b>Batangas</b>	D0201	Gov. Feliciano Leviste Memorial National High School	Emelia M. Aytona	QAD- Education Program Supervisor	
	D0202	Bauan Technical High School			Jeffrey Florendo - SEPS, BAE-PMSDD
	D0203	Dr. Juan A. Pastor Memorial National High School			
	D0204	Bureau of Jail Management and Penology (Nasugbu)			
	D0205	Bureau of Jail Management and Penology (San Juan)			
	D0206	Paaralang Sentral ng Mataas na Kahoy			
	D0207	Bureau of Jail Management and Penology (Balayan)			
<b>Batangas City</b>	D0301	Batangas City Integrated High School (formerly Batangas NHS)	Rey Valenzuela	ICT Unit Head	
	D0302	Batangas City Jail			
	D0303	Batangas Provincial Jail			
<b>Biñan City</b>	D2601	Bureau of Jail Management and Penology (Biñan City)			
	D2602	Biñan Elementary School			
	D2603	City Social Welfare and Development office - Biñan			
	D2604	A New Day Village - Biñan City			

<b>Cabuyao City</b>	D2701	Cabuyao Central Elementary School	Nadina Gaton	HRDD- Education Program Supervisor	
	D2702	Bureau of Jail Management and Penology (Cabuyao City)			
<b>Calamba City</b>	D1901	Jose Rizal Memorial School (JRMS) Testing Center			
	D1902	Turbina Extension Testing Center			
<b>Cavite</b>	D0401	Bulihan Integrated National High School (Formerly Bulihan National High School)	Philips T. Monterola	ALS Regional Focal Person	
	D0402	Trece Martires City National High School			Annalyn Aquino - SEPS, BAE-PQAD
	D0403	Bureau of Jail Management and Penology (Carmona Municipal Jail)			
	D0404	Sunshine ALS Learning Center – Gen. Mariano Alvarez (Formerly BJMP GMA)			
	D0405	ALS H.O.P.E. - Silang (formerly BJMP Silang)			
	D0406	Kanlungan ng Kaalaman – Tagaytay City (Formerly BJMP (Tagaytay City Jail))			
	D0407	Punlaan ng Karunungan sa BJMP Tanza Municipal Jail (Formerly BJMP Tanza)			
	D0408	Fountain of Learning – Trece Martires City (Formerly BJMP Trece)			

	D0409	Beyond the Horizon - Naic (BJMP (Naic))			
	D0410	Gate of New Hope Learning Center – Trece Martires City (Formerly Cavite Provincial Jail)			
	D0411	Strive Community Learning Center – Trece Martires City (Formerly DOH Treatment and Rehabilitation Center, Tagaytay City)			
	D0412	BOSS AG Rehabilitation Center - Amadeo			
	D0413	Naic Integrated National High School			
	D0414	Francisco Tolentino Integrated Senior High School			
	D0415	Francisco Tolentino Integrated Senior High School-SPED (Physical Disabilities)			
	D0416	Home of New Beginning Rehabilitation Center - Silang			
	D0417	Shining Days Rehabilitation Center-Silang			
<b>General Trias City</b>	D2801	Bureau of Jail Management and Penology (General Trias City Jail)	Margaret P. Musa	CLMD- Education Program Supervisor	
	D2802	Brothers of Christ of Banneux, Inc. (General Trias City)			

	D2803	Governor Ferrer Memorial Integrated National High School (General Trias City)			
<b>Cavite City</b>	D0501	Ladislao Diwa Elementary School	Virgilio O. Guevarra, Jr.	CLMD- Education Program Supervisor	
	D0502	Bureau of Jail Management and Penology (Cavite City)			
<b>Dasmariñas City</b>	D2201	Bureau of Jail Management and Penology (Buro I, Dasmariñas City)			
	D2202	Dasmariñas II Central School			
	D2203	Bahay Pag-Asa			
<b>Imus City</b>	D2401	Imus Pilot Elementary School			
	D2402	Bureau of Jail Management and Penology (Imus City)			
<b>Laguna</b>	D0601	Bay Central Elementary School	Loida G. Tomelden	QAD- Education Program Supervisor	
	D0602	Sta. Cruz Central Elementary School			
	D0603	Bureau of Jail Management and Penology (Laguna Provincial Jail)			
	D0604	Bureau of Jail Management and Penology (Sta. Cruz)			
	D0605	Bureau of Jail Management and Penology (Los Baños)			
	D0606	Siniloan ES			
	D0607	Crisanto Guysayko MES			
	D0608	Tahanan ng Kabataan ng Laguna (TNKL), Magdalena, Laguna			Iza Rubiales - SEPS, BAE-PMSDD

