



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS**  
**DEPARTMENT OF EDUCATION, CULTURE AND SPORTS**  
DECS Complex, Meralco Avenue  
Pasig City, Philippines



*Sama-Sama  
sa DECS*

*Tanggapan ng Kalihim  
Office of the Secretary*

April 20, 1999

**DECS ORDER**  
No. 40, s. 1999

**1999 NONFORMAL EDUCATION ACCREDITATION AND  
EQUIVALENCY (NFE A&E) TEST**

To: Bureau Directors  
Regional Directors  
Schools Superintendents  
Heads of Private Schools

1. The 1999 Nonformal Education Accreditation and Equivalency (NFE A&E) Test will be administered in designated Testing Centers on May 30, 1999 in the Pilot Sites of the ADB-assisted Philippines Nonformal Education Project in the following Regions:
  - National Capital Region - all schools divisions
  - Region V - Catanduanes, Masbate and Sorsogon
  - Region VII - Cebu City, Lapulapu City and Mandaue City
  - Region XI - Sultan Kudarat
  - Region XII - North Cotabato
2. The prospective NFE A&E registrants/examinees are Filipinos aged 15 years and above who are:
  - Out of School Youth (OSY) and Adults
  - Functional Illiterates
  - Functional Education and Literacy Program (FELP) Completers
  - Unemployed OSY and Adults
  - Elementary and secondary school drop-outs
  - PEPT qualifiers who choose not to return to the formal school system
  - Industry-based workers
3. The NFE A&E Test is open to prospective examinees from either of the following categories:
  - Learners who have attended learning sessions conducted by contracted Service Providers under the NFE A&E System, or
  - Qualified individuals who have not enrolled or attended the learning sessions but are interested in seeking certification.
4. There will be two levels of the NFE A&E Test - Elementary Level (approximately 2 1/2 hours) and Secondary Level (approximately 3 hours) which are paper and pencil-

based tests with multiple-type questions based on the skills and competencies detailed in the NFE A&E Curriculum Framework. The Secondary Level Test will be administered in the morning and the Elementary Level Test will be administered in the afternoon of the same day.

Prospective examinees are generally advised to select the appropriate level of the test using the last level attended (elementary/secondary) in the formal school as a guide. Those examinees who do not hold an elementary level certificate may opt to take the secondary level, however, they should be made aware by the Test Registration Officer that should they fail to successfully complete the Secondary Level Test, they will not receive any certificate.

5. The Registration Period for the NFE A&E Test covers the month of April 1999. All required reports relative to the Registration shall be submitted through fastest means by the Schools Division Superintendents to the Director IV, Bureau of Nonformal Education, DECS Complex, Meralco Avenue, Pasig City immediately after April 30, 1999, copy furnished the respective Regional Offices.

6. The Test Registration Centers are public central elementary schools which are designated by the Schools Division Superintendents. These Test Registration Centers shall also serve as the Testing Centers.

7. No fee shall be paid by the test registrants/examinees.

8. The Bureau of Nonformal Education (BNFE), in coordination with the Center for Educational Measurement (CEM) and the National Educational Testing and Research Center (NETRC), Regional Offices and Schools Divisions shall undertake this testing activity. The BNFE and Regional Directors and Schools Division Superintendents shall take charge of the effective supervision and administration of these tests in their respective sphere of responsibility.

9. The BNFE, CEM and NETRC officials shall conduct an Orientation in Manila on the NFE A&E Test Administration for Regional and Assistant Regional Directors, Schools Division Superintendents, Assistant Schools Division Superintendents, Regional and Division NFE Chiefs and Assistant Chiefs and Division Supervisors of the Pilot Sites two weeks before the Test.

10. Two days before the Test, the Regional and Division Test Management Committees shall conduct an Orientation in the Division Level for the Testing Center Coordinators (School Heads where the Testing Centers are located), Examiners, Roving Proctors and other staff on the Conduct of the NFE A&E Test and the use of the Examiner's Manual for Test Administration.

