



Republic of the Philippines  
Department of Education  
Region X



**DIVISION OF EL SALVADOR CITY**  
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**DIVISION MEMORANDUM**

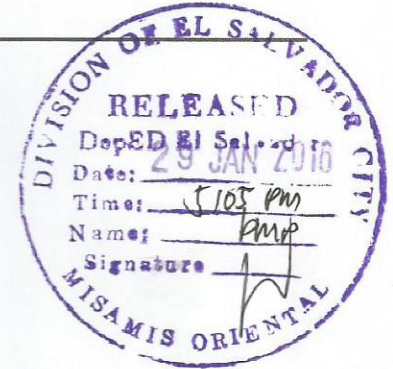
No. 70 s. 2018

TO : **BERNIE A. BONGOLTO**, Mobile Teacher 1

FROM : **AGUSTINES E. CEPE Ph.D., CESO IV**  
Schools Division Superintendent  
Officer In-Charge

DATE : **January 26, 2018**

SUBJECT : **DESIGNATION AS A TEST REGISTRATION OFFICER**



In the exigency of the service, you are hereby designated as the Division **Test Registration Officer** for the **Accreditation and Equivalency (A & E) Test**.

As the **Test Registration Officer**, you are expected to perform the following duties and responsibilities to wit:

1. Report to the Registration Center (Division Office) from January 15- February 15, 2018 from 8:00a.m.-5:00p.m., including weekends.
2. Interview the prospective applicants to determine if they are qualified to register.
3. Distribute the registration forms to qualified applicants.
4. Explain how the registration forms will be accomplished (but will not accomplish it for the applicant).
5. Check if registration forms are duly accomplished by the applicant, making sure that there are no blank spaces and errors in the forms.
6. Certify that all information supplied in the registration form are based on the submitted requirements.
7. Report to the Division Testing Coordinator (DTC) any applicants with incomplete requirements or questionable documents.
8. Fill out the name of the testing centers in the registration form.
9. Detach the lower part of the registration form and return it to the registrant for use as admission document on the testing day.
10. Prepare the masterlist of registrants for submission to the SDS.
11. Sign and submit the list to the Division Testing Coordinator (DTC).

For strict compliance.

**COPIES FURNISHED:**

Person concerned  
Records Section- Office Memorandum  
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