Republic of the Philippines
Department of Education
Region V

DIVISION OF CAMARINES SUR

Freedom Sports Complex, San Jose, Pili, Camarines Sur

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DIVISION MEMORANDUM NO. 408 S. 2017

TO: **Assistant Schools Division Superintendent**
Chiefs, CID and SGOD
Public schools District Supervisors
Division ALS Coordinator
Education Program Specialist II – in ALS
Elementary and Secondary School Heads
All others concerned

FROM: **ARNULFO M. BALANE, CESO V**
Schools Division Superintendent

DATE: November 30, 2017

SUBJECT: **Registration of Alternative Learning System (ALS) Accreditation and Equivalency Test**

1. In line with the DepEd Memorandum DMCI 201700359 series 2017 re: Registration Period for the 2017 Completers of the Alternative Learning System (ALS) Program, the Schools Division Office (SDO) of Camarines Sur, ALS announces the ALS A&E Registration for qualified Elementary and Junior High School registrants which shall be held at identified registration centers on December 2-, 2017 to January 12, 2018 (see enclosure 3 for the schedule and venue).

2. Applicants for A & E Test Elementary Level should be at least 12 years old and at least 16 years old for Junior HS and pursuant to D.O. 56, s. 2016 the following may register:
   a. Learners in the ALS;
      i. 2017 ALS Program Completers with LRN
      ii. 2017 ALS Program Completers without LRN may register as long as they have Certificate of ALS Program Completion issued by their Learning Facilitator and Verified by the Registration Committee.

   Note: For those who wish to take A& E Test Junior HS level without the Elementary Certificate, they shall be advised to take certification for elementary level first.

3. Registration requirements are as follows:
   a. Original and Photocopy of Certification of ALS Program Completion issued by Learning Facilitator * *(see enclosure 1)*
   b. Original and Photocopy of Birth Certificate (National Statistics Office (NSO)/Phil. Statistics Authority (PSA))
   c. If copy of Birth Certificate from PSA (formerly NSO) is not available, any of the following documents can be presented:
      i. Baptismal Certificate;
      ii. Voter's ID (with picture and signature)
      iii. Valid Passport;

iv. Valid Driver's License; and
v. Any legal document bearing the applicant's picture, name and signature (e.g. NBI Clearance, Brgy. Certificate, certification issued by barangays leaders/chieftain or learning facilitator)

d. Two 1x1 identical ID Photo (white background with name tag)

4. The test applicant shall:
   a. go to the designated Registration Center and look for the Registration Committee to secure a registration form (enclosure 2)
   b. personally accomplish the Registration Form at the Registration Center.
   c. present the accomplished Registration form, together with the complete requirements to the Registration Committee for evaluation of documents.
   d. receive the applicants copy (lower portion of the registration form) for safekeeping and presentation to the examiner on the testing day.

   Note: In hard to reach/ far flung areas, learning facilitators may gather applicants in one assembly and assist them in the registration. They shall secure the accomplished forms and the required documents for submission on behalf of the applicants to the Registration Committee in the SDO or DO. After the evaluation of documents, learning facilitators shall ensure safekeeping and distribution of all applicants' copy to the examinees on or before the testing day. ***NO PAYMENT SHALL BE COLLECTED*** *by anyone involved in the A&E Test registration, administration and issuance of certificate of rating.*

5. Registration Committee (see enclosure 3) will manage the registration process, including the evaluation and verification of the submitted documents. Specifically the committee will:
   a. report to the registration center from December 1, 2017 to January 12, 2018 from 8:00 AM to 5:00 PM;
   b. interview the prospective applicants to determine if they are qualified to register;
   c. distribute the registration forms to qualified applicants
   d. explain how the registration will be accomplished (but will not accomplish it for the applicant)
   e. check if the registration forms are duly accomplished by the applicant, making sure that there are no blank spaces and errors in form;
   f. certify that all information supplied in the registration form are based on the submitted documents;
   g. report to the Division Testing Coordinator (DTC) any applicants with incomplete or questionable documents;
   h. fill out the name of the testing center in the registration form;
   i. detach the lower part of the registration form and return it to the registrant for use as an admission document on the testing day;
   j. group the registrants into Elementary and Junior HS Levels and prepare the master list of registrants per testing center (30 examinees/room); and
   k. sign and submit the master list to the DTC.

6. Since January 6-7, 2018 fall on Saturday, this office authorizes the granting of two-day Compensatory Time Off (CTO) to non-teaching personnel pursuant to paragraph 5.3,

letter K of Joint Circular No. 2 of the Civil Service Commission and the Department of Budget and Management dated October 4, 2004.

7. Finalization of the master list per testing center shall be done by the Test Registration Officers (EPS – II, in ALS) in an excel format (see enclosure 4) and be submitted to DTC on January 12, 2018.

8. Furthermore, conduct of Accreditation and Equivalency Examination for Luzon will be on February 11, 2018. Portfolio Assessment will not be required for A & E Test and will not be part of the final rating, in compliance with DepEd Memorandum 121, s. 2017. Hence, the test is multiple-choice type only. The passing rate is still 75% as per D.O 55, s. 2016.

9. EPS II-in ALS and DTC will monitor the conduct of registration.

10. Travel and other incidental expenses thereto shall be charged against local funds/division MOOE subject to the usual accounting and auditing rules and regulations

11. Immediate dissemination of this memorandum is desired.