



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

23 March 2026

Regional Memorandum
No. 215 s, 2026

MONITORING OF THE PREPARATION AND ADMINISTRATION
OF THE 2025 ACCREDITATION AND EQUIVALENCY (A&E) TEST

To Schools Division Superintendents

- 1. In reference to DepEd Memorandum No. 100, s. 2025, titled "2025 Accreditation and Equivalency (A&E) Test Registration and Administration Guidelines", and OULS-2026-02-079, the Bureau of Education Assessment - Education Assessment Division (BEA-EAD) has rescheduled the administration of the test on March 29, 2026.
2. Relative to this, the Regional Office Personnel (ROP) shall monitor the preparation of the Schools Division Offices (SDOs) and their identified Testing Centers on the following dates:

Table with 3 columns: Date, SDO, Monitors. Rows include dates from March 25 to 27, 2026, and SDOs like Quezon, Tayabas City & Lucena City, and San Pablo City & Calamba City.

- 3. In the same manner, the Bureau of Alternative Education (BAE) technical staff and Regional Office Personnel (ROP) will monitor the A&E test administration on March 29, 2026. 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.

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4. 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.
5. 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.
6. This memorandum serves as the Authority to Travel of the ROP Monitoring Team.
7. For clarification and further inquiries, please contact Philips T. Monterola, ALS/SNED Education Program Supervisor, and Viernalyn M. Nama, CLMD Chief Education Supervisor, at (02) 8681-2114 local 420.
8. Immediate and widest dissemination of this Memorandum is desired.


CARLITO D. ROCAFORT
Director IV



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

Enclosure 1

CO & RO MONITORING TEAM OF THE ADMINISTRATION OF THE 2025 ACCREDITATION AND EQUIVALENCY (A&E) TEST

SDOs	Updated TC Code	School Recommended Testing Centers for 2024 A&E Test	RO Monitoring Personnel	Designation	CO Monitoring Personnel
Antipolo City	D01-02	San Jose National High School	Luz E. Osmena	QAD- Chief Education Supervisor	
	D01-01	Bureau of Jail Management and Penology (Antipolo City)	Andrea Mabel E. Abrencillo	FTAD- Education Program Supervisor	
	D23-02	Bacoor National High School - Molino Main			
	D23-01	Bacoor City Jail - Extension			
Bacoor City	D2303	Girls Home Learning Center (Ext.) National High School - Molino Main			
	D2304	Strike Halfway House Learning Center (Ext.)			

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		Bacoor National High School-Molino Main				
	D02-01	Bauan Technical High School		Randie B. Atienza		
	D02-02	Bureau of Jail Management and Penology (Balayan)			PPRD- Chief Education Supervisor	
	D02-03	Bureau of Jail Management and Penology (Nasugbu)		Elino O. Garcia		
	D02-04	Bureau of Jail Management and Penology (San Juan)			CLMD- Education Program Supervisor	
	D02-05	Ibaan Central School		Gilbert O. Cruz		
	D02-06	Lemery Pilot Central School		Randie B. Atienza	PPRD- Education Program Supervisor	
	D02-07	Paaralang Sentral ng Mataas na Kahoy				
	D03-01	Batangas City Integrated High School (formerly Batangas NHS)				
	D03-02	Batangas City Jail				
	D03-03	Batangas Provincial Jail				
	D26-01	A New Day Village - Biñan City		Rey M. Valenzuela	ICT Unit Head	
	D26-02	Biñan Elementary School		Jona M. Malonzo	PPRD- Planning Officer III	
	D26-03	Bureau of Jail Management and Penology (Biñan City)				
	D27-02	Cabuyao Central Elementary School				
	D27-01	Bureau of Jail Management and Penology (Cabuyao City)		Nadina G. Gatton	HRDD- Education Program Supervisor	
Batangas						
Batangas City						
Biñan City						
Cabuyao City						

