



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
DepEd Complex, Meralco Avenue Pasig City, Philippines



*Tanggapan ng Kalihim*  
*Office of the Secretary*

Direct Line: 633-7208  
E-Mail: [deped@pacific.net.ph](mailto:deped@pacific.net.ph)  
Website: <http://www.deped.gov.ph>

FEB 13 2004

DepED MEMORANDUM  
No. **67**, s. 2004

**2004 NONFORMAL EDUCATION ACCREDITATION AND EQUIVALENCY  
(NFE A&E) TEST REGISTRATION AND ADMINISTRATION**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Center Directors  
Regional Directors  
Schools Division/City Superintendents  
Heads, Public and Private Elementary and Secondary Schools

1. The 2004 Nonformal Education Accreditation and Equivalency (NFE A&E) Test will be administered in 129 approved designated Testing Centers in 100 divisions on two (2) Sundays, **March 14, 2004** and **March 21, 2004** to a maximum of 28,000 qualified test registrants.

2. The following DepED personnel are involved in the Test Registration/ Administration Processes:

- a. Division Supervisor In-charge of Nonformal Education;
- b. Test Registration Officer (TRO) who is a District NFE Coordinator or a teacher designated by the District Supervisor/Coordinating Principal;
- c. Regional, Division and District Supervisors; and
- d. Bureau of Nonformal Education (BNFE) in coordination with other Central Office staff and the Regional Offices and Schools Divisions.

3. Enclosed are the Guidelines for the 2004 NFE A&E Test Registration and Administration.

4. Immediate and wide dissemination of the contents of this Memorandum to all concerned is desired.

EDILBERTO C. DE JESUS  
Secretary

BNFE/CED

Encls.: As stated

References: DepED Orders No. 2, s. 2003; 11 and 17, s. 2002

Allotment: 1-- (D.O. 50-97)

To be indicated in the Perpetual Index  
under the following subjects

ACCREDITATION  
EXAMINATIONS

NONFORMAL EDUCATION  
POLICY

**1<sup>st</sup> Wave**  
**(Visayas and Mindanao)**

**Date of Examination:**  
**March 14, 2004**

Region/Division	No. of Testing Center	Region/Division	No. of Testing Center
<b>Region VI</b>		<b>Region X</b>	
* Aklan	1	* Cagayan de Oro City	1
* Antique	1	* Misamis Oriental	1
* Capiz	1	* Misamis Occidental	3
* Negros Occidental	1	* Iligan City	1
* Sagay City	1	* Bukidnon	2
* Iloilo	1	* Ozamiz City	1
	<b>6</b>	* Gingoog City	1
		* Camiguin	1
<b>Region VII</b>			<b>11</b>
* Cebu City	2	<b>Region XI</b>	
* Cebu Province	1	* Davao City	1
* Mandaue City	1	* Davao del Sur	1
* Lapu-lapu City	1	* Davao del Norte	1
* Bohol	1	* Davao Oriental	1
* Tagbilaran City		* Compostela Valley	1
Interim Division	1		<b>5</b>
* Bayawan City		<b>Region XII</b>	
Interim Division	1	* Sultan Kudarat	1
	<b>8</b>	* Saranggani	1
<b>Region VIII</b>		* Gen. Santos City	1
* Southern Leyte	1	* South Cotabato	1
* Northern Samar	2	* Cotabato	1
* Eastern Samar	1	* Cotabato City	1
* Leyte	1		<b>6</b>
* Western Samar	1	<b>CARAGA</b>	
	<b>6</b>	* Surigao City	1
<b>Region IX</b>		* Butuan City	1
* Zamboanga del Norte	1	* Agusan del Sur	1
* Zamboanga del Sur	1	* Surigao del Norte	1
* Zamboanga Sibuguey	1		<b>4</b>
* Zamboanga City	2	<b>ARMM</b>	
* Dipolog City	2	* Basilan Province	1
* Isabela City (Basilan)	1	* Maguindanao	1
	<b>8</b>		<b>2</b>

**Total Number of Divisions: 49**  
**Total Number of Testing Centers: 56**

**2<sup>nd</sup> Wave  
(Luzon)**

**Date of Examination:  
March 21, 2004**

Region/Division	No. of Testing Center	Region/Division	No. of Testing Center
<b>NCR</b>		<b>Region III</b>	
* Caloocan City	3	* Bataan	1
* Las Piñas City	1	* Pampanga	1
* Makati City	3	* Bulacan	2
* Malabon and Navotas	1	* Tarlac	1
* Mandaluyong City	2	* Nueva Ecija	2
* Manila	3		<b>7</b>
* Marikina City	1	<b>Region IV-A</b>	
* Muntinlupa City	5	* Cavite	1
* Parañaque City	1	* Batangas City	1
* Pasay City	1	* Laguna	2
* Pasig City & San Juan	2	* Quezon Province	1
* Quezon City	4	* San Pablo City	2
* Taguig and Pateros	1		<b>7</b>
* Valenzuela City	1	<b>Region IV-B</b>	
	<b>29</b>	* Oriental Mindoro	2
<b>Region I</b>		* Romblon	1
* Laoag City	1		<b>3</b>
* Ilocos Norte	2	<b>Region V</b>	
* Ilocos Sur	1	* Catanduanes	1
* Candon City	1	* Sorsogon	1
* Pangasinan I	1	* Tabaco City	1
* La Union	1	* Masbate	1
* Pangasinan II	1	* Camarines Sur	1
* San Carlos City	1	* Camarines Norte	1
	<b>9</b>		<b>6</b>
<b>Region II</b>		<b>CAR</b>	
* Isabela	1	* Abra	1
* Cagayan	2	* Benguet	1
* Tuguegarao City	1	* Baguio City	1
* Quirino	1	* Kalinga	1
* Nueva Vizcaya	1	* Mountain Province	1
	<b>6</b>	* Ifugao	1
			<b>6</b>

**Total Number of Divisions: 51**

**Total Number of Testing Centers: 73**

**LIST OF REGISTRATION/TESTING CENTERS BY DIVISION AND BY REGION**  
**Wave 1 – Visayas and Mindanao Group**  
**14 March 2004**

