



Republic of the Philippines
Department of Education



DepED MEMORANDUM


SEP 28 2005

No. 282, s. 2005

ANNUAL IT (EDP) SPECIALIST PROFICIENCY TEST

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. Pursuant to Presidential Decree No. 408, the National Computer Center (NCC) will conduct the annual IT (EDP) Specialist Proficiency Test in the areas of Computer Programming and Systems Analysis and Design (SAD). The test will be held simultaneously in three key cities, namely Quezon City, Cebu City and Zamboanga City on November 12-13, 2005.
2. A Certificate of Proficiency will be given to successful examinees, which will be the basis of Civil Service Commission (CSC) in granting appropriate ICT (EDP) Specialist Eligibility.
3. The government employees who are currently occupying IT positions, or are performing IT-related functions, or who intend to occupy IT positions are encouraged to take the said proficiency test.
4. The deadline for filing of applications is on October 28, 2005 (NCR) and October 21, 2005 (Visayas and Mindanao). An examination fee of Five Hundred Pesos (PhP500.00) will be charged each examinee.
5. Enclosed are the ICT Proficiency Examination Frequently Asked Questions for your ready reference.
6. For more information, please contact Mr. Angelo Timoteo M. Diaz de Rivera, NCC Director General and Commission on Information and Communications Technology (CICT) Commissioner for eGovernment, C.P. Garcia Avenue, U.P. Campus, Diliman, Quezon City at tel. no. (02) 920-7412.
7. 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:

ELIGIBILITY
EMPLOYEES
INFORMATION TECHNOLOGY
TESTS

Sheila, MPPD-TS, DM Annual IT September 14, 2005
Computer Used: Mam Jo

ICT PROFICIENCY EXAMINATION

FREQUENTLY ASKED QUESTIONS

Q. What is the ICT Proficiency Exam?

A. The ICT Proficiency Exam is designed to assess the competence of an individual to perform programming or systems analysis and design functions. This is in pursuant to PD 1408, which directs the National Computer Center (NCC) and the Civil Service Commission (CSC) to device ways of determining the fitness of individuals in occupying highly technical ICT positions and through which the awarding of appropriate ICT (EDP) Specialist eligibility will be based. NCC and CSC therefore conduct tests in the areas of Computer Programming and Systems Analysis and Design (SAD).

Q. Who can take the exam?

A. To qualify, an applicant must be a Filipino citizen and a bachelor's degree holder or will graduate before the exam date (as certified by the Dean of the school) and must have undergone formal training in college or training institution in the areas of programming or SAD.

Q. When will the ICT Proficiency Examination be conducted?

A. The ICT Proficiency Examination is conducted twice a year. For this year 2005, the exams will be conducted on May 14 and 15, 2005 and November 12 and 13, 2005.

Q. Where are the registration centers?

A. The registration centers are as follows:

LUZON:

National Computer Center
Carlos P. Garcia Avenue
UP Campus, Diliman, Quezon City
Tel. No. (02) 920-7418
Contact Person:
Ma. Deilah S. Ayo - NCI Registrar
E-mail: nciregs@ncc.gov.ph

VISAYAS:

National Computer Center - Cebu City
Telecomm Office
Aduana St., Port Area, Cebu City
Tel. No. (032) 416-6292
Contact Person:
Mr. Ric Amores
E-mail: rik@cvis.net.ph

MINDANAO:

National Computer Center - Zamboanga City
SRT Loong Building, Veterans Avenue Extension
Tumaga, Zamboanga City
Tel No. (052) 991-2742 / 993-2878
Contact Person: Ms. Nora Mosquite
E-mail: nora@foo.ncc.gov.ph

Q. How do I apply?

A. Application forms may be filed personally at the NCI Registrar's Office (2/F, NCC Bldg., C.P. Garcia Ave., U.P. Diliman, Quezon City), and at any of the registration centers, or through the NCC Website (www.ncc.gov.ph). The Application forms are available at the NCI Registrar's Office, registration centers or may be downloaded from the NCC website.