11. Attached are the following Inclosures:

- No. 1 : • Registration Procedures at the Designated NFE A&E Test Centers
- No. 2 : • Guidelines on the Administration of the 1999 Nonformal Education Accreditation and Equivalency Test for Elementary and Secondary Levels

- No. 3 • NFE A&E Test Registration Form
- No. 4 • NFE A&E Test Form 1 - List of NFE A&E Registrants/Examinees Per Testing Room
- No. 5 NFE A&E Test Form 2 - Number of Registrants/Examinees by Testing Center
- No. 6 NFE A&E Test Form 3 - Number of Testing Centers and Examinees by Division
- No. 7 List of Test Registration and Testing Centers by Division

11. Provisions stated in the NFE A&E Manual of Operations which are contrary to the provisions of this Order are hereby rescinded.

12. Immediate and wide dissemination of the contents of this Order to all concerned is desired.



**NILO L. ROSAS**

Undersecretary for Programs and Projects  
Officer-in-Charge

Incl.: As stated

Reference: DECS Order: No. 22, s. 1999

Allotment: 1—(D.O. 50-97)

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

ACCREDITATION  
EQUIVALENCY  
EXAMINATIONS  
NONFORMAL EDUCATION  
TESTS

(Inclosure No. 1 to DECS Order No. 40, s. 1999)

## **REGISTRATION PROCEDURES AT THE DESIGNATED NFE A&E TEST REGISTRATION AND TESTING CENTERS**

Qualified individuals who are qualified to take the NFE A&E Test may register in the approved Test Registration Centers with the Test Registration Officer who may either be the NFE District Coordinator or a teacher who is duly designated by the Principal to perform this task. The following procedures shall be observed:

The Registrants/Examinees shall:

1. Present **any one** of the following documents as a proof of their identity:
  - Birth or baptismal certificate
  - Marriage contract
  - Community tax certificate
  - Certification as to their identity and residence signed by the Barangay Captain
  - Latest report card
  - Voter's Identification Card or Tax Identification Number
  - Driver's License
  - Passport
  - Other authentic documents
2. Accomplish the NFE A&E Test Registration Form, giving all the required data and affixing their signature on the space provided for it.
3. Provide two (2) copies of their latest 1x1 picture, affixing their signature diagonally across the lower right hand corner of the picture.
4. Submit the Test Registration Form to the Test Registration Officer. The upper portion of the Test Registration Form is retained by the Test Registration Officer. The lower portion of the Test Registration Form is to be kept by the Registrant/Examinee for safekeeping and presentation to the Examiner on the day of the Test. **The Registrants will not be allowed to take the Test without presenting this copy to the Examiner on the day of the Test.**

### ***Important Information about the NFE A&E Test Registration and Testing Centers:***

The NFE A&E Test Registration Centers will also operate as Testing Centers. The Schools Division Superintendents will choose the Test Registration and Testing Centers based on a strict set of criteria to ensure the security and integrity of the test administration. These criteria include the following:

- buildings/testing rooms in contiguous location
- testing venues must have easy and secure access to toilets
- testing rooms must have adequate lighting and ventilation

- testing rooms must have enough armchairs for a maximum of thirty examinees per room
- testing venues should be free from external distraction and interruptions, e.g., noise, pollution, etc.
- testing venues should be accessible by public transportation
- testing venue's should be located in an area without peace and order problems

A complete list of approved NFE A&E Testing Centers in each District will be made available at the District Office. A copy of this list will also be with the NFE District Coordinator.