Region	Registration/Testing Center/s	Region	Registration/Testing Center/s
VI	<ul style="list-style-type: none"> <li>◆ Aklan               <ul style="list-style-type: none"> <li>➤ Kalibo Elementary School I</li> </ul> </li> <li>◆ Antique               <ul style="list-style-type: none"> <li>➤ Del Angel Salazar Memorial Sch.</li> </ul> </li> <li>◆ Capiz               <ul style="list-style-type: none"> <li>➤ Capiz National High School</li> </ul> </li> <li>◆ Negros Occidental               <ul style="list-style-type: none"> <li>➤ Negros Occidental High School</li> </ul> </li> <li>◆ Sagay               <ul style="list-style-type: none"> <li>➤ Maria Lopez Elementary School</li> </ul> </li> <li>◆ Iloilo               <ul style="list-style-type: none"> <li>➤ Iloilo National High School</li> </ul> </li> </ul>	Con't IX	<ul style="list-style-type: none"> <li>◆ Zamboanga City               <ul style="list-style-type: none"> <li>➤ Zamboanga City Nat'l. HS (Main)</li> <li>➤ Zamboanga East Central School</li> </ul> </li> <li>◆ Dipolog City               <ul style="list-style-type: none"> <li>➤ Zamboanga Norte National HS</li> <li>➤ Dipolog City Pilot School</li> </ul> </li> <li>◆ Isabela City (Basilan)               <ul style="list-style-type: none"> <li>➤ Isabela East Central ES</li> </ul> </li> </ul>
	VII	<ul style="list-style-type: none"> <li>◆ Cebu City               <ul style="list-style-type: none"> <li>➤ Zapatera Elementary School</li> <li>➤ Don Sergio Osmeña Mem'l NHS</li> </ul> </li> <li>◆ Cebu Province               <ul style="list-style-type: none"> <li>➤ Naga I Central School</li> </ul> </li> <li>◆ Mandaue City               <ul style="list-style-type: none"> <li>➤ Mandaue City Central School</li> </ul> </li> <li>◆ Lapu-lapu City               <ul style="list-style-type: none"> <li>➤ Science &amp; Technical Center</li> </ul> </li> <li>◆ Bohol               <ul style="list-style-type: none"> <li>➤ Dauis Central Elementary School</li> </ul> </li> <li>◆ Tagbilaran City Interim Division               <ul style="list-style-type: none"> <li>➤ Don C. Putong Mem'l. NHS</li> </ul> </li> <li>◆ Bayawan City Interim Division               <ul style="list-style-type: none"> <li>➤ Bayawan City Central School</li> </ul> </li> </ul>	X
VIII		<ul style="list-style-type: none"> <li>◆ Southern Leyte               <ul style="list-style-type: none"> <li>➤ Sogod Elementary School</li> </ul> </li> <li>◆ Northern Samar               <ul style="list-style-type: none"> <li>➤ Catarman I Central School</li> <li>➤ Bobon School for Phil. Craftsmen</li> </ul> </li> <li>◆ Eastern Samar               <ul style="list-style-type: none"> <li>➤ E. Samar National Comp. HS</li> </ul> </li> <li>◆ Leyte               <ul style="list-style-type: none"> <li>➤ Baybay North Central School</li> </ul> </li> <li>◆ Western Samar               <ul style="list-style-type: none"> <li>➤ Samar National High School</li> </ul> </li> </ul>	XI
	IX	<ul style="list-style-type: none"> <li>◆ Zamboanga del Norte               <ul style="list-style-type: none"> <li>➤ Sindangan Pilot Demonstration Sch</li> </ul> </li> <li>◆ Zamboanga del Sur               <ul style="list-style-type: none"> <li>➤ Dumalinao Regional Pilot School</li> </ul> </li> <li>◆ Zamboanga Sibuguey               <ul style="list-style-type: none"> <li>➤ Siay Central Elementary School</li> </ul> </li> </ul>	XII

Region	Registration/Testing Center/s	Region	Registration/Testing Center/s
Con't XII	<ul style="list-style-type: none"> <li>◆ South Cotabato               <ul style="list-style-type: none"> <li>➤ Surallah Central Elem. School</li> </ul> </li> <li>◆ Cotabato               <ul style="list-style-type: none"> <li>➤ Kabacan Pilot Elementary School</li> </ul> </li> <li>◆ Cotabato City               <ul style="list-style-type: none"> <li>➤ Notre Dame Village Elem. School</li> </ul> </li> </ul>	CARAGA	<ul style="list-style-type: none"> <li>◆ Surigao City               <ul style="list-style-type: none"> <li>➤ Surigao City Pilot School</li> </ul> </li> <li>◆ Butuan City               <ul style="list-style-type: none"> <li>➤ Agusan National High School</li> </ul> </li> <li>◆ Agusan del Sur               <ul style="list-style-type: none"> <li>➤ Agusan del Sur National HS</li> </ul> </li> <li>◆ Surigao del Norte               <ul style="list-style-type: none"> <li>➤ Surigao del Norte NHS</li> </ul> </li> </ul>
ARMM	<ul style="list-style-type: none"> <li>◆ Basilan Province               <ul style="list-style-type: none"> <li>➤ Lamitan Elementary School</li> </ul> </li> <li>◆ Maguindanao               <ul style="list-style-type: none"> <li>➤ Mapayag Elementary School</li> </ul> </li> </ul>		

