PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM

SYSTEM OFFICE SERVICES MANUAL

Version No. 1

This System Office Services Manual (SOM) is authorized for use in Philippine Science High School System (PSHS System) – Office of the Executive Director (OED). Its purpose is to define the institution's policies and procedures on the services provided by the OED to its stakeholders. Details of this manual are aligned and consistent with the institution's objectives and commitment towards total customer and stakeholder satisfaction.

Compliance to policies and procedures listed in this manual is mandatory.This manual shall serve as a guide to the regular performance of duties, functions and responsibilities of OED personnel, with the end in view of continuously improving its products and services to its stakeholders.

This manual is intended for use at the PSHS System – OED, and serves as guide for a quality management audit conducted by an independent quality certification body.

1. DISTRIBUTION

This manual is confidential and proprietary to PSHSS. The holders of controlled copies of this manual are responsible for its updating as new revisions are issued, and ensuring that it is readily available to other office personnel, if required.

The copy holders of this manual are documented in the Document Approval and Distribution Matrix.

Uncontrolled copies may be provided to individuals as deemed appropriate by the Quality Management Representative (QMR) of PSHSS - Office of the Executive Director.

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2. ACCOUNTABILITY

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3. MAINTENANCE AND CHANGE CONTROL (REVISION)

The QMSOshall be the sole issuer of the authorized revision to this manual. It shall provide recipients of the controlled copies of this manual with amendments or any updates.

The recipients of the manual shall not put hand-written notes on the manual. This is to avoid misinterpretation by the reader.

Only the controlled copies shall be considered as latest official version. Amendments or updates to the manual shall be provided to the recipients of controlled copies. Latest revisions shall be recorded in the Table of Contents of this manual.

If there is a new version of the System Office Services Manual, the QMSO shall retrieve the controlled copies of the current version and replace these with the latest version. The QMSO shall be responsible for disposing superseded version of the controlled copies.

4. FEEDBACK

Any comments, suggestions, or questions regarding the Quality Management System and its documentation may be forwarded to the QMR. A Document Change Request Form available at the QMSO must be accomplished for every revision and submitted it with the supporting documentation (if any) to the QMR.

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Doc. No.	Document Name	Initial Issue Date	Revision Date	Revision No.
SOM 1.0	Introduction and Authorization	Dec. 5, 2016	-	0
SOM 2.0	Table of Contents	Dec. 5, 2016	-	0
SOM 3.0	Policy Development, Review and Enhancement	Dec. 5, 2016	-	0
SOM 4.0	Program/ Curriculum Development, Review and Enhancement	Dec. 5, 2016	-	0
SOM 5.0	Admission of Students – The National Competitive Examination	Dec. 5, 2016	-	0
SOM 6.0	Support to Campus Operation	Dec. 5, 2016	-	0

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OBJECTIVES

1.1. To ensure that the policies are aligned with the vision, mission, goals of the organization.

1.2. To ensure that the different campuses operate under one system of governance and adhere to common policies and procedures in its operation.

SCOPE

This procedure covers the relevant processes in policy development, review and enhancement as well as matters for approval, notation and information by the Executive Committee (Execom) or the Board of Trustees (BOT).

POLICIES

3.1. Policies shall reflect the PSHS Systems core values of truth, passion for excellence and commitment to serve.

3.2. Policies shall comply with existing statutory or regulatory requirements.

3.3. Policies shall be clear, easy to understand, fair, realistic and goal-oriented.

3.4. Whenever practicable, the PSHS System shall publish or circulate notices of approved new rules, or policies or procedures including a copy of the BOT Resolution orMemorandum from the Office of the Executive Director which approved such rules, or policy or procedure, for at least fifteen (15 days) in at least three (3) conspicuous places in the office, prior to its adoption.

3.5. Pursuant to the Implementing Rules and Regulations of R.A. 8496 as amended by R.A. 9036:

3.5.1. The Board of Trustees shall be the governing board of all the PSHS Campuses wherever situated, and shall have powers in formulating policies and guidelines for the administration and operation of the PSHS System.

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3.5.2. The Executive Committee (Execom) in the PSHS System which is composed of the Executive Director as ex-officio chairperson and the Campus Directors as members, shall perform functions as may be delegated by the BOT, and shall act as recommendatory body to the board.