Calamba City	D19-01	Jose Rizal Memorial School (JRMS) Testing Center			
	D19-02	Turbina Extension Testing Center			
	D0401	LS H.O.P.E - SILANG (FORMERLY BJMP)	Lowiesito O. Erni	CLMD- Education Program Supervisor	
	D0402	BETTER LIFE TREATMENT AND REHABILITATION CENTER			
	D0403	BEYOND THE HORIZON - NAIC (BJMP NAIC)			
	D0404	BULIHAN INTEGRATED NATIONAL HIGH SCHOOL	Lowiesito O. Erni	CLMD- Education Program Supervisor	
	D0405	BUREAU OF JAIL MANAGEMENT AND PENOLOGY (CARMONA MUNICIPAL JAIL)			
	D0406	CARMONA NATIONAL HIGH SCHOOL - CARMONA			
	D0407	FOUNTAIN OF LEARNING - TRECE MARTIRES CITY (BJMP TRECE)			
	D0408	FRANCISCO TOLENTINO INTEGRATED SENIOR HIGH SCHOOL			
Cavite	D0409	GATE OF NEW HOPE LEARNING CENTER - TRECE MARTIRES CITY			

D0410	HEART OF JESUS TREATMENT AND REHABILITATION CENTER			
D0411	HOME OF HOPE LEARNING CENTER			
D0412	HOME OF NEW BEGINNING REHABILITATION CENTER - SILANG			
D0413	KANLUNGAN NG KAALAMAN - TAGAYTAY CITY (FORMERLY BJMP TAGAYTAY CITY JAIL)			
D0414	NAIC INTEGRATED NATIONAL HIGH SCHOOL			
D0415	PANHERO REHABILITATION CENTER			
D0416	PATRON OF HOPE - SILANG			
D0417	PUNLAAN NG KARUNUNGANSA TANZA (BJMP TANZA)			
D04-18	SHINNING DAYS REHABILITATION CENTER - SILANG			
D04-19	STRIVE (STUDY AND TRAIN TO REDEEM INDIVIDUAL'S VALUE AND ESTEEM) COMMUNITY LEARNING			

		CENTER - TRECE MARTIRES CITY				
	D04-20	SUNSHINE ALS LEARNING CENTER - GMA (FORMERLY BJMP GMA)				
	D04-21	TANZA NATIONAL COMPREHENSIVE HIGH SCHOOL				
	D04-22	TRECE MARTIRES CITY NATIONAL HIGH SCHOOL				
General Trias City	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)				
Cavite City	D05-01	BUREAU OF JAIL MANAGEMENT AND PENOLOGY (BJMP)	Virgilio O. Guevarra, Jr.	CLMD- Education Program Supervisor		
	D05-02	CAVITE NATIONAL HIGH SCHOOL (CNHS)				
Dasmariñas City	D2201	Bureau of Jail Management and Penology (Buro I, Dasmariñas City)				
	D2202	Dasmariñas II Central School				
Imus City	D2401	BROTHERS OF CHRIST				

	D2402	Imus Pilot Elementary School				
Laguna	D06-01	BAY CES				
	D06-02	BJMP - LOS BANOS, LAGUNA				
	D06-03	BJMP - STA. CRUZ, LAGUNA				
	D06-04	CRISANTO GUYSAYKO MES				
	D06-05	LPJ - STA. CRUZ, LAGUNA				
	D06-06	SINILOAN ES		Paul Gence L. Ocampo		
	D06-07	STA. CRUZ ES			HRDD-NEAP-R-Senior Education Program Specialist	
	D06-08	TAHANAN NG KABATAAN NG LAGUNA (TKNL)		Glenda E. Dela Torre		
Lipa City	D07-01	BUREAU OF JAIL MANAGEMENT AND PENOLOGY (BJMP) FEMALE DORMITORY				
	D07-02	BUREAU OF JAIL MANAGEMENT AND PENOLOGY (BJMP) MALE DORMITORY		Reymund M. Ferry	QAD- Education Program Supervisor	
	D07-03	LIPA CITY NATIONAL HIGH SCHOOL				
Lucena City	D08-01	BUREAU OF JAIL MANAGEMENT AND PENOLOGY - LUCENA CITY		Melvin D. Punzalan	Computer Programmer II	