<b>Lipa City</b>	D0701	Lipa City National High School	Reymund L. Ferry	QAD- Education Program Supervisor	
	D0702	Bureau of Jail Management and Penology - Female Dormitory			
	D0703	Bureau of Jail Management and Penology - Male Dormitory			
<b>Lucena City</b>	D0801	Lucena West I Elementary school	Andrea Mabel E. Abrencillo	FTAD- Education Program Supervisor	Michelle Bautista - SEPS-BAE_PQAD
	D0802	Bureau of Jail Management and Penology (Lucena City)			
<b>Quezon</b>	D1301	Quezon National High School			John Cavin Rodil - SEPS, BAE-PMSDD
	D1302	Lopez National Comprehensive High School			
	D1303	Bondoc Peninsula Agricultural High School			
	D1304	Infanta National High School			
	D1305	Pagbilao District Jail			
	D1306	Gumaca District Jail			
	D1307	Bureau of Jail Management and Penology (Candelaria District)	Eugene Ray F. Santos	CLMD- Education Program Supervisor	
	D1308	Quezon District Jail			
	D1309	General Nakar District Jail			
	D1310	Catanauan Municipal Jail			
<b>Rizal</b>	D1401	E. Rodriguez jr. Elementary School			Genuis San Pablo - SEPS, BAE-PMSDD

	D1402	Cainta Elementary School	Jefrie F. Ditablan	QAD- Education Program Supervisor	Mildred Espina Dano - TAII, BAE-PQAD
	D1403	Binangonan Elementary School			
	D1404	Tomas Claudio Memorial Elementary School			
	D1405	Jose Fabella Memorial School			
	D1406	Rodriguez Municipal Jail			
	D1407	San Mateo Municipal Jail	Eugenio S. Adrao	FTAD – Education Program Supervisor	
	D1408	Bureau of Jail Management and Penology (Cainta)			
	D1409	Bureau of Jail Management and Penology (Cardona)			
	D1410	Bureau of Jail Management and Penology (Teresa)	Loida N. Nidea	Asst. Regional Director	
	D1411	Bureau of Jail Management and Penology (Tanay)			
	D1412	Simeon Bendana Memorial School			
	D1413	Bureau of Jail Management and Penology (Baras)			
	D1414	Angono Elementary School	Viernalyn M. Nama & John Christian P. Galvez	CLMD- Chief Education Supervisor & ALS COS	
<b>San Pablo City</b>	D1601	San Pablo Central Elementary School			
	D1602	Bureau of Jail Management and Penology (San Pablo City)			
<b>San Pedro City</b>	D2901	Bureau of Jail Management and Penology (San Pedro)	Gilbert O. Cruz	CLMD Regional Coordinator	



	D2902	San Pedro Relocation Center National High School			
<b>Sta. Rosa City</b>	D2101	Santa Rosa Elementary School - Central I	Lourdes O. Manimtim	QAD- Education Program Supervisor	
	D2102	Bureau of Jail Management and Penology (Santa Rosa City)			
<b>Sto. Tomas</b>	D3001	Sto Tomas North Central School	Buenalyn M. Manuel	QAD- Education Program Supervisor	
	D3002	Sto Tomas South Central School			
<b>Tanauan City</b>	D2001	Tanauan South Central School			
	D2002	Bureau of Jail Management and Penology (Tanauan City)			
<b>Tayabas City</b>	D2501	Luis Palad Integrated High School	Michael Girard Alba	FTAD- Chief Education Supervisor	
	D2502	Buenaventura Alandy National High School			



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**MONITORING AND EVALUATION TOOL IN THE ADMINISTRATION  
 OF ACCREDITATION AND EQUIVALENCY TEST**  
 (Based on the A&E Examiner's Handbook 2024-2025)

Testing Center: \_\_\_\_\_ Testing Center Code: \_\_\_\_\_  
 Testing Center Address: \_\_\_\_\_ Division: \_\_\_\_\_

Number of Examinees								
Enrolled			Actual			% of Test Takers		
M	F	Total	M	F	Total	M	F	Total

Areas	Criteria	Observed		Comments/ Observations
		Yes	No	
<b>Testing Center Requirements</b>	There is distribution room for the test materials to ensure the security and confidentiality of the test.			
	The distribution room is accessible to all testing rooms to facilitate the release and retrieval of test materials.			
	There is distribution room for the test materials to ensure the security and confidentiality of the test.			
	There are enough testing rooms to accommodate the examinees.			
	The testing rooms are well-ventilated and well lighted, and free from any kind of noise that may distract the examinees while taking the test			
	The List of Actual Examinees are posted in each testing room.			