3.5.3. The Executive Director (ED) shall exercise administrative supervision over all Campus Directors and shall be the primary implementor of policies and guidelines set by the BOT. As a member of the BOT, the ED shall articulate to the Board the mutual concerns of all the campuses.

4. PROCEDURES

4.1. Policy Development and Enhancement – Approval Process

Responsibility	Activity
Proponent (Campus Director, Deputy Executive Director, RPAD Chief, OED FAD Chief)	1. Submits policy for approval of the Board of Trustees to the Executive Director.
Executive Director	2. Conducts preliminary review of the proposal.
Executive Director	3. Determines if the proposal needs endorsement from the Execom. Otherwise, the proposal shall be presented to the BOT for action.
	4. Requests the Execom Secretariat or BOT Secretariat to include in the agenda the proposed policy.
Secretariat	5. Includes the proposal in the agenda of the next Execom or BOT meeting.

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Responsibility	Activity
Execom	6. Endorses the proposal to the BOT.
Execom Secretariat	7. Endorses to the BOT Secretariat the proposal.
BOT Secretariat	8. Includes the proposal in the BOT meeting agenda.
BOT	9. Acts on the proposal.
BOT Secretariat	10. Facilitates the action of the BOT. If approved, the Secretariat prepares resolution. If not approved, returns the proposal for revision.
	11. Facilitates publication of the approved policy, if needed.
Head Secretariat	12. Circulates the copy of approved policies to PSHS Campus Directors and OED.

4.2. CONDUCT OF EXECUTIVE COMMITTEE MEETING

Responsibility	Activity
Execom Secretariat	1. Collects soft and hard copies of agenda with supporting documents from the Campus Directors on a preset deadline.
	2. Provides the Campus Directors consolidated soft copy of all agenda with supporting documents.

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Responsibility	Activity
Subcom Members	3. Conduct Subcommittee Meeting, if needed. 4. Review and evaluate agenda items. 5. Prepare and submit Subcom Report to Execom Secretariat for inclusion in the meeting.
Execom Secretariat	6. Receives the Subcom report, if any and attaches it to the appropriate matter for approval or discussion.
Execom Chair/ Members	7. Conduct Execom Meeting: 7.1. Preliminaries (introduction, announcement., etc) 7.2. Review and Approval of Proposed Agenda 7.3. Review and Approval of Previous Minutes of Meeting 7.4. Business Matters Arising 7.5. Matters for Discussion 7.6. Matters for Approval 7.7. Matters for Information 7.8. Other Matters 7.9. Schedule of next Execom Meeting 8. Adjournment

4.3. EXECUTIVE COMMITTEE MEETING POST ACTIVITIES

Responsibility	Activity

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Responsibility	Activity
Execom Secretariat	1. Prepares/ Drafts the following Execom Documents: a. Execom Resolution based on the approved remanded agenda and for information/ notation agenda b. Minutes of Meeting c. Summary of Action Items 2. Submits the documents to the Head Secretariat for initial review.
Head Secretariat	3. Conducts initial review of the Execom Documents.
Execom Secretariat	4. Circulates Draft Execom Resolution to all Execom Members for correction.
Execom Members	**5.** Confirms Execom Resolution.
Head Secretariat	6. Certifies correct.
Executive Director	7. Attests Execom Resolution.
Execom Secretariat	8. Circulates the Signed Execom Resolution to the Execom. 9. Submits the Signed Execom Resolution and relevant Subcom Reports to the BOT Secretary for inclusion in the next BOT meeting.

4.4. EXECOM APPROVAL VIA REFERENDUM

Responsibility	Activity

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Responsibility	Activity
Campus Director/s	1. Submit/s request for referendum together with the required supporting documents to the Execom Secretariat.
Execom Secretariat	2. Receives the request and required supporting documents and seeks clearance for referendum from the Executive Director.
Executive Director	3. Approves or remands the request.
	4. Gives instruction to Execom Secretariat to send the documents to the proper Subcom if applicable for review and evaluation, otherwise instructs the Execom Secretariat to prepare the referendum sheet.
Execom Secretariat	5. Sends the documents to Subcom if applicable for evaluation otherwise proceed to step 9.
Subcom members	6. Evaluate the matter.
	7. Prepare and endorse Subcom report to Execom Secretariat.

