



Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM

No. 1714, s. 2024

SAFEKEEPING OF THE 2024 ACCREDITATION AND EQUIVALENCY (A & E) TEST MATERIALS

To: Schools Division Superintendents

- In reference to DepEd Memorandum 063, s. 2024, titled "2024 Accreditation and Equivalency Test Registration and Administration Guidelines" and BEA Advisory dated October 18, 2024, titled "Guidelines on the 2024 Accreditation and Equivalency (A & E) Test Registration", this Bureau provides the guidelines for the safekeeping of the test materials that will be delivered to Schools Division Offices (SDOs) before the test administration on January 26, 2025.
- In this regard, the guidelines is attached for reference.
- For more information, contact BEA - Education Assessment Division at (02) 8631 – 2589 or email bea.ead@deped.gov.ph; armida.celeste@deped.gov.ph.
- For immediate information and guidance.

For the Regional Director:


ARNOLD I. VINO
 Chief Administrative Officer
 Finance Division

Encl.: Advisory from the BEA Office of the Director
 Reference: Advisory from the BEA Office of the Director
 To be included in the Perpetual Index
 Under the subject:

ACCREDITATION AND EQUIVALENCY

CLMD/magd/RM_A&E_TESTMATERIALS
 December 23, 2024



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|----------------|------------|------|--------|
| Doc. Ref. Code | RM-RO | Rev | 00 |
| Effectivity | 11.18.2024 | Page | 1 of 1 |





Republic of the Philippines
Department of Education
BUREAU OF EDUCATION ASSESSMENT

Office of the Director

18 December 2024

ADVISORY

**Safekeeping of the 2024 Accreditation and Equivalency (A&E)
Test Materials**

In reference to DepEd Memorandum No. 063, s. 2024, titled “2024 Accreditation and Equivalency Test Registration and Administration Guidelines” and BEA Advisory dated October 18, 2024, titled “Guidelines on the 2024 Accreditation and Equivalency (A&E) Test Registration”, this Bureau provides the guidelines for the safekeeping of the test materials that will be delivered to Schools Division Offices (SDOs) before the test administration:

I. Schedule of Test Administration

| Activity | Schedule |
|---|------------------|
| A & E Test Administration – Luzon Cluster | January 26, 2025 |
| A & E Test Administration – Visayas and Mindanao Clusters | February 2, 2025 |

II. Delivery of Test Materials

Security Measures for the Storage of Test Materials

1. The authorized forwarder for the delivery of the A&E Test Materials is **Ximex Delivery Express** with the contact information below:

(0967) 1169289

2. The official forwarder will contact the Division Testing Coordinator (DTC) or an authorized designate such as the Property Custodian, and authorized division representative who will be responsible for receiving the test materials from the forwarder.
3. The test materials must be stored in a secured area within the vicinity of the SDO. If the area cannot accommodate the number of test materials, DTCs may opt to secure the test materials in a school near the SDO.





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III. Schedule of the Delivery of the Test Materials

| Activity | Start Date | End Date | No. of Days |
|----------------------|-------------------|------------------|------------------|
| Luzon | December 20, 2024 | January 8, 2025 | 15 calendar days |
| Visayas and Mindanao | December 20, 2024 | January 13, 2025 | 20 calendar days |

IV. Orientation on the Delivery Schedules

SDO Representatives

1. To facilitate seamless coordination between the authorized forwarder and the concerned SDOs during the delivery period of test materials, this Bureau requests three (3) official representatives who will receive the test materials, along with the following information:

| | Name | Designation/Office | Email | Mobile number |
|---|------|--------------------|-------|---------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |

2. Submit the names of the representatives and their contact details through the link below on or before **December 20, 2024**:

[\[https://tinyurl.com/UpdateEADirectory\]](https://tinyurl.com/UpdateEADirectory)

Regional Testing Coordinators (RTCs)

1. RTCs are enjoined to participate in a consultative meeting on **Friday, December 20, 2024, from 9 PM to 1 PM** to discuss the A&E test implementation guidelines, data allocation, and other anticipated issues, concerns, and potential solutions to provide the best possible assistance to Alternative Learning System (ALS) registrants.





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2. The meeting shall be held online and by cluster with the details stipulated below:

| Date | Time Slot | Meeting Details | Cluster |
|----------------------------------|--------------------|--|------------------------------------|
| December 20, 2024 (Friday) | 9:00 AM – 11:00 AM | https://tinyurl.com/Safe KeepingAETMs | Luzon RTCs |
| | 11:00 AM - 1:00 PM | https://tinyurl.com/Safe KeepingAETMs | Visayas and Mindanao RTCs |

V. Reiteration of the Breach of Security in National Examinations and Corresponding Sanctions (*Reference: Section 13, DepEd Order No. 55, s. 2016*)

1. The security and integrity of test materials shall be upheld in the whole process of test administration. The following acts are deemed as violation/infractions of security pertaining to national examinations in addition to:
- Reading of test booklets other than by the examinee
 - Loss of test booklets
 - Photocopying of test booklets
 - Capturing test items through electronic gadgets
 - Distribution and posting of photos of the test booklet in any form of media
 - Opening the test materials prior to the testing schedule**
2. Any or all of the following sanctions will be imposed on any or all of the aforementioned violations committed by those involved:

For Testing Personnel

The degree of violation and corresponding sanction shall be determined by the Schools Division Superintendent.

- Suspension of salaries and incentives/benefits of those concerned for one to three months
- Work suspension
- In the case of infringement of copyright, legal remedies will be considered.





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VI. Contact Information

1. For more information, contact BEA-Education Assessment Division at (02) 8631-2589 or email bea.ead@deped.gov.ph; armida.celeste@deped.gov.ph (ATTENTION: Ms. Armida R. Celeste, Senior Education Program Specialist).
2. Immediate dissemination of this Advisory is desired.

KEVIN CARL P. SANTOS, PhD
Director IV