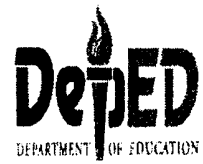




Republic of the Philippines  
Department of Education



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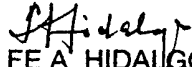
DepED MEMORANDUM

No. 262, s. 2005

YOUTH PROFILING FOR STARRING CAREERS ASSESSMENT ADMINISTRATION

To: Regional Directors  
Schools Division/City Superintendents  
Heads, Public and Private Secondary Schools

1. The Technical Education and Skills Development Authority (TESDA), in cooperation with the Department of Education (DepED) shall administer nationwide between September 26 to October 7, 2005, the assessment phase of the Youth Profiling for Starring Careers (YP4SC) in selected 299 secondary schools and 8 science high schools under the Department of Science and Technology (DOST).
2. This activity aims to provide a unified and strengthened career guidance intervention to students specially those about to enter post-secondary studies.
3. The YP4SC project is a joint undertaking of DepED, TESDA, Commission on Higher Education (CHED), DOST, Land Bank of the Philippines (LBP), Philippine Information Agency (PIA), the Overseas Workers Welfare Administration (OWWA), the National Statistical Coordination Board (NSCB) and the Systems Technology Institute (STI).
4. The sample schools were identified by the NSCB through random sampling. The schedule of administration, list of schools and the sample allotted to each school shall be finalized in coordination with the Schools Division Superintendent.
5. The guidelines, including the scope and coverage, the terms of reference of personnel involved and other details of the assessment administration are enclosed.
6. For further details and clarification, please contact Director Martha M. Hernandez of TESDA at tel. no. (02) 840-5951 or Director Nelia Benito of DepED at tel. no. (02) 631-6921.
7. All DepED regional and division offices and public and private secondary schools are encouraged to provide the necessary assistance and support to the project to ensure the successful assessment administration.
8. Immediate dissemination of this Memorandum is desired.

  
FE A. HIDALGO  
Undersecretary  
Officer-in-Charge

Encl.: As stated

Reference: None

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index under the following subjects:

BUREAUS & OFFICES

PROGRAMS

TESTS

STUDENTS

Sheila, MPPD-TS, DM Youth Profiling,  
September 7, 2005

(Enclosure to DepED Memorandum No. 262, s. 2005)

## GUIDELINES IN THE ADMINISTRATION OF THE YOUTH PROFILING FOR STARRING CAREERS (YP4SC) ASSESSMENT

The following guidelines are hereby promulgated to ensure the smooth assessment administration of the Youth Profiling for Starring Careers (YP4SC) and for the guidance of all concerned:

### 1. Scope and Coverage of the Assessment

1.1 The assessments were developed for Career Guidance. The results shall provide the student with relevant information on the careers they are most suited and/or interested to pursue. They are not academic achievement tests and are not to be used for purposes other than career matching.

1.2 The assessments are of two parts:

1.2.1 Assessment 1 is the **Ability Profiler (AP)** which assesses a student's abilities in six areas:

- a. Verbal Ability
- b. Arithmetic Reasoning
- c. Spatial Ability
- d. Computational Ability
- e. Clerical Perception
- f. Form Perception

Each part is separately timed (in the range of 5-20 minutes) or a total time of about 1.5 hours for all six parts.

Results will be produced in terms of the student's percentile rank in each of the six areas.

1.2.2 Assessment 2 is the **Profile Career Coach (PCC)** which is a test battery matching the results against a database of around 300 career patterns. The areas involved are:

- a. Behavioral Traits (9 traits measured)
- b. Occupational Interests (6 areas measured)
- c. Cognitive Traits (4 areas measured)

Parts (a) and (b) are available in Tagalog.

There is no time limit for Assessment 2 although most students can complete the 3 areas in 1 to 1.5 hours. Up to 2 hours shall be allocated for this.