**Total Number of Testing Centers - 56**

**LIST OF REGISTRATION/TESTING CENTERS BY DIVISION AND BY REGION**  
**Wave 2 – Luzon Group**  
**21 March 2004**

Region	Registration/Testing Center/s	Region	Registration/Testing Center/s
NCR	<ul style="list-style-type: none"> <li>◆ Caloocan City                             <ul style="list-style-type: none"> <li>➤ Grace Park Elementary School</li> <li>➤ Caloocan City Jail</li> <li>➤ Bagong Silang Elementary School</li> </ul> </li> <li>◆ Las Piñas City                             <ul style="list-style-type: none"> <li>➤ Las Piñas Elementary School</li> </ul> </li> <li>◆ Makati City                             <ul style="list-style-type: none"> <li>➤ Bangkal Elementary School</li> <li>➤ Makati Elementary School</li> <li>➤ Makati City Jail</li> </ul> </li> <li>◆ Malabon and Navotas                             <ul style="list-style-type: none"> <li>➤ Navotas Elementary School</li> </ul> </li> <li>◆ Mandaluyong City                             <ul style="list-style-type: none"> <li>➤ Mandaluyong Elementary School</li> <li>➤ Correctional Institute for Women</li> </ul> </li> <li>◆ Manila                             <ul style="list-style-type: none"> <li>➤ Torres High School</li> <li>➤ P. Gomez Elementary School</li> <li>➤ Manila Youth Reception Center</li> </ul> </li> <li>◆ Marikina City                             <ul style="list-style-type: none"> <li>➤ Marikina Elementary School</li> </ul> </li> <li>◆ Muntinlupa City                             <ul style="list-style-type: none"> <li>➤ Muntinlupa Elementary School</li> <li>➤ Alabang Elementary School</li> <li>➤ Muntinlupa City Jail</li> <li>➤ NBP Maximum Security</li> <li>➤ NBP Camp Sampaguita</li> </ul> </li> <li>◆ Parañaque City                             <ul style="list-style-type: none"> <li>➤ Parañaque Elem. Central School</li> </ul> </li> <li>◆ Pasay City                             <ul style="list-style-type: none"> <li>➤ Pasay City East High School</li> </ul> </li> <li>◆ Pasig and San Juan                             <ul style="list-style-type: none"> <li>➤ Pasig Elementary School</li> <li>➤ Pinaglabanan Elementary School</li> </ul> </li> <li>◆ Quezon City                             <ul style="list-style-type: none"> <li>➤ Don A. Roces High School</li> <li>➤ Commonwealth Elem. School</li> <li>➤ Quezon City Jail</li> <li>➤ Ramon Magsaysay HS (Cubao)</li> </ul> </li> <li>◆ Taguig and Pateros                             <ul style="list-style-type: none"> <li>➤ Upper Bicutan Elementary School</li> </ul> </li> <li>◆ Valenzuela City                             <ul style="list-style-type: none"> <li>➤ Malinta Elementary School</li> </ul> </li> </ul>	I	<ul style="list-style-type: none"> <li>◆ Laoag City                             <ul style="list-style-type: none"> <li>➤ Laoag City Central School</li> </ul> </li> <li>◆ Ilocos Norte                             <ul style="list-style-type: none"> <li>➤ Bangui Elementary School</li> <li>➤ Sarrat National High School</li> </ul> </li> <li>◆ Ilocos Sur                             <ul style="list-style-type: none"> <li>➤ Ilocos Sur National HS</li> </ul> </li> <li>◆ Candon City                             <ul style="list-style-type: none"> <li>➤ Candon Central School Dist. I</li> </ul> </li> <li>◆ La Union                             <ul style="list-style-type: none"> <li>➤ La Union National High School</li> </ul> </li> <li>◆ Pangasinan I                             <ul style="list-style-type: none"> <li>➤ Binmaley Central Elem. Sch.</li> </ul> </li> <li>◆ San Carlos City                             <ul style="list-style-type: none"> <li>➤ San Carlos City Central School</li> </ul> </li> <li>◆ Pangasinan II                             <ul style="list-style-type: none"> <li>➤ Mangaldan National High School</li> </ul> </li> </ul>
		II	<ul style="list-style-type: none"> <li>◆ Isabela                             <ul style="list-style-type: none"> <li>➤ Cauayan South Central School</li> </ul> </li> <li>◆ Cagayan                             <ul style="list-style-type: none"> <li>➤ Lallo National High School</li> <li>➤ San Jose Elementary School</li> </ul> </li> <li>◆ Tuguegarao City                             <ul style="list-style-type: none"> <li>➤ Cagayan National High School</li> </ul> </li> <li>◆ Quirino Province                             <ul style="list-style-type: none"> <li>➤ Cabarroguis Central School</li> </ul> </li> <li>◆ Nueva Vizcaya                             <ul style="list-style-type: none"> <li>➤ Solano East Central School</li> </ul> </li> </ul>
		III	<ul style="list-style-type: none"> <li>◆ Bataan                             <ul style="list-style-type: none"> <li>➤ Tomas Pinpin Memorial Elem. School</li> </ul> </li> <li>◆ Pampanga                             <ul style="list-style-type: none"> <li>➤ San Matias Elementary School</li> </ul> </li> <li>◆ Bulacan                             <ul style="list-style-type: none"> <li>➤ Guiginto Central School</li> <li>➤ Prenzsa National High School</li> </ul> </li> <li>◆ Tarlac                             <ul style="list-style-type: none"> <li>➤ Sto. Cristo Central School</li> </ul> </li> <li>◆ Nueva Ecija                             <ul style="list-style-type: none"> <li>➤ Nueva Ecija National High School</li> <li>➤ Talavera National High School</li> </ul> </li> </ul>
		IV-A	<ul style="list-style-type: none"> <li>◆ Batangas City                             <ul style="list-style-type: none"> <li>➤ Batangas National High School</li> </ul> </li> <li>◆ Cavite                             <ul style="list-style-type: none"> <li>➤ Maragondon Elementary School</li> </ul> </li> </ul>

Region	Registration/Testing Center/s	Region	Registration/Testing Center/s
Con't IV-A	<ul style="list-style-type: none"> <li>◆ Laguna <ul style="list-style-type: none"> <li>➤ <i>Loz Baños Central School</i></li> <li>➤ <i>Los Baños National High School</i></li> </ul> </li> <li>◆ Quezon Province <ul style="list-style-type: none"> <li>➤ <i>Mulanay Elementary School*</i></li> </ul> </li> <li>◆ San Pablo City <ul style="list-style-type: none"> <li>➤ <i>San Pablo Central School</i></li> <li>➤ <i>San Pablo City National HS</i></li> </ul> </li> </ul>	V	<ul style="list-style-type: none"> <li>◆ Catanduanes <ul style="list-style-type: none"> <li>➤ <i>Virac Pilot Central School</i></li> </ul> </li> <li>◆ Sorsogon <ul style="list-style-type: none"> <li>➤ <i>Sorsogon National High School</i></li> </ul> </li> <li>◆ Tabaco City <ul style="list-style-type: none"> <li>➤ <i>Tabaco National High School</i></li> </ul> </li> <li>◆ Masbate <ul style="list-style-type: none"> <li>➤ <i>Jose Zurbito, Sr. Elem. School</i></li> </ul> </li> <li>◆ Camarines Sur <ul style="list-style-type: none"> <li>➤ <i>Pili Central School</i></li> </ul> </li> <li>◆ Camarines Norte <ul style="list-style-type: none"> <li>➤ <i>Jose Panganiban Elementary School</i></li> </ul> </li> </ul>
IV-B	<ul style="list-style-type: none"> <li>◆ Oriental Mindoro <ul style="list-style-type: none"> <li>➤ <i>Socorro Elementary School</i></li> <li>➤ <i>Barcenaga Central School*</i></li> </ul> </li> <li>◆ Romblon <ul style="list-style-type: none"> <li>➤ <i>Romblon East Central School</i></li> </ul> </li> </ul>		