Q. What documents should I submit?

- A. All duly accomplished application forms must be filed together with the following:
- Two (2) recent passport-sized pictures with name tag;
 - Certified true copies of Transcript of Records duly authenticated by the Registrar of the school or the HRD Manager of the Office;
 - For those graduating before the examination date, a certification from the Dean that applicant:
1. is a candidate for graduation before the exam date; and
 2. has taken relevant ICT subjects in college;
- Self-addressed stamped envelope (speed-mail) for the examination permit (for applicants who filed through the website), and
 - Self-addressed stamped envelope for the examination result.

Q. When is the deadline for filing of applications?

A. The deadline for filing of applications is as follows:

- NCI – Quezon City: October 28, 2005
- Visayas and Mindanao: October 21, 2005

Q. How much is the examination fee?

A. An examination fee of Five Hundred Pesos (P500.00) for professionals and Three Hundred Pesos (P300.00) for graduating students must be paid in cash at the registration centers or via postal money order for those who filed electronically (email, fax, on-line-registration) to the address below:

NATIONAL COMPUTER CENTER
C.P. Garcia Avenue, U.P. Campus
Diliman, Quezon City (1101)

Q. Where can I take the examinations?

A. An applicant may indicate in his Application Form his preferred testing centers (priority 1 and 2).

The testing centers are as follows:

LUZON: National Computer Center – Quezon City

VISAYAS: National Computer Center - Cebu City

MINDANAO: National Computer Center – Zamboanga City

♦ The examination fee is refundable in case both preferred testing centers would not open.

Q. What if I cannot apply through the Internet? Is there another way I can register?

A. Registration is probably blocked by an internal firewall or contains a virus, which is blocked by the ISP. You can register by downloading the application form and sending your application through FAX at (02) 920-7418 or sending it through email to nciregs@ncc.gov.ph or proceed to the nearest registration center of your choice.

Q. How do I know if my application was processed?

A. Those who did on-line registration will be contacted through their email address specified on the application form. All instructions and replies will be sent through this email address.

Q. What are the benefits of taking the examination?

- A.** The examination can be used:
1. as a substitute / equivalent for a CSC 1st grade eligibility;
 2. by supervisors to evaluate competence of current or would-be programmers and systems analysts;
 3. by an individual to assess his knowledge and skills for the purpose of continually improving his own technical abilities.

Q. What is the coverage of the examination?

- 1. Computer Programming:**
- Basic Computer Concepts: Internal data representation, software systems, hardware components
 - Programming and Stages of Program Development: Problem Analysis, Program Design, Program Coding, Testing and Debugging, and Program Documentation
 - File Access Methods
 - Programming Languages
 - Programming Environment
 - Internet / E-Commerce
 - Networking

2. Systems Analysis and Design:

- Management: Organization, Structure and Function
- Information Systems Development Life Cycle: systems investigation or fact-finding, system requirements definition, logical design, output design, input design, file design, computer process design, implementation, evaluation, and costs benefit analysis
- Systems Control, testing and maintenance
- Information Systems Development and Methodologies / Tools
- Communication Skills

Note: Sample questions for bodies of knowledge and problems in Computer Programming and SAD can be downloaded from the NCC website.

Q. What type of examination will be administered?

- 1. Computer Programming:**
- Written, multiple choice (2 hours)
 - Hands-on, using any of the following languages (6 hours)
 - ◆ C-Language or C++
 - ◆ COBOL
 - ◆ JAVA
 - ◆ Visual Basic
- 2. Systems Analysis and Design:**
- First Day:
 - ◆ Multiple Choice, Essay (2 - 3 hours)
 - ◆ Case Study (5 - 6 hours)
 - Second Day:
 - ◆ Oral presentation of case solution (30 - 45 minutes per examinee)

Q. When and how will I get the result of the examination?

A. The results of the examination will be posted in the NCC website and will be sent to the examinees via mail, three (3) months from the date of the examination.