Results will be in the form of:

- a. An "individual" report indicating personal strengths; and
- b. A career matching report indicating the degree of "job-fit".

### 2. Schedule of Assessment

2.1 The Assessment administration of the YP4SC in the sample schools is scheduled from September 26 to October 7, 2005.

4.4 The **school teacher(s)** shall be the Proctor(s) and shall have the following functions –

- 4.4.1 Attend the orientation to be conducted by TESDA R/PO;
- 4.4.2 Receive from the Chief Examiner and account for the number of assessment booklets (AB) and answer sheets (AS);
- 4.4.3 Administer the assessment instruments;
- 4.4.4 Retrieve and return the test materials to the Chief Examiner or his representative; and
- 4.4.5 Prepare and submit to the Chief Examiner the following reports-
  - a. **YP4SC Form 11-0605** (Assessments booklets and answer sheets retrieval report)
  - b. **YP4SC Form 12-0605** (Report on problems encountered in assessment administration).

## 5 Assessment Venue

- 5.1 The selected sample schools shall served as the assessment venue;
- 5.2 The Chief Examiner shall ensure that directional signs to the testing rooms are installed, rooms are clean and prepared for the assessment administration; and
- 5.3 The Proctor shall post the names of the examinees in each room the day before the assessment administration.

## 6 Test Materials

- 6.1 **Administrator's Manual** - A detailed **fully scripted** manual is provided, to ensure that standard conditions are maintained.
- 6.2 **Test booklets**: There are two assessment booklets, one for the Ability Profiler (AP) and one for the Profile Career Coach (PCC).
- 6.3 **Answer Sheets**: One answer sheet includes the two sections, one for each assessment.
- 6.4 **Supplies**: Students are expected to provide pencil or pens for writing and scratch paper for calculations. Administrators should have a small supply of "extras"

## 7 Test Results

Examinees, through the Division Office will be provided with the assessment result not later than 31 December 2005.

- 2.2 The list of sample schools was prepared by the National Statistical Coordination Board (NCSB) for TESDA.
- 2.3 The TESDA PO focal person shall finalize with DepED Schools Division Superintendents (SDS) the arrangements for the assessment administration schedule in the different schools in the division.

### 3. Selection of Student Examinees

- 3.1 The assessment shall be administered to graduating high school students of SY2005-06.
- 3.2 The students shall be randomly selected by the School Head based on number allotted for the school. The School Head must ensure that all slots allotted shall be filled up.

### 4. Testing Personnel and their Functions

- 4.1 The **TESDA Regional/Provincial (R/PO) Focal Persons** shall
  - 4.1.1 Prepare the assessment administration plan in coordination with the Schools Division Superintendent (SDS);
  - 4.1.2 Finalize with the SDS the schedule of administration, list of schools and the number of sample in each secondary school;
  - 4.1.3 Orient the Proctors on the procedures and materials of the assessment administration; and
  - 4.1.4 Distribute and retrieve the test materials and report forms to and from the Chief Examiner, respectively.
- 4.2 The **Schools Division Superintendent** shall
  - 4.2.1 Confirm the schedule of the assessment, list of schools and the number of sample in each secondary school where the assessment will be conducted.
  - 4.2.2 Issue a Division Memorandum relative to the assessment administration.
- 4.3 The **School Head or his representative** shall be the Chief Examiner in the YP4SC Assessment Administration with the following functions -
  - 4.3.1 Ensure that testing rooms assigned to Proctors are prepared (with 30 chairs to a room), well ventilated and lighted;
  - 4.3.2 Receive from and turn over the test materials to the TESDA RO-PO focal person;
  - 4.3.3 Distribute to and retrieve from the Proctor(s) the assessment materials and report forms;
  - 4.3.4 Consolidate reports submitted by the Proctor(s);
  - 4.3.5 Monitor and supervise the assessment administration to ensure security of the test materials and validity of the results; and
  - 4.3.6 Disseminate information to the graduating students to bring their pencils and snacks on the assessment day.