\* LGU funded

**Total Number of Testing Centers - 73**

**GUIDELINES IN THE REGISTRATION OF THE NFE A&E TESTS**

**I. COMPONENTS**

**PHASE I - REGISTRATION**

<b>Schedule</b>	January 15 to February 15, 2004
<b>Venue</b>	Registration Centers which also serve as Testing Centers, are public or private elementary or high schools which were designated/recommended by the SDS based on the criteria set below. No change of testing centers will be allowed unless absolutely necessary and with written approval by the Undersecretary for Regional Operations and Nonformal Education or the Director IV of the BNFE
<b>Qualifiers</b>	<p>Out-of-school youth and adults who are basically literate or have completed the Functional Education and Literacy Program (FELP). In addition, the test registrant must present evidence of being out of school for at least six months on the date of the test.</p> <p>1. Open to the following registrants with <u>no registration fee</u></p> <ul style="list-style-type: none"> <li>• Learners who have attended or are attending learning sessions conducted by service providers contracted under the NFE A&amp;E LSDS or the BP-OSA Program.</li> <li>• Qualified individuals who are basically literate, are not enrolled in the LSDS/BP-OSA, but have undergone the screening process conducted by the TRO assigned in the area.</li> <li>• Learners or individuals who have taken previous NFE A&amp;E Test but have not passed the test</li> <li>• Balikbayans or Foreigners</li> </ul> <p>2. There will be two levels of the NFE A&amp;E Tests</p> <ul style="list-style-type: none"> <li>• Elementary Level (three hours and thirty minutes)</li> <li>• Secondary Level (four hours and fifteen minutes)</li> </ul>
<b>Documents needed</b>	<p>Two 1" x 1" photo <u>and any</u> of the following:</p> <ul style="list-style-type: none"> <li>• Birth or baptismal certificate</li> <li>• Marriage contract</li> <li>• Certification as to their identity, residence and date of birth duly signed by the barangay Captain concerned</li> <li>• Latest report card issued by the last school attended</li> <li>• Voters ID or ?TIN</li> <li>• Driver's License</li> <li>• Passport</li> <li>• Other authentic documents bearing the date of birth and signature of registrant</li> </ul>
<b>Persons Involved</b>	<ul style="list-style-type: none"> <li>• Division Supervisor In-Charge of NFE</li> <li>• Test Registration Officer (TRO)</li> <li>• NFE Coordinator or teacher designated as TRO</li> <li>• Regional and Division Supervisor</li> </ul>
<b>Procedures</b>	<ul style="list-style-type: none"> <li>• Presents documents to the TRO</li> <li>• Fills-in the registration form (with black or blue pen) after TRO considers him as qualified registrants</li> <li>• Receives the detached lower portion of the form from the TRO after a thorough assessment of the filled-in registration form</li> </ul>



**Duties and Responsibilities**

**Test Registration Officer (TRO);**

- Registers qualified prospective registrants
- Checks and ensures that prospective registrants are qualified as of March 14, 2004 for the VisMin Group and March 21, 2004 for the Luzon Group
- Staples the picture on the space provided for it
- Explains how the registration form will be accomplished (but will not accomplish it for the registrants)
- Processes the registration form by checking the accuracy of the data given, which declares that the data entered are true and correct, is signed by the applicant after all data have been filled in
- Gives the lower portion to the registrant
- Retains the duly accomplished upper portion of the form and turn this over to the Division Supervisor in charge of NFE. This shall be the basis by the TRO in accomplishing the NFE A&E Test Form 1 which is the list of NFE A&E Registrants by testing room, with the surnames arranged alphabetically. The number of examinees per testing room is limited to only thirty (30), except for the last room which may have less than thirty examinees. Differently-abled registrants shall be assigned to a testing room in the ground floor nearest the gate and/or toilet
- Signs the lists and submits the original and duplicate to the division Supervisor who in turn will sent these to the BNFE. Submits the 3<sup>rd</sup> and 4<sup>th</sup> copies to the Test Center Administrator for use during the testing day
- Informs the registrants immediately in cases, where Division Supervisor discovers that the registrants are disqualified to take the NFE A&E Tests.

**Division Supervisor (ES I-NFE)**

- Attends the orientation on the NFE A&E Test Registration and distribution of forms
- Orients the TRO on the mechanics of registration
- Sees to it that list of NFE A&E Test Registrants be prepared by thirty (3) with surnames arranged alphabetically
- Together with the Regional Key Officials evaluates the registration forms on the last three days of the registration period and send the required forms to the BNFE
- In the absence of SDS/ASDS signs the final Master List
- Keeps the original test registration forms in the Division Office for safekeeping
- Announces the schedule of the NFE A&E Test Registration and Administration

**Regional NFE Chief/Asst Chief and/or Supervisor (ES II-NFE)**

- Monitors the NFE A&E Test Registration
- Together with the Division Supervisor evaluates the NFE A&E registration forms on the last three days of the registration period
- Reports immediate to the BNFE the number of registrants
- Evaluates the Master List of the qualified examinees in alphabetical order, Elementary and Secondary
- Announces the schedule of the NFE A&E Test Registration and Administration

## **PHASE II – TEST ADMINISTRATION**

<b>Schedule</b>	14 March 2004 – Wave 1 (Visayas and Mindanao Group) 21 March 2004 – Wave 2 (Luzon Group)
<b>Venue</b>	Approved registration/testing center
<b>Qualifiers</b>	<ul style="list-style-type: none"> <li>• Registrants whose names appear on the NFE A&amp;E Form 1 (Masterlist of Qualified Test Takers)</li> </ul>
<b>Documents needed</b>	<p>Two 1" x 1" photo <u>and any</u> of the following:</p> <ul style="list-style-type: none"> <li>• Birth or baptismal certificate</li> <li>• Marriage contract</li> <li>• Certification as to their identity, residence and date of birth duly signed by the barangay Captain concerned</li> <li>• Latest report card issued by the last school attended</li> <li>• Voters ID or TIN</li> <li>• Driver's License</li> <li>• Passport</li> <li>• Other authentic documents bearing the date of birth and signature of registrant</li> </ul>
<b>Persons Involved</b>	<ul style="list-style-type: none"> <li>• Division Supervisor</li> <li>• Testing Center Administrator/Principal</li> <li>• Proctor and Examiners</li> <li>• Janitors and Guards</li> <li>• BNFE/BNFE Representative</li> </ul>
<b>Procedure</b>	<ul style="list-style-type: none"> <li>• Registrant arrives at the testing center at 7:30 a.m. and looks for his name in the Master List</li> <li>• Presents the lower portion of the registration form to the Examiner before he/she enters the room</li> </ul>
<b>Duties and Responsibilities</b>	<p><b>BNFE Director</b></p> <ul style="list-style-type: none"> <li>• Schedules the Orientation to be attended by the DepED Central, Regional Office Staff involved in the NFE A&amp;E Tests</li> <li>• Oversees and coordinates with the Regional Offices and Division Offices on matters relative to the test activities through appropriate communication channels</li> <li>• Receives reports on test activities and test results</li> </ul> <p><b>DepED Central and Regional Office Staff</b></p> <ul style="list-style-type: none"> <li>• Attends orientation conducted by the BNFE on the conduct of the Tests</li> <li>• Selects the Examiners during the Orientation together with the Superintendent, who appoints the examiners and roving proctors based on the criteria set.</li> <li>• Conducts orientation of the Testing Center Coordinators, Examiners and Roving Proctors on the tests administration two days before the test.</li> <li>• Inspects/checks the Testing Center assigned to her/him at least a day before the actual testing day.</li> <li>• Monitors the administration of the Tests.</li> <li>• Prepares a report on the observations made on testing day for submission to the BNFE Director.</li> <li>• Interviews test takers in the elementary and secondary levels after the tests and accomplishes the Monitoring forms.</li> <li>• Retrieves the required reports from the Regional and Division Management Committees and Testing Center Administrator for submission to the BNFE Director.</li> </ul>

**Duties and Responsibilities  
(continued)**

**Regional Director**

- Oversees the general conduct of the tests in the region.
- Organizes and chairs the regional Test Management Committee (RTMC) composed of the Assistant Regional Director as the Vice Chair, the NFE Chief and Assistant Chief, Regional NFE Supervisors as members to supervise the conduct of the tests in the Region. The NFE Chief will serve as the Regional Test Coordinator
- Ensures the smooth operation and effective administration of the NFE A&E Tests in the Region
- Monitors the test administration in Divisions with large number of registrants.
- Prepares a report on the recorded problems and difficulties encountered and steps taken to solve them for submission to *DepED Central and Regional Office Staff* assigned in the Testing Center.