	D08-02	LUCENA WEST I ELEMENTARY SCHOOL				
	D13-01	BONDOC PENINSULA AHS				
	D13-02	BUREAU OF JAIL MANAGEMENT AND PENOLOGY (CANDELARIA DISTRICT)		CLMD- Education Program Supervisor		
	D13-03	CATANAUAN MUNICIPAL JAIL		Eugene Ray F. Santos		
	D13-04	GENERAL NAKAR DISTRICT JAIL				
	D13-05	INFANTA NHS				
	D13-06	LOPEZ NCHS				
	D13-07	PAGBILAO DISTRICT JAIL				
	D13-08	QUEZON DISTRICT JAIL				
	D13-09	QUEZON DISTRICT JAIL				
	D13-10	QUEZON NHS				
	D14-01	ANGONO ES		Ma. Lourdes O. Manimtim	QAD- Education Program Supervisor	Joan Bernadette M. Vicente, Sr. EPS, BAE-PQAD
	D14-02	BINANGONAN ES		Jeffrie F. Ditablan	QAD- Education Program Supervisor	
	D14-03	BJMP BARAS				
	D14-04	BJMP BINANGONAN				
Quezon						
Rizal						

D14-05	BJMP CAINTA		Bryan A. Pobe	HRDD- Education Program Supervisor	
D14-06	BJMP CARDONA				
D14-07	BJMP MORONG		Hazel Angelyn E. Tesoro	CLMD- Education Program Supervisor	
D14-08	BJMP TANAY				
D14-09	BJMP TERESA		Hazel Angelyn E. Tesoro	CLMD- Education Program Supervisor	
D14-10	CAINTA ESA TESTING CENTER				
D14-11	EULOGIO RODRIGUEZ, JR. ES EXTENSION (RODRIGUEZ MUNICIPAL JAIL)		Lorenzo Ruiz C. Costo	PPRD- Education Program Specialist II	
D14-12	EULOGIO RODRIGUEZ, JR. ES TESTING				
D14-13	GUINAYANG NHS EXTENASION (SAN MATEO MUNICIPAL JAIL)		Eugenio S. Adrao	QAD- Education Program Supervisor	
D14-14	JOSE FABELLA MEMORIAL SCHOOL		Viernalyn M. Nama &	CLMD- Chief Education Supervisor	
D14-15	ROSARIO OCAMPO ES TESTING CENTER		Jisela N. Ulpina	HRDD – Chief Education Supervisor	
D14-16	SIMEON R. BENDANA SR. MEMORIAL ELEMENTARY SCHOOL				

	D14-17	TOMAS CLAUDIO MEMORIAL ES	Almer Del Rosario Mayo	
San Pablo City	D16-01	BUREAU OF JAIL MANAGEMENT AND PENOLOGY - SAN PABLO CITY	Emelia P. Crescini	
	D16-02	SAN PABLO CENTRAL SCHOOL		
San Pedro City	D2901	Bureau of Jail Management and Penology (San Pedro)	Philips T. Monterola	CLMD- Education Program Supervisor
	D2902	San Pedro Relocation Center National High School		
Sta. Rosa City	D2101	Bureau of Jail Management and Penology (Santa Rosa City)	Philips T. Monterola	CLMD- Education Program Supervisor
	D2102	Bureau of Jail Management and Penology (Santa Rosa City)		
Sto. Tomas	D3001	Sto Tomas North Central School	Buenalyn M. Manuel	QAD- Education Program Supervisor
	D2001	Bureau of Jail Management and Penology (Tanauan City)		Iza A. Rubiales, SrEPS - BAE-PMSDD
Tanauan City	D2002	Tanauan South Central School		
	D2501	Potol Elementary School	Michael Girard R. Alba	FTAD- Chief Education Supervisor

Enclosure 2

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

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	
Testing Center Requirements	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.			
	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.			
	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			
Test Accommodations for Learners with Special Needs (DepEd Order 25, s. 2016)	The time allotment for taking the test is doubled. This is to give them ample time to read and answer the test.			

	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			
	There is a designated personal assistant to help those with difficulty walking/ moving/climbing steps.			
	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.			
	There are alternative test formats (Braille, large print, audio, electronic).			
	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.			
Test Administration	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.			
Retrieval of the Test Materials	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.			

	<ul style="list-style-type: none"> • Requires the Room Examiners to affix their signature in the Form 3 after the Test materials have been accounted for. 			
	<ul style="list-style-type: none"> • Accomplishes Form 5- TB Quantity and Completeness Verification Sheet and Form 6-AS Quantity and Completeness Verification Sheet. 			

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

Monitored and Evaluated by:

Regional/Division Monitor

Date Signed: _____

Conforme:
