



Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM

No. 116, s. 2025

GUIDELINES ON THE USE OF THE NATIONAL ASSESSMENT SYSTEMS FOR BASIC EDUCATION (NASBE) PROGRAM SUPPORT FUNDS (PSF) FOR THE ADMINISTRATION OF THE 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 Education Assessment (BEA) shall download PSF to the Schools Division Offices (SDOs) to defray expenses for the implementation of national assessment programs/activities. Attached is the guidelines for reference.
3. For further queries or clarifications, kindly contact the Bureau of Education Assessment - Education Assessment Division (BEA-EAD) at 8631-2589 or send an email to bea.ead@deped.gov.ph.
4. For information and guidance.

TOLENTINO G. AQUINO
 Director IV

Encl.: as stated
 Reference: as stated
 To be included in the Perpetual Index
 Under the following subject

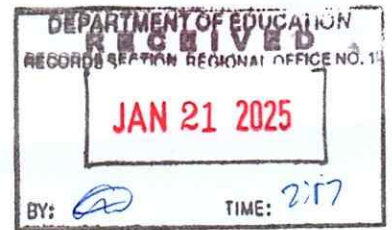
PROGRAM SUPPORT FUND

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 January 23, 2025



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Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR STRATEGIC MANAGEMENT

MEMORANDUM
DM-SM-2025-01-_____

TO : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENT

ATTENTION : **REGIONAL TESTING COORDINATORS**
DIVISION TESTING COORDINATORS

FROM : 
RONALD U. MENDOZA, PhD
Undersecretary 

SUBJECT : **GUIDELINES ON THE USE OF THE NATIONAL ASSESSMENT SYSTEMS FOR BASIC EDUCATION (NASBE) PROGRAM SUPPORT FUNDS (PSF) FOR THE ADMINISTRATION OF THE ACCREDITATION AND EQUIVALENCY (A&E) TEST**

DATE : January 9, 2025

The Bureau of Education Assessment (BEA) shall download PSF to the field offices to defray expenses for the implementation of national assessment programs/activities.

The **NASBE Program Support Funds (PSF)** is a subsidy for the administration of national programs/activities including the A&E Test. The national test activity follows **DepEd Order No. 55, s. 2016**, titled "*Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program.*"

The PSF allotment includes the following:

1. orientation day subsidy,
2. examination day subsidy, and
3. other administrative expenses.

The fund transfer shall be by Schools Division Offices (SDOs) as coursed through the Regional Offices (ROs).

1. Target Test-Takers

The target test-takers are learners in Alternative Learning System and flexible learning options.

2. Field Testing Personnel

The testing personnel shall be composed of the following:



Field Testing Personnel	Number of Personnel
Regional Testing Coordinator	1 per RO
Division Testing Coordinator	1 per SDO
Schools Division Superintendent	1 per SDO
School Head of the Testing Center	1 per Testing Center
Supervising Examiner/s	1 per 10 testing rooms in a Testing Center
Room Examiner/s	1 per testing room
Medical Officer	1 per Testing Center
Support Staff	3 per Testing Center

3. Orientation Day Subsidy

The orientation subsidy shall be provided to the testing personnel listed in Item 2 as compensation for their attendance at the schools division-level orientation about the national test. Each personnel shall receive an amount of Eight Hundred Pesos (PHP 800.00) based on approved authority.

No. of Testing Personnel x PHP 800.00 = Orientation Subsidy

4. Examination Day Subsidy

The examination day subsidy shall be provided to the testing personnel listed below as honorarium for the administration of the examination on a weekend.

Testing Personnel	Amount per Testing Personnel (PHP)
Regional Testing Coordinator	2,500
Division Testing Coordinator	2,500
Schools Division Superintendent	1,000
School Head of the Testing Center	1,800
Supervising Examiner/s	1,800
Room Examiner/s	1,800
Medical Officer	1,300
Support Staff	800
Test Monitor	1,400

No. of Testing Personnel x Amount (PHP) = Honorarium

Each testing personnel, aside from the Test Monitor, shall also receive an amount of Eight Hundred Pesos (PHP 800.00) covering the meals and transportation.

No. of Field-Testing Personnel x PHP 800.00 = Meals & Transportation Allowance of Field-Testing Personnel

3. Other Administrative Expenses

Five percent (5%) from the examination subsidy is included in the fund transfer. This fund may be used to pay, but not be limited to, other administrative expenses that are related to the test activity such as supplies and materials (*e.g., pens and adhesive tapes*), communication expenses, and additional human resources for logistics, technical, and administrative support during the test registration and administration.

4. Fund Validity

The validity of the fund is indicated in the Sub-Allotment Release Order (Sub-ARO). The excess or unused funds from other NASBE PSF may be used to pay expenses incurred in the implementation of previous and succeeding education assessment programs and activities being administered by the BEA such as, but not limited to, the following:

1. Early Language, Literacy, and Numeracy Assessment (ELLNA)
2. National Achievement Test (NAT) for Grades 6, 10, and 12
3. National Career Assessment Examination (NCAE)
4. Philippine Educational Placement Test (PEPT)
5. Accreditation and Equivalency (A&E) Test
6. Qualifying Examination in Arabic Language and Islamic Studies (QEALIS)

For clarifications about the guidelines, please contact the **Bureau of Education Assessment-Education Assessment Division** at **8631-2589** or send an email to **bea.ead@deped.gov.ph**.