**Schools Division Superintendent**

- Organizes and chairs the Division Test Management Committee to oversee the smooth and efficient administration of the NFE A&E Tests in the Division.
- Attends the orientation to be conducted by DepED Central and Regional Office Staff.
- Appoints the NFE Supervisor (or any Supervisor in the absence of the NFE Supervisor) as the Division Testing Coordinator and the School Head of the Testing Center as the Testing Center Coordinator.
- Appoints examiners and roving proctors in accordance with the criteria for selection, room assignments of the examiners and roving proctors will be determined only during or after the Orientation.
- Monitors the administration of the tests.
- Approves/grants service credit of two days to teachers who rendered auxiliary services during the test.
- Liaise with Local Government Unit (LGU) for support during the test administration, e.g., transportation for examinees in remote areas.

**Division Test Coordinator (Division NFE Supervisor)**

- Serves as member of the Division test Management Committee.
- Attends the orientation to be conducted by DepED Central and regional Office Staff.
- Checks the master list of registrants for each Testing Room and testing Center – arranged alphabetically per testing room with at most 30 examinees per room.
- Coordinates and monitors the conduct of the NFE A&E tests in the Division.
- Prepares a report on the conduct of the test in the Division for submission to the BNFE, copy furnished the Regional Office.

**Testing Center Coordinator (Principal/School Head of the testing Center of the School Where the Tests Are Held)**

- Serves as member of the Division Test Management Committee and as Testing Center Coordinator on testing day.
- Attends the Orientation on the NFE A&E Test Administration
- Provides streamers or posters announcing the schedule of the tests in strategic places
- Makes available clean toilets for use during the tests.
- Makes available Master List of Examinees Per Testing Room the day before and on the day of the Tests,
- Provides one room as Test Distribution Center; provides a bulletin board in front of the main building showing the location of the testing rooms and giving other relevant information.
- Assists in safeguarding the confidentiality of the test materials.

**Duties and Responsibilities (continued)**

**Testing Center Coordinator (continued)**

- Records all the problems and difficulties encountered and steps taken to solve them for submission to the DepED Central Office and Regional staff assigned in the Testing Center.
- Assigns the school security guard, janitor or one staff at the gate to ensure that only authorized personnel and examinees are allowed in the school/ testing center on testing days.

**Chief Examiner**

- Distributes and retrieves the test materials and the answer sheets to the Examiners and ensures that all these materials are accounted for.
- Received the reports of the Testing Center Administrator
- Monitors the test administration and the security of the test materials.

**Examiner (who is not a Division NFE Supervisor, an NFE A&E Instructional Manager nor Test Registration Officer)**

- Attends the orientation of the examiners and roving proctors to be conducted in the Division
- Familiarizes himself/herself with the Examiner's Manual for Test Administration before the day of the Tests.
- Goes to the Testing Center the day before the Test to check that there are only thirty (30) armchairs in each of the testing room, prepares the board work and posts the NFE A&E Test Form 1 – List of Examinees by Testing Room near the door of the Testing Room.
- Reports to his/her assigned Examination Center to receive the test materials from the Chief Examiner before 7:00 o'clock in the morning on the day of the tests.
- Checks the number of Test Booklets and Answer Sheets received before proceeding to the Testing Room.
- Checks the identity of the examinees with the registration forms before allowing them to enter the Testing Room.
- Gives preliminary instruction to examinees before distributing the test materials strictly in accordance with the script/text detailed in the Examiner's Manual for Test Administration.
- Distributes systematically the test materials to the examinees in accordance with the examiner's Manual for Test Administration.
- Answers queries from examinees regarding preliminary instructions.
- Administers the tests in the testing room strictly in accordance with the Examiner's Manual for Test Administration.
- Goes around the room while the test is in progress to find out if the examinees are following directions correctly (that they are writing the answers on the answer sheets and not on the test booklet nor scratch paper) but does not read the test questions.
- Retrieves from the examinees systematically the Test Booklets as well as the Answer Sheets after the time allotted for the test. Examinees shall not be allowed to stand, go around or leave the room while retrieval is being done and until after ensuring that all the test booklets and answer sheets have been collected and accounted for.
- Returns all the Test Booklets, Answer Sheets, and Examiner's Manual for Test Administration to the designated Chief Examiner.
- Accomplishes and submits list of actual examinees to the designated Chief Examiner
- Submits to the DepED Central and Regional Office Staff the original Registration Form and other required reports.

<p><b>Duties and Responsibilities (continued)</b></p>	<p><u><b>Criteria in choosing Examiners</b></u></p> <ul style="list-style-type: none"> <li>- commanding personality with modulated voice</li> <li>- honesty and probity</li> <li>- commitment</li> <li>- satisfactory performance during the conduct of previous NFE A&amp;E Tests (if applicable)</li> <li>- successful completion of training for test examiners and roving proctors.</li> </ul> <p><u><b>Retrieval of test materials:</b></u></p> <ul style="list-style-type: none"> <li>- After the test, the Examiner shall collect systematically the Test Booklets and Answer Sheets and verify that all the test booklets and answer sheets are collected before allowing the examinees to leave. The used Test Booklets shall be arranged together with any unused ones consecutively by serial number and returned to the plastic bags for submission to the Chief Examiner. The Examiner should also check that the special examination Registration Number Stickers have been correctly placed by examinees on all multiple-choice and writing composition test answer sheets.</li> <li>- The Examiner shall likewise submit the List of Actual examinees who took the tests and all the required reports to the designated Chief Examiner.</li> <li>- The Examiner shall submit all other reports required by the Chief Examiner.</li> </ul> <p><b>Roving Proctor</b> who is not a Division NFE Supervisor nor an IM (one for every ten testing rooms)</p> <ul style="list-style-type: none"> <li>• Goes around the testing Rooms and gives assistance to the Examiners whenever necessary (Does not stay in one room together with the other roving proctors)</li> <li>• Accompanies the examinees to the restroom and/or clinic whenever necessary.</li> </ul> <p><b>Janitor (one for every ten testing rooms)</b></p> <ul style="list-style-type: none"> <li>• Under the direction of the Testing Center Coordinator, arranges the testing rooms, making sure that there are only thirty (30) armchairs inside the testing rooms. Extra armchairs shall be placed outside the rooms.</li> <li>• Sees to the availability and cleanliness of the toilets and rooms before and after the tests</li> <li>• Returns the armchairs inside the testing rooms after the tests</li> </ul> <p><b>Security Guard</b></p> <ul style="list-style-type: none"> <li>• Secures the testing center before and on the day of the test. If assigned by the Principal, stays at the gate and sees to it that only the examinees, DepED Central Office, regional Office officials and staff with ID Cards provided by BNFE are allowed in the Testing Center during the testing day.</li> </ul>
<p><b>Assignment of number of Examiners and Proctors</b></p>	<p><b>When there is/are:</b></p> <ul style="list-style-type: none"> <li>• Only one testing room in the testing center <ul style="list-style-type: none"> <li>- The designated Chief Examiner will serve as the Examiner; and</li> <li>- There is no need to assign an Examiner nor a Roving Proctor. The DepED Central Office and Regional Office staff will serve as the Examiner in the latecomers' room. The Testing Center Coordinator will serve as the Roving Proctor</li> </ul> </li> <li>• Two Testing rooms <ul style="list-style-type: none"> <li>- The designated Chief Examiner will serve as the Examiner; and</li> <li>- There is no need to assign an Examiner to the latecomers' room nor a Roving Proctor. The Division NFE Supervisor and Regional Office staff will serve as the Examiner in the latecomers' room. The Testing Center Coordinator will serve as the Roving Proctor.</li> </ul> </li> </ul>