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	The list posted are in alphabetical order, regardless of sex.			
	The first and last rows of seats are close to the classroom walls to ensure enough spacing in between rows. Seats of absentees are left vacant.			
	A comfort room is accessible to the examinees and testing personnel in the area.			
	Instructional materials/ aids posted on the classroom walls are covered.			
	Each testing room have the following materials:			
	a. Test materials enough for all examinees in the room in sealed boxes/packs			
	b. Table and chair for the Room Examiner			
	c. Enough seats for the examinees			
	d. Name grid			
	e. Board work			
	f. Pencils			
	g. Extra sheet of paper for computation			
	There is visible presence of PTA Officials, Barangay Officials, Barangay Tanod and PNP to provide assistance, support and security.			

<p style="text-align: center;"><b>Test Accommodations for Learners with Special Needs</b> (DepEd Order 25, s. 2016)</p>	<p>There is a separate, accessible testing room for test takers with special needs (those with difficulty in seeing, hearing, remembering/ concentrating, walking/ moving/ climbing steps, communicating) situated at the ground floor near clean and accessible restrooms</p>			
	<p>The time allotment for taking the test is doubled. This is to give them ample time to read and answer the test.</p>			
	<p>The school implements 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</p>			
	<p>There is a designated personal assistant to help those with difficulty walking/ moving/ climbing steps.</p>			
	<p>There is a qualified sign language interpreter who shall ensure that all spoken instructions during testing are adequately interpreted to those who have difficulty hearing.</p>			
	<p>There are alternative test formats (Braille, large print, audio, electronic).</p>			

	There are alternative response formats such as oral type wherein an examiner reads the test items and a scribe shades the answers in the scannable Answer Sheet for examinees with difficulty seeing.			
	There are appropriate test furniture such as table and chair.			
<b>Test Administration</b>	The test is administered to target test takers.			
	Examinees are alphabetically arranged regardless of sex.			
	Each examinee has a Learner Reference Number (LRN).			
	Rooms are arranged with six rows by five lines of armchairs.			
	A maximum of 30 examinees per testing room is seated in alphabetical order.			
	The seats are spaced far enough from each other to discourage unnecessary talking among examinees			
	To monitor the going in and out of the testing room, only one door is kept open.			
	All examinees are provided with their own test booklet and answer sheet.			
	The examinees used pencils and blank sheets of paper for computation purposes.			



	All belongings of the examinees are placed in front.			
	Electronic devices such as calculator and mobile phones are not allowed in the testing room			
	The room examiner conducts orientation in taking the test to the examinees.			
	The room examiner allows the examinees to go out of the testing room to attend to personal needs, if necessary, before distributing the test materials.			
	The examinee received two sheets of AS with the same serial number.			
	The following form is in the possession of the room examiner:			
	• Form 1-List of Examinees			
	• Form 2-Seat Plan			
	• Form 3-Test Materials Accounting Form			
	• Form 7-Room Examiner's Test Administration Evaluation Report			
	• Information in the room Examiner's Transmittal Report Envelope (ETRE), e.g. number of registrants and actual examinees			
	• Time record (copy of the board work with the actual time record)			
	Used ASs are arranged consecutively by Examinee Number and are placed inside the original plastic bags.			

<b>Retrieval of the Test Materials</b>	The Chief Examiner does the following:			
	• Collects and accounts all ETREs with the assistance of the School Testing Coordinator/Room Supervisor.			
	• Arranges and bundles the ETREs accordingly			
	• Accounts all TBs returned by the Room Examiners.			
	• Requires the Room Examiners to affix their signature in the Form 3 after the Test materials have been accounted for.			
	• Accomplishes Form 5-TB Quantity and Completeness Verification Sheet and Form 6-AS Quantity and Completeness Verification Sheet.			

<b>General Findings/Observations/Problems Encountered:</b>
<b>Actions Taken:</b>
<b>Recommendations:</b>

Monitored and Evaluated by:

\_\_\_\_\_

Regional/Division Monitor

Date Signed: \_\_\_\_\_

Conforme:

\_\_\_\_\_