*Flow of Documents to be Accomplished During the Registration Period*

- The upper portion of the Test Registration Form shall be retained by the Test Registration Officer. This shall be used as a basis by the Test Registration Officer in accomplishing NFE A&E Test Form 1 - List of NFE A&E Registrants/Examinees Per Testing Room, with the surnames arranged alphabetically.
- The lower portion of the Test Registration Form shall be given to the registrant/examinee for safekeeping and presentation to the Examiner on the day of the Test.
- NFE A&E Test Form 1 - List of NFE A&E Registrants/Examinees Per Testing Room which contains the names of examinees alphabetically arranged, the number of which is limited to only thirty (30) per room, except for the last room which may have less than thirty examinees. This Form 1 shall be accomplished by the Test Registration Officer in five copies, two to be retained by the Test Registration Officer for the Examiner's use on the day of the Test, and the other to be posted outside the Testing Room the day before the Test. The copies for the Division, Regional and BNFE Offices should be sent to the Division Office for transmittal to the Regional Office and BNFE, Pasig City by fastest means.
- NFE A&E Test Form 2 - Number of Registrants/Examinees by Testing Center shall be prepared in four copies by the Testing Center Coordinator with the assistance of the NFE District Coordinator. The data will be based on NFE A&E Test Form 1. These forms shall be submitted to the NFE Division Supervisor who shall consolidate the data to be entered in NFE A&E Test Form 3. Of the four (4) copies of NFE A&E Test Form 2, one should be retained at the Testing Center, one should be submitted to the BNFE by fastest means, and the other copies to be submitted to the Regional and Division Offices.
- NFE A&E Test Form 3 - Number of Testing Centers and Examinees in the Division The data shall be based on NFE A&E Test Form 2. This shall be accomplished by NFE Division Supervisor in three copies, one of which should be sent by the Schools Division Superintendent to BNFE by fastest means. The two other copies shall be for the Regional and Division Offices.
- The final number of Testing Centers in the Division shall be finalized after the final number of registrant/examinees have been determined.

**GUIDELINES ON THE ADMINISTRATION OF THE 1999 NONFORMAL  
EDUCATION ACCREDITATION AND EQUIVALENCY TESTS FOR  
ELEMENTARY AND SECONDARY CERTIFICATION**

The following guidelines are to be followed to cause smooth and effective administration of the NFE A&E Test:

**A. Overall Management and Supervision of the Officials involved in the conduct of the NFE A&E Test and their Functions:**

**1. National Level**

*BNFE Director*

- Schedules the Orientation to be Conducted by BNFE-CEM-NETRC:
  - of the BNFE, CEM and NETRC Staff involved in the NFE A&E Test
  - Regional Directors, Assistant Regional Directors, Superintendents, Assistant Superintendents, NFE Chiefs and Assistant Chiefs and Division NFE Supervisors
- Coordinates with the Regional Offices on matters relative to the Registration and Test activities
- Stays in the National Office and oversees the general conduct of the tests through appropriate communication channels
- Provides assistance to requests/calls received
- Responds to any eventualities and emergency cases
- Receives reports on Registration and Test activities

*BNFE, CEM and NETRC Staff*

- Conduct orientation/briefing of the Central Office Staff, Regional Directors and Assistant Directors, Superintendents and Assistant Superintendents, NFE Chiefs and Assistant Chiefs, and Division NFE Supervisors on the conduct of the Test and the use of the Examiner's Manual for Test Administration
- Bring the test materials to the Testing Centers
- Monitor the administration of the Test
- Ensure the security of the test materials
- Retrieve the test materials and required reports

**2. Regional Level**

*Regional Director*

- Ensures the smooth operation and effective administration of the NFE A&E Test in the Region
- Organizes and chairs the Regional Test Management Committee (RTMC) composed of the Assistant Regional Director, the NFE Chief and Assistant Chief, Regional NFE supervisors as members, to supervise the conduct of the test in the Region. The NFE Chief will serve as the Regional Test Coordinator.