<b>Assignment of number of Examiners and Proctors (continued)</b>	<ul style="list-style-type: none"> <li>• Three or more testing rooms – there will be one latecomers' room only which can serve both elementary and secondary levels. There will be one (1) Examiner assigned to this room</li> <li>• Latecomers may still be allowed to enter the Testing Room while the examinees are still filling up the Information part of the Answer Sheet but will no longer be allowed to enter the Testing Room after the distribution of the test booklets. They should go to the Testing Room provided for latecomers.</li> </ul>
<b>Rules and Penalties</b>	<p><b>The examinees will be required to strictly comply with the rules governing the administration of the NFE Tests. These include:</b></p> <ul style="list-style-type: none"> <li>• Eating, drinking and smoking are not allowed in the Testing Room</li> <li>• All bags, learning materials, notebooks, cellular phones and calculators are to be placed in front of the chalkboard near the Examiner's/teacher's table. Calculators shall immediately be confiscated if examinees are caught using these during the tests.</li> <li>• Silence shall be observed once the test booklets have been distributed</li> <li>• Examinees are not permitted to leave the testing Room at any time except to go to the toilet in the company of and under the supervision of a Roving Proctor.</li> <li>• Examinees must follow the instructions of the Examiner at all times.</li> <li>• Examinees shall not be allowed to stand, go around or leave the room while the retrieval of the test booklets and answer sheets is going on.</li> </ul> <p>Registrants/Examiners who misrepresent themselves with regards to age, residence and status (out-of-school for at least three months) and are caught cheating, plagiarizing or attempting to substitute examinees, or having themselves substituted by another person will automatically have their registration and test papers and test results cancelled/invalidated and they will be disbarred from taking the NFE Test again for a period of two (2) years.</p> <p>Any breach of security and any violation of policies governing the administration of the NFE A&amp;E Tests, such as allowing nonqualified persons to register and take the test, reading of the test booklets by persons other than the qualified examinees, photocopying of the test booklets, supplying answers to the test questions to the examinees and other related acts will be dealt with accordingly in accordance with the provisions of DECS Order No. 85, s. 1999.</p>

**PHASE III – Processing of Test Results**

<b>Schedule</b>	<b>April – Analysis of test results</b> <b>May 1-15 Release of results</b> <b>May 16-31 Certification by BNFE</b>
<b>Persons Involve</b>	<ul style="list-style-type: none"> <li>• BNFE and CEM – Analysis of test results</li> <li>• Results will be released to the Schools Division Superintendent who will, in turn, release the results to the Division Supervisor In-charge of NFE</li> </ul>
<b>Procedure</b>	<ul style="list-style-type: none"> <li>• Notices will be issued to inform the examinees where they can get their test results upon presentation of the lower half of the Registration Form or an authentic proof of Identification.</li> </ul>

## II. FINANCE

Registration		Orientation of TRO and Evaluation of Registration Forms	Test Administration	
Test Registration Officer (TRO)	P1,500.00	ES I - P 1,000.00	Chief Examiner	P1,500.00
		NFED Chief/	Examiner	500.00
		AC/ES II - 1,000.00	Regional Director	500.00
			Asst. Regional. Director	500.00
			Regional Staff	500.00
			SDS/ASDS	500.00
			Division Supervisor	500.00
			District Supervisor	500.00
			Testing Center Adm.	500.00
			Proctor	300.00
			Janitor	250.00
	Security Guard	250.00		
		Driver	250.00	

## III. ANNEX

1. Enclosure No. 1A - List of Testing Centers by Division and by Region, Wave 1
2. Enclosure No. 1B - List of Testing Centers by Division and by Region, Wave 2
3. Enclosure No. 2 - Guidelines on the NFE A&E Test Registration and Administration
4. Enclosure No. 3A - NFE A&E Test Registration Form Elementary Level
5. Enclosure No. 3B - NFE A&E Test Registration Form Secondary Level
6. Enclosure No. 4 - NFE A&E Test Registrants by Testing Room (Master List)
7. Enclosure No. 5A - NFE A&E Test Registration Monitoring Form (Tally Sheet) Elementary Level
8. Enclosure No. 5B - NFE A&E Test Registration Monitoring Form (Tally Sheet) Secondary Level

Kopya ng BNF E

Sasagutan ng Nagpapatala



Kagawaran ng Edukasyon  
Kawanihan ng Edukasyong Nonformal  
Porma sa Pagpapatala sa NFE A&E Test  
**(Antas Panssekondarya)**

Petsa ng Pagpapatala: \_\_\_\_\_ 2004  
(araw/buwan)

Lagyan ng 1x1 na larawan. Sa likod ng larawan, isulat ang pangalan ng pahiwalay at lagdaan sa ibabaw.  
Halimbawa:  
*J. de la Cruz*  
JUAN DE LA CRUZ

Please glue the picture

Apelyido: \_\_\_\_\_  
Pangalan: \_\_\_\_\_  
Gitnang Pangalan: \_\_\_\_\_

Kasalukuyang Tirahan: \_\_\_\_\_  
(Kalye) (Barangay) (Munisipalidad/Probinsiya/Siyudad) Telepono \_\_\_\_\_

Petsa ng Kapanganakan: \_\_\_\_\_ Edad: \_\_\_\_\_ Kasarian:  Lalaki  Babae Estado:  Kasal  
(buwan/araw/taon)  Di-kasal

Pinakamataas na natapos na antas ng pag-aaral:  Elementarya: Taon: 19\_\_/20\_\_  Biyuda/Biyudo  
Lagyan ng tsek (✓) ang kahon  Sekondarya: Taon: 19\_\_/20\_\_  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>  Hiwalay

Hanapbuhay: \_\_\_\_\_ Relihiyon: \_\_\_\_\_

Wika: \_\_\_\_\_ Kultural/Katutubong Pangkat: \_\_\_\_\_

Katibayan ng Mapagkakakilanlan: \_\_\_\_\_ Katibayan ng Kapanganakan \_\_\_\_\_ Katibayan sa Kasal \_\_\_\_\_ TIN ID \_\_\_\_\_  
\_\_\_\_\_ Kard sa Paaralan \_\_\_\_\_ Katibayan ng Barangay Kapitan \_\_\_\_\_ Lisensiya (Driver's License) \_\_\_\_\_  
\_\_\_\_\_ ID ng Botante \_\_\_\_\_ Pasaporte \_\_\_\_\_ Iba pa (Pakisulat): \_\_\_\_\_  
\_\_\_\_\_ SSS ID \_\_\_\_\_ Sedula \_\_\_\_\_

Sentro ng Pinagpatalaan: \_\_\_\_\_

*Ako ay nagpapatunay na ang lahat ng mga nasusulat dito ay totoo at tama.*

(Pangalan at Lagda ng Test Registration Officer)

(Lagda ng Nagpapatala)

(Pagkatapos lagdaan ng Opisyal na Tagapatala, putulin sa gulit na ito. Maiwan sa Opisyal na Tagapatala ang itaas na bahagi)

Kopya ng Nagpapatala  
Sasagutan ng Nagpapatala



**NFE ACCREDITATION AND EQUIVALENCY SYSTEM**  
Porma sa Pagpapatala sa NFE A&E Test  
**(Antas PanSekondarya)**

Petsa ng Pagpapatala: \_\_\_\_\_ 2004  
(araw/buwan)

Pangalan: \_\_\_\_\_  
(Apelyido) (Pangalan) (Gitnang Pangalan)

Pangalan ng NFE A&E Testing Center/School: \_\_\_\_\_

Lagyan ng 1x1 na larawan. Sa likod ng larawan, isulat ang pangalan ng pahiwalay at lagdaan sa ibabaw.  
Halimbawa:  
*J. de la Cruz*  
JUAN DE LA CRUZ

Please glue the picture

(Pangalan at Lagda ng Test Registration Officer)

(Lagda ng Nagpapatala)

**PAALAALA:** Pumunta sa itinalagang Testing Center/School sa ika-       ng Marso 2004, alas 7:00 ng umaga at dalhin ang bahaging ito na magsisilbing permiso sa pagkuha ng pagsusulit. Sinumang walang dala nito ay hindi makakakuha ng pagsusulit. Magdala ng lapis (Mongol # 1). Bawal magdala ng calculator o cellphone sa loob ng testing room.



Kopya ng BNFE

Sasagutan ng Nagpapatala



Kagawaran ng Edukasyon  
Kawanihan ng Edukasyong Nonformal  
Porma sa Pagpapatala sa NFE A&E Test  
(Antas Pang-Elementarya)

Petsa ng Pagpapatala: 2004

(araw/buwan)

Lagyan ng 1x1 na larawan. Sa likod ng larawan isulat ang pangalan ng pahiwalay at lagdaan sa ibabaw.  
Halimbawa:  
*J. de la Cruz*  
JUAN DE LA CRUZ

Please staple the picture

Apelyido: [Grid]  
Pangalan: [Grid]  
Gitnang Pangalan: [Grid]

Kasalukuyang Tirahan: (Kalye) (Barangay) (Munisipalidad/Probinsiya/Siyudad) Telepono

Petsa ng Kapanganakan: Edad: Kasarian:  Lalaki  Babae Estado:  Kasal  Di-kasal

Pinakamataas na natapos na antas ng pag-aaral: Lagyan ng tsek (✓) ang kahon  
Elementarya: Taon: 19\_\_ / 20\_\_  I  II  III  IV  V  VI  Biyuda/Biyudo  Hiwalay

Hanapbuhay: Relihiyon:

Wika: Kultural/Katutubong Pangkat:

Katibayan ng Mapagkakakilanlan:  Katibayan ng Kapanganakan  Katibayan sa Kasal  TIN ID  
 Kard sa Paaralan  Katibayan ng Barangay Kapitan  Lisenasya (Driver's License)  
 ID ng Botante  Pasaporte  Iba pa (Pakisulat):  
 SSS ID  Sedula

Sentro ng Pinagpatalaan:

Ako ay nagpapatunay na ang lahat ng mga nasusulat dito ay totoo at tama.

(Pangalan at Lagda ng Test Registration Officer) (Lagda ng Nagpapatala)

(Pagkatapos lagdaan ng Opisyal na Tagapagtala, putulin sa guhit na ito. Maiiwan sa Opisyal na Tagapagtala ang itaas na bahagi)

Kopya ng Nagpapatala  
Sasagutan ng Nagpapatala



NFE ACCREDITATION AND EQUIVALENCY SYSTEM  
Porma sa Pagpapatala sa NFE A&E Test  
(Antas Pang-Elementarya)

Petsa ng Pagpapatala: 2004

(araw/buwan)

Pangalan: (Apelyido) (Pangalan) (Gitnang Pangalan)

Pangalan ng NFE A&E Testing Center/School:

Lagyan ng 1x1 na larawan. Sa likod ng larawan isulat ang pangalan ng pahiwalay at lagdaan sa ibabaw.  
Halimbawa:  
*J. de la Cruz*  
JUAN DE LA CRUZ

Please staple the picture

(Pangalan at Lagda ng Test Registration Officer) (Lagda ng Nagpapatala)

**PAALAALA:** Pumunta sa itinalagang Testing Center/School sa ika- ng Marso 2004, alas 7:00 ng umaga at dalhin ang bahaging ito na magsisilbing permiso sa pagkuha ng pagsusulit. Sinumang walang dala nito ay hindi makakakuha ng pagsusulit. Magdala ng lapis (Mongol # 1). Bawal magdala ng calculator o cellphone sa loob ng testing room.

**NFE A&E Test Form 1**

**List of NFE A&E Registrants by Testing Room**

*Please Check:*

Name of Testing Center: \_\_\_\_\_

Region: \_\_\_\_\_

Room No.: \_\_\_\_\_ Building: \_\_\_\_\_

Division: \_\_\_\_\_

Elementary Level

District: \_\_\_\_\_

Secondary Level

Date of Test: \_\_\_\_\_

Name of Registrants/Examinees (In alphabetical order)		Date of Birth	Age	Sex	Registration No. (Letters and digits)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					
26.					
27.					
28.					
29.					
30.					
<b>Total No. of Registrants:</b>					

Test Registration Officer: \_\_\_\_\_

ES I - NFE: \_\_\_\_\_

(Signature Over Printed Name/Date Signed)

(Signature Over Printed Name/Date Signed)

SDS/ASDS: \_\_\_\_\_

(Signature Over Printed Name/Date Signed)

**Important:**

This NFE A&E Test Form 1 shall be accomplished by the Test Registration Officer in four (4) copies, two of which will be given to the Test Center Administrator for the Examiner's use on the day of the Test and one to be posted outside the Testing Room the day before the Test. The duplicate copy will be given to the Division NFE Supervisor and original copy shall be submitted to the BNFE.