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Responsibility	Activity
Execom Secretariat	8. Receives Subcom report if applicable for attachment to the referendum sheet. 9. Prepares and circulates the referendum sheet with attachments to Execom and solicit votes. 10. Determines the result of the referendum. 11. Circulates the Signed Execom Resolution to the Execom. 12. Submits the Signed Execom Resolution and relevant Subcom Reports to the BOT Secretary for inclusion in the next BOT meeting.

4.5. PLANNING OF BOT MEETING

Responsibility	Activity
BOT Chair	1. Approves the schedule, date and venue of the BOT meeting.
BOT Secretariat	2. Prepares the Notice of BOT Meeting and have it signed by the Head of BOT Secretariat or Executive Director. a. Prepares SO when applicable. 3. Sends out the Notice of BOT Meeting to the BOT members via email. 4. Follow-up the confirmation of attendance of the

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Responsibility	Activity
	BOT members one (1) week after Notice of BOT meeting has been issued.
BOT Secretariat	5. Receives and secures the following documents: a. Previous BOT Minutes of Meeting/ Actionable Items b. Execom Documents (relevant Subcom Reports) from Execom Secretariat c. RPAD Documents (Academic Policies, Curriculum Docs, Research and Training related) from RPAD, if applicable d. FAD Documents (Budget Related Docs) from FAD, if applicable e. Other relevant documents
	6. Prepares the Attestation/ Agenda (Summary of items for approval, notation or information based on submitted Execom Resolution, RPAD/ FAD documents).
Head Secretariat	7. Reviews and endorses the Attestation/ Proposed Agenda to the Executive Director.
Executive Director	8. Signs the attestation and submits the same to the BOT Secretariat.
	9. Briefs the DOST-OSEC and seeks clearance of the agenda.
BOT Secretariat	10. Scans the above-mentioned BOT materials/ Attestation.
	11. Sends advanced copy of BOT materials to BOT members through email at least two (2) weeks before the meeting.
	12. Reproduces copies of BOT materials/ Attestation and prepares the BOT meeting kits/ folder for each BOT member.

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Responsibility	Activity
Information System Analyst	13. Transfers the soft copy of the scanned BOT materials to the respective BOT laptops.
BOT Secretariat	14. Prepares all the necessary logistics/ equipment required for the conduct of BOT Meeting.

4.6. CONDUCT OF BOT MEETING

Responsibility	Activity
BOT Chair/ BOT Members	1. Conduct BOT Meeting: a. Preliminaries (introduction, announcement., etc) b. Review and Approval of Proposed Agenda c. Business Matters Arising d. Matters for Discussion e. Matters for Approval f. Matters for Information g. Other Matters h. Schedule of next BOT Meeting 2. Adjournment

4.7. BOT POST-MEETING ACTIVITIES

Responsibility	Activity
BOT Secretariat	1. Prepares draft copies of BOT Resolution and Annexes (as applicable). 2. Prepares Summary of Action Items and Decisions. 3. Submits the draft and summary of action items and decisions to the Head Secretariat for initial review.
Head Secretariat	4. Conducts initial review of the draft BOT resolution.

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Responsibility	Activity
BOT Secretariat	5. Circulates BOT Resolutions and Annexes (as applicable) to all BOT Members for confirmation.
BOT Members	6. Review/ confirm BOT Resolutions and Annexes (as applicable) and email back to BOT Secretariat for necessary correction, if any.
BOT Secretariat	7. Submits the final copy of BOT resolution to the Head Secretariat and Executive Director for signature.
BOT Secretariat	8. Sends out the signed copy of the BOT Resolution and Annexes (as applicable) to all concerned Offices/ Campuses within seven (7) days from the date of its confirmation.
	9. Drafts the minutes of meeting/ action items based on audio recording transcription, notes of meeting and one (1) BOT folder with complete docs for reference.
	10. Submits the draft to Head Secretariat for review
Head Secretariat	11. Edits/ proofreads the minutes of meeting/ action items and endorses to Executive Director for clearance.