### *Regional Test Management Committee*

- Members of the Regional Test Management Committee are assigned to Divisions with a large number of test registrants
- Each member of the Regional Test Management Committee makes a report relative to the administration of the test immediately after the test
- The Regional Testing Coordinator consolidates the reports to be submitted to the Regional Director, and a copy furnished to the BNFE

### **3. Division Level**

#### *Schools Division Superintendent*

- Organizes the Division Test Management Committee to oversee the smooth and efficient administration of the NFE A&E Test in the Division. The members of this Committee include the Assistant Schools Division Superintendent as co-chair, the NFE Division Supervisor as Vice Chair, and the School Heads of the Testing Centers as members
- Attends the orientation briefing to be conducted by BNFE-CEM-NETRC
- Designates Testing Centers
- 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 School which serves as the Testing Center as the Testing Center Coordinator
- Appoints examiners, roving proctors and other support staff
- Sees to the security of the test materials
- Facilitates the smooth administration of the test

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

- Serves as member of the Division Test Management Committee
- Attends the orientation briefing to be conducted by BNFE-CEM-NETRC.
- Checks the list of registrants for each Testing Room and Testing Center - arranged alphabetically per testing room with 30 examinees per room
- Consolidates reports on total number of registrants to be reported immediately to the Regional Office and the BNFE by fax and fastest mail
- Assists in the conduct of the orientation of the examiners and support staff involved in the Test Administration
- Coordinates and monitors the conduct of the NFE A&E Test in the Division
- Submits the consolidated report on the Actual Number of Examinees who took the Test and submits the same to BNFE copy furnished the Regional Office by fastest means

#### *Testing Center Coordinator (The Principal of the School Where the Test Is Held)*

- Serves as member of the Division Test Management Committee
- Attends the Orientation on the NFE A&E Test Administration conducted by the Division Test Management Committee two days before the Test
- Makes available a Master List of Examinees Per Testing Room the day before the Test and on the day of the Test
- Provides the examination rooms with 30 armchairs per testing room at least two days before the examination day
- Provides two Testing Rooms for latecomers in elementary and secondary levels
- Provides a bulletin board in front of the main building showing the location of the testing rooms

- Receives the test materials from the BNFE/CEM/NETRC staff and distributes these to the Examiners not later than 7:30 a.m. on the day of the Test
- Ensures that only authorized personnel and examinees are allowed to enter the school compound on the day of the Test
- Supervises the overall conduct of the test in the Testing Center
- Safeguards the confidentiality of the test materials
- Checks the reports of the Examiners and consolidates the same
- Accomplishes the forms contained in the Test Coordinator Report Envelope and other required reports; records all the problems and difficulties encountered and steps taken to solve them and the extent such problems were solved, for submission to the BNFE/CEM/NETRC staff assigned to the Division.

#### *Examiner*

- Attends the briefing of the examiners to be conducted by the Division Test Management Committee
- Familiarizes himself/herself with the Examiner's Handbook before the day of the Test
- Goes to the Testing Center the day before the Test to check the number of armchairs (30), to prepare the board work and to post the NFE A&E Test Form 1 - List of Examinees Per Testing Room on the wall near the door of the Testing Room
- Reports to his/her assigned Examination Center to receive the test materials from the Testing Center Coordinator not later than 7:30 a.m. on the day of the Test
- Checks the number of Test Booklets and Answer Sheets received before proceeding to the Testing Room
- Checks the identity of the examinee with the registration form on hand
- Gives preliminary instruction to examinees before distributing the test materials
- Distributes the test materials individually to the examinees
- Administers the test in the testing room strictly in accordance with the Examiner's Handbook
- Goes around the room while the test is in progress, to find out if the examinees are following directions correctly
- Retrieves individually the Test Booklets as well as the Answer Sheets and verifies data entered
- Returns **all the Test Booklets and Answer Sheets**, and Examiner's Manual for Test Administration to the Testing Center Coordinator
- Accomplishes and submits all the required reports to the Testing Center Coordinator

#### *Roving Proctor*

- Goes around the Testing Rooms and gives assistance to the Examiners whenever necessary
- Accompanies the Examinees to the restroom and/or clinic whenever necessary
- Accomplishes the Proctor's Test Form

One Roving Proctor may be assigned to at most seven Testing Rooms.