**Guidelines for Accomplishing the NFE A&E Test  
Registration Monitoring Form (TRM-01)**

**1. When distributing the NFE A&E Test Registration Forms**

- The Division NFE Supervisor shall turn over to the Test Registration Officer (TRO) the TRM-01 together with the NFE A&E Registration Forms after recording the serial number and number of forms issued.
- The Division NFE Supervisor shall request the TRO to check that the forms received correspond both in quantity and the indicated serial numbers. Any alteration to these numbers must be signed by the Division NFE Supervisor (NFE) with the date of alteration affixed.

**2. Instruction to the Test Registration Office**

- The TRO shall prepare the TRM-01 in triplicate copies.
- The TRO shall use the TRM-01 as his/her disbursement tally sheet when registering NFE A&E Test applicants.
- After the test applicant has properly accomplished the Test Registration Form and all the necessary documents/picture have been presented, the TRO shall detach the lower portion of the Test Registration Form and return the same in the test applicant as proof of registration.
- The TRO shall then indicate on the TRM-01 that she/he has successfully registered a test applicant by putting one (1) vertical line under the column title "Accomplished" on the row indicating the date of registration. (Each successful registration shall be tallied as a vertical mark and every fifth (5<sup>th</sup>) successful registration shall be tallied as slanting).

Date	Successfully Accomplished		Spoilage		Reason for Spoilage
	Tally	Total	Tally	Total	
1/24/2004		20		5	Error in filling out forms

- Spoilage (unqualified registrant, mistakes made on the applicant form, etc.) shall be recorded on the TRM-01 as per occurrence, in the same manner as those for the successful registration.
- At the end of the Test Registration Period, the TRO shall sum up all successful test registrations and indicate the total on the lower portion of the form.
- The TRO shall then write his/her name in block letters on the square mark "Certified True and Correct", and affix his/her signature and the date over his/her name.
- The TRO will also accomplish the TRM-01 indicating the following information on the blank spaces:
  - Name of Test Registration Officer
  - Name of Test Registration Center
  - Total Number of Accomplished NFE A&E Test Registration Returned
  - Total Number of Spoiled NFE A&E Test Registration Forms Returned
  - Total Number of Unused NFE A&E Test Registration Forms Returned
  - Total Number of NFE A&E Test Registration Forms Returned
- The accomplished forms, the spoiled forms, and the unused forms will be turned over to the Division NFE Supervisor.

**3. When collecting the NFE A&E Registration Forms**

- The Division NFE Supervisor shall collect all accomplished, spoiled and unused NFE A&E Test Registration Forms from the TRO at the end of the test registration period. These forms shall be kept by the supervisor at the Division Office.
- The Division NFE Supervisor shall check that the number of accomplished, spoiled and unused NFE A&E Test Registration Forms that he/she received from the TRO match the totals indicated by the TRO on the form.
- After verifying the correctness of the totals indicated, the Division NFE Supervisor will accomplish the Acknowledgment Receipt and write his/her name in block letters on the lower portion "Received by" and affix his/her signature and the date over his/her name.
- Original copy of the TRM-01 shall be submitted to the BNFE together with the accomplished NFE A&E Test Form 1 (List of Qualified Test Registrants by Testing Room). Duplicate copy shall be given to the Division NFE Supervisor and the triplicate copy shall be retained by the TRO.



**Guidelines for Accomplishing the NFE A&E Test  
Registration Monitoring Form (TRM-01)**

**1. When distributing the NFE A&E Test Registration Forms**

- The Division NFE Supervisor shall turn over to the Test Registration Officer (TRO) the TRM-01 together with the NFE A&E Registration Forms after recording the serial number and number of forms issued.
- The Division NFE Supervisor shall request the TRO to check that the forms received correspond both in quantity and the indicated serial numbers. Any alteration to these numbers must be signed by the Division NFE Supervisor (NFE) with the date of alteration affixed.

**2. Instruction to the Test Registration Office**

- The TRO shall prepare the TRM-01 in triplicate copies.
- The TRO shall use the TRM-01 as his/her disbursement tally sheet when registering NFE A&E Test applicants.
- After the test applicant has properly accomplished the Test Registration Form and all the necessary documents/picture have been presented, the TRO shall detach the lower portion of the Test Registration Form and return the same in the test applicant as proof of registration.
- The TRO shall then indicate on the TRM-01 that she/he has successfully registered a test applicant by putting one (1) vertical line under the column title "Accomplished" on the row indicating the date of registration. (Each successful registration shall be tallied as a vertical mark and every fifth (5<sup>th</sup>) successful registration shall be tallied as slanting).

Date	Successfully Accomplished		Spoilage		Reason for Spoilage
	Tally	Total	Tally	Total	
1/24/2004		20		5	Error in filling out forms

- Spoilage (unqualified registrant, mistakes made on the applicant form, etc.) shall be recorded on the TRM-01 as per occurrence, in the same manner as those for the successful registration.
- At the end of the Test Registration Period, the TRO shall sum up all successful test registrations and indicate the total on the lower portion of the form.
- The TRO shall then write his/her name in block letters on the square mark "Certified True and Correct", and affix his/her signature and the date over his/her name.
- The TRO will also accomplish the TRM-01 indicating the following information on the blank spaces:
  - Name of Test Registration Officer
  - Name of Test Registration Center
  - Total Number of Accomplished NFE A&E Test Registration Returned
  - Total Number of Spoiled NFE A&E Test Registration Forms Returned
  - Total Number of Unused NFE A&E Test Registration Forms Returned
  - Total Number of NFE A&E Test Registration Forms Returned
- The accomplished forms, the spoiled forms, and the unused forms will be turned over to the Division NFE Supervisor.

**3. When collecting the NFE A&E Registration Forms**

- The Division NFE Supervisor shall collect all accomplished, spoiled and unused NFE A&E Test Registration Forms from the TRO at the end of the test registration period. These forms shall be kept by the supervisor at the Division Office.
- The Division NFE Supervisor shall check that the number of accomplished, spoiled and unused NFE A&E Test Registration Forms that he/she received from the TRO match the totals indicated by the TRO on the form.
- After verifying the correctness of the totals indicated, the Division NFE Supervisor will accomplish the Acknowledgment Receipt and write his/her name in block letters on the lower portion "Received by" and affix his/her signature and the date over his/her name.
- Original copy of the TRM-01 shall be submitted to the BNFE together with the accomplished NFE A&E Test Form 1 (List of Qualified Test Registrants by Testing Room). Duplicate copy shall be given to the Division NFE Supervisor and the triplicate copy shall be retained by the TRO.