## **B. Procedures to be Followed During the Test Administration**

The administration is divided into three phases:

### *Phase 1: Pre-Administration*

#### Two Weeks Before the Test

1. The Regional and Assistant Regional Directors, NFE Chiefs and Assistant Chiefs, Schools Division Superintendents, Assistant Schools Division Superintendents and NFE Division Supervisors of the Pilot Sites shall attend the Orientation in Manila to be conducted by the BNFE-CEM-NETRC.

#### Two Days Before the Test

1. Upon arrival at the Division, the CEM, BNFE and NETRC Staff, shall go to the Division Office to meet with the Schools Division Superintendent and the Division Test Coordinator.
2. The Division Test Management Committee under the leadership of the Schools Division Superintendent with the assistance of the members of the National and Regional Test Management Committees shall conduct the Orientation of Testing Center Coordinators, Examiners, Roving Proctors and other staff on how to administer the tests and on the use of the Examiner's Manual for Test Administration.

#### The Day Before the Test

1. A day prior to the administration of the Test, the Examiners must check the Testing Room, prepare the board work and check that there are thirty armchairs in the room. No more than thirty armchairs should be in any one testing room.

### *Phase 2: During the Test Administration Day*

1. The BNFE/CEM/NETRC Staff turns over the materials to the Testing Center Coordinator before 7:30 a.m. on the day of the Test. At exactly 7:30 a.m., the Testing Center Coordinator shall distribute the Test Materials including the supplies to the Examiners under the supervision of the BNFE/CEM/NETRC Staff.
2. Without opening the seal, the Examiner counts the number of the materials in front of the BNFE-CEM-NETRC Staff and signs the Acknowledgement Form stating the number and condition of the Test Booklets and Answer Sheets received.

The Test Booklets for Elementary and Secondary Levels are color-coded:

- Elementary Level - with blue color and two diagonal stripes on the upper left hand corner of the cover
- Secondary Level - with green color and three diagonal stripes on the upper left hand corner of the cover

### What to Do in Case of Loss of the Test Materials

In case of loss of the Test Materials, the Testing Center Coordinator must inform the BNFE/CEM/NETRC Staff assigned in the Testing Center and contact the BNFE Director at telephone numbers: cellphone 0912-3884458, or PLDT (02) 6355188, (02) 635-5189, (02) 632-1361 local 2079 and must report this to the local police but only after a thorough search for these has been made.

#### *Phase 3: Retrieval of Test Materials*

1. After the examination, the Examiner shall collect individually 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 Testing Center Coordinator and the BNFE/CEM/NETRC Staff.
2. The Examiner shall likewise submit the List of Actual Examinees who took the test and all the required reports to the Testing Center Coordinator.
3. The Testing Center Coordinator shall turn over all the Test Materials and Reports to the BNFE/CEM/NETRC Staff immediately after the accounting of the Test Materials and required reports.

#### *What are the rules and penalties governing the test administration process?*

The examinees will be required to strictly comply with the rules governing the administration of the NFE Test. These include:

- Eating, drinking and smoking are not allowed in the Testing Room
- All bags, learning materials, notebooks and calculators are to be placed in front of the chalkboard near the Examiner's/teacher's table
- Silence shall be observed once the test booklets have been distributed
- Examinees are not permitted to leave the Testing Room at any time except to go to the toilet under the supervision of a Roving Proctor
- Examinees must follow the instructions of the Examiner at all times

Any test examinees caught cheating, plagiarizing or attempting to substitute examinees, or having themselves substituted by another person will automatically have their 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.

#### **C. Distribution and Retrieval of Test Materials**

The distribution and the retrieval of test materials require utmost care, diligence and vigilance on the part of the Testing Center Coordinators and Examiners to insure the confidentiality of the test materials and integrity of the test.

## **D. Forms to be Accomplished**

For purposes of accuracy relative to the pre and post test activities, the following forms shall be accomplished and submitted:

- NFE A&E : List of Actual NFE A&E Examinees Per Testing Room  
Test Form 4 (4 copies): for BNFE, Regional Office, Division Office, Testing Center
- NFE A&E : Number of Actual NFE A&E Examinees by Testing  
Test Form 5 Center (4 copies): for BNFE, Regional Office, Division Office, and Testing Center
- NFE A&E : Number of Actual NFE A&E Examinees by Division  
Test Form 6 (3 copies): for BNFE, Regional and Division Offices

The abovementioned forms together with the Examiner Handbook for Test Administration will be distributed during the Orientation two days before the Test.

### *Release of Test Results*

Results of the Tests will be announced at the end of June 1999 and will be released to the Schools Division Superintendent who will, in turn, release the results to the District Supervisors in whose district the tests were administered. 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. Information notices regarding the release of results will also be published in national and local papers and announced over the radio.

### *Issuance of Certificates*

NFE A&E Certificates signed by the DECS Secretary will be issued to successful examinees during a local NFE A&E Graduation Ceremony by local DECS officials. Those unable to attend the Graduation ceremony may get their certificates from the District Offices upon presentation of the lower portion of the Registration Form or any authentic proof of identification.

### *Options Available to Learners after they Complete the NFE A&E System*

Learners who successfully complete the NFE A&E Tests will have access to counseling for advice regarding their options and possible pathways after exiting from the NFE A&E System. Elementary Level NFE A&E graduates may desire to continue to upgrade their skills and competencies by enrolling in the Secondary Level NFE A&E Learning Support System.

NFE A&E Learners wishing to return to the formal school system will need to take the existing Philippine Educational Placement Test (PEPT) for an assessment of their specific grade/year levels for placement purposes.

Other learners may wish to seek to enter other formal training programs such as those offered by the Technical Education Skills and Development Authority (TESDA), or other nonformal training programs such as continuing education income-generating courses, vocational training, etc. The DECS-BNFE is in the process of seeking formal agreements with agencies, institutions and organizations offering post-elementary and

post-secondary vocational training courses such as TESDA, CHED, etc., in order that the NFE System articulates with the training programs of these institutions. Once articulation agreements are in place, graduates of the NFE A&E system will thereby gain access to a range of vocational training opportunities once they exit the NFE A&E System. Ultimately, all learners will hopefully enter/re-enter the world of work with an improved capacity for generating an income and improving their own economic situation and that of their families.

the Test Registration Officer

Department of Education, Culture and Sports
BUREAU OF NONFORMAL EDUCATION
NFE A&E TEST REGISTRATION FORM

Test Registration Officer's Copy Examinee No.:
(Elementary Level)

Attach a
1 x 1 photo
here.
Signature

Family Name:
First Name:
Middle Name:

Mailing Address Street Barangay Mun/City Province

Home Address Street Barangay Mun/City Province Tel. No.

Date of Birth mm dd yyyy Sex M F Civil Status: Single Married Widowed Separated

Last Grade/Year Attended: Grade Year

Occupation Monthly Family Income

Religion Language Spoken Cultural Community

Enrolled in NFE A&E LSDS Not Enrolled in NFE A&E LSDS

If enrolled in NFE A&E LSDS please indicate name of Service Provider:

- Birth Certificate, Marriage Certificate, Driver's License, Others (Please specify):
Community Tax Certificate, Report Card, SSS Member Card
Certificate from Brgy. Captain, TIN, Senior Citizen's ID
Voter's ID, Passport, Credit Card

Date Registered mm dd yyyy Name of NFE A&E Test Registration Center Telephone No. (if any)

Duly Designated Test Registration Officer (Signature over Printed Name) Examinee's Signature

To be filled up by the Test Registration Officer

NFE ACCREDITATION AND EQUIVALENCY SYSTEM
TEST REGISTRATION FORM

Examinee's Copy Examinee No.:
(Elementary Level)

Name Family Name First Name Middle Name

Attach a
1 x 1 photo here.
Signature

Date Registered mm dd yyyy Date of Examination mm dd yyyy (After lunch)

Name of NFE A & E Test Registration Center

Duly Designated Test Registration Officer (Signature over Printed Name) Examinee's Signature

Important: This serves as your permit for the test. Bring this Form to the Testing Venue during Examination Day. You will not be allowed to take the test without this copy of the Registration Form.

the Test Registration Officer

Department of Education, Culture and Sports  
**BUREAU OF NONFORMAL EDUCATION**  
**NFE A&E TEST REGISTRATION FORM**

Test Registration Officer's Copy **Examinee No.:**  
(Secondary Level)

Attach a  
1 x 1 photo  
here.  
*Signature*

Family Name: \_\_\_\_\_  
First Name: \_\_\_\_\_  
Middle Name: \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street / Barangay / Mun/City / Province

Home Address \_\_\_\_\_  
Street / Barangay / Mun/City / Province / Tel. No. \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex M  F  Civil Status : Single  Married   
mm dd yyyy Widowed  Separated

Last Grade/Year Attended : Grade \_\_\_\_ Year \_\_\_\_

Occupation \_\_\_\_\_ Monthly Family Income \_\_\_\_\_

Religion \_\_\_\_\_ Language Spoken \_\_\_\_\_ Cultural Community \_\_\_\_\_

Enroled in NFE A&E LSDS  Not Enroled in NFE A&E LSDS

If enroled in NFE A&E LSDS please indicate name of Service Provider : \_\_\_\_\_

- \_\_\_\_ Birth Certificate
- \_\_\_\_ Marriage Certificate
- \_\_\_\_ Driver's License
- \_\_\_\_ Others (Please specify):
- \_\_\_\_ Community Tax Certificate
- \_\_\_\_ Report Card
- \_\_\_\_ SSS Member Card
- \_\_\_\_\_
- \_\_\_\_ Certificate from Brgy. Captain
- \_\_\_\_ TIN
- \_\_\_\_ Senior Citizen's ID
- \_\_\_\_\_
- \_\_\_\_ Voter's ID
- \_\_\_\_ Passport
- \_\_\_\_ Credit Card
- \_\_\_\_\_

Date Registered \_\_\_\_/\_\_\_\_/\_\_\_\_ Name of NFE A&E Test Registration Center \_\_\_\_\_  
mm dd yyyy Telephone No. (if any) \_\_\_\_\_

Duly Designated Test Registration Officer  
(Signature over Printed Name)

Examinee's Signature

To be filled up by the Test Registration Officer

**NFE ACCREDITATION AND EQUIVALENCY SYSTEM**  
**TEST REGISTRATION FORM**

Examinee's Copy **Examinee No.:**  
(Secondary Level)

Name \_\_\_\_\_  
Family Name / First Name / Middle Name

Date Registered \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of Examination \_\_\_\_/\_\_\_\_/\_\_\_\_ (Morning)  
mm dd yyyy mm dd yyyy

Name of NFE A & E Test Registration Center \_\_\_\_\_

Attach a  
1 x 1 photo here.  
*Signature*

Duly Designated Test Registration Officer  
(Signature over Printed Name)

Examinee's Signature

**Important:** This serves as your permit for the test. Bring this Form to the Testing Venue during Examination Day. You will not be allowed to take the test without this copy of the Registration Form.

**NFE A&E Test Form 1A**

**Elementary Level**

Republic of the Philippines  
 Department of Education, Culture and Sports  
**BUREAU OF NONFORMAL EDUCATION**  
 3rd Floor Mabini Building, DECS Complex  
 Meralco Avenue, Pasig City

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

Name of Testing Center: \_\_\_\_\_  
 Room No.: \_\_\_\_\_ Building: \_\_\_\_\_  
 District: \_\_\_\_\_  
 Date of Test: \_\_\_\_\_

Division: \_\_\_\_\_  
 \_\_\_\_\_  
 Region: \_\_\_\_\_  
 Time of Test: \_\_\_\_\_

	NAME OF REGISTRANTS/EXAMINEES	SEX	EXAMINEE NO.
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/EXAMINEES:</b>			

Test Registration Officer: \_\_\_\_\_  
 (Signature Over Printed Name)

**Important**

This NFE A&E Test Form 1A/1B shall be accomplished by the Test Registration Officer in five (5) copies, two to be retained by the Test Registration Officer for the Examiner's use on the day of the Test, and the other to be posted outside the Testing Room the day before the Test. The copies for the Division, Regional and BNFE Offices should be sent to the Division Office for transmittal to the Regional Office and BNFE, Pasig City by fastest means.

**NFE A&E Test Form 2**

Republic of the Philippines  
 Department of Education, Culture and Sports  
**BUREAU OF NONFORMAL EDUCATION**  
 3rd Floor Mabini Building, DECS Complex  
 Meralco Avenue, Pasig City

**Summary of NFE A&E Registrants/Examinees by Testing Center**

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

Address of Testing Center: \_\_\_\_\_

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

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

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

ROOM NO.	NAME OF BUILDING	NO. OF REGISTRANTS / EXAMINEES		
		Elementary Level	Secondary Level	Total
<b>TOTAL</b>				

**Testing Center Coordinator:**

\_\_\_\_\_  
 (Signature Over Printed Name)

**NFE District Coordinator:**

\_\_\_\_\_  
 (Signature Over Printed Name)

**Important**

This NFE A&E Test Form 2 shall be prepared in four (4) copies by the Testing Center Coordinator with the assistance of the NFE District Coordinator. The data will be based on NFE A&E Test Forms IA and IB. These forms shall be submitted to the NFE Division Supervisor who shall consolidate the data to be entered in NFE A&E Test Form 3. Of the four (4) copies of NFE A&E Test Form 2, one should be retained by the Testing Center, one should be submitted to the BNFE by fastest means, and the other copies to be submitted to the Regional and Division Offices.



**Republic of the Philippines**  
**Department of Education, Culture and Sports**  
**BUREAU OF NONFORMAL EDUCATION**  
**3rd Floor Mabini Building, DECS Complex**  
**Meralco Avenue, Pasig City**

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

Name of Testing Center: \_\_\_\_\_ Division: \_\_\_\_\_  
 Room No.: \_\_\_\_\_ Building: \_\_\_\_\_  
 District: \_\_\_\_\_ Region: \_\_\_\_\_  
 Date of Test: \_\_\_\_\_ Time of Test: \_\_\_\_\_

	NAME OF REGISTRANTS/EXAMINEES	SEX	EXAMINEE NO.
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/EXAMINEES:</b>			

Test Registration Officer: \_\_\_\_\_  
 (Signature Over Printed Name)

**Important**

This NFE A&E Test Form 1A/1B shall be accomplished by the Test Registration Officer in five (5) copies, two to be retained by the Test Registration Officer for the Examiner's use on the day of the Test, and the other to be posted outside the Testing Room the day before the Test. The copies for the Division, Regional and BNFE Offices should be sent to the Division Office for transmittal to the Regional Office and BNFE, Pasig City by fastest means.

**NFE A&E Test Form 3**

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Meralco Avenue, Pasig City

**Summary of NFE A&E Testing Centers and Examinees by Division**

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

Office Address: \_\_\_\_\_

District	Name of Testing Centers/Address	NO. OF EXAMINEES		
		Elementary Level	Secondary Level	Total
<b>TOTALS:</b>				

**NFE Division Supervisor**

\_\_\_\_\_  
(Signature Over Printed Name)

**Schools Division Superintendent**

\_\_\_\_\_  
(Signature Over Printed Name)

**Important:**

This NFE A&E Test Form 3 shall be accomplished by NFE Division Supervisor in three (3) copies, one of which should be sent by the Schools Division Superintendent to BNFE by fastest means. The other two copies shall be for the Regional and Division Offices.