4.8. REFERENDUM OF ISSUE FOR BOT-APPROVAL

Responsibility	Activity

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Responsibility	Activity
BOT Secretariat	1. Receives Referendum Execom Documents and informs the Executive Director/ Head Secretariat regarding the matter.
	2. Seeks clearance from the Chair through the Executive Director to submit the matter for referendum.
Executive Director/ Head Secretariat	3. Gives instruction to the BOT Secretariat to send the documents and solicit the decision of the BOT members through email.
BOT Secretariat	4. Prepares Referendum Sheet.
	5. Emails the matter and its supporting documents to BOT Members for their votes.
BOT Members	6. Vote for approval/ disapproval/ abstain of elevated matters/ issues.

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Responsibility	Activity
BOT Secretariat	7. Prepares and submits the draft resolution together with the result of referendum to the Head Secretariat and Executive Director for their signature.
	8. Sends out the signed copy of the BOT Resolution and Annexes (as applicable) to all concerned Offices/ Campuses.

5. LIST OF FORMS AND REPORTS

5.1. Forms
- 5.1.1. Travel Order Form

5.2. Reports
- 5.2.1. Subcom Report
- 5.2.2. Referendum Sheet
- 5.2.3. Execom Resolution
- 5.2.4. BOT Resolution

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OBJECTIVES

1.1. To ensure efficient flow of all curriculum-related programs and curricula design and development phases.

1.2. To ensure that the PSHS System Programs/ Curricula are implemented, monitored and evaluated.

1.3. To provide a clear, systematic and objective process of evaluating and the effectiveness of programs and curricula.

SCOPE

This process covers program and curriculum development, review and enhancement related activities from design, development, review, monitoring and evaluation of approved new and existing programs/ curricula.

This process excludes the actual implementation and delivery of programs/ curricula in PSHS campuses.

3. POLICIES

3.1. General

3.1.1. All programs/ curricula and its amendments thereto shall require the approval of the Board of Trustees (BOT);

3.1.2. The curriculum development cycle shall include four stages: creation or revision (design and writing), implementation, monitoring and evaluation.

3.1.3. The design and development of all programs/ curricula shall take into consideration the following inputs:

3.1.3.1. Results of curriculum monitoring and review, and/or needs assessment;

3.1.3.2. Recommendations of Curriculum and Instruction Services Division Chiefs (if any), which shall be backed by assessment of teachers and/or learners;

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3.1.3.3. Results of Benchmarking, Researchers' inputs, and other documents related in his/her field;
3.1.3.4. Consultants' or experts' recommendations; and
3.1.3.5. Other stakeholders' (e.g. parents, alumni, linkages) recommendations

3.1.4. All programs and curricula shall be designed according to standards and outcomes set, and implemented accordingly.

3.1.5. All personnel involved in any Program Development and Curriculum-related functions or activities shall be issued a Special Order (SO) which shall clearly specify their objectives, functions/ responsibilities and time bounded deliverables. They shall be selected based on their competency, expertise and qualifications.Whenever applicable, honorarium, service credit or compensatory time off credits, shall be provided, as approved by the duly-recognized authority for these.

3.2. Creation or Revision (design and writing) of Program/ Curriculum

3.2.1. Solicited inputs from experts shall be documented and considered in the design and development of curricular contents, curriculum materials, and co-curricular programs.

3.2.2. Any revision made to the curriculum shall be studied and based on evidences. It shall be communicated to stakeholders two (2) years before implementation.

3.2.3. For curriculum materials used by the PSHS System, approval for use shall come from the BOT upon recommendation of existing committee at the Executive Committee (Execom) level and/or the Office of the Executive Director.

3.2.4. The curriculum shall be presented using the prescribed forms: Course Description, Course Outcomes based on standards, Scope and Sequence, and the Curriculum Guide describing Student Learning Outcomes, Instructional and Assessment Activities and List of References/Resources.

3.2.5. Course content, Course/ Learning Outcomes, and Program/ Curriculum

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3.2.6. Outcomes shall be implemented as a System (i.e., harmonized) based on the intended program or curriculum.

3.3. Program/ Curriculum Monitoring and Evaluation.

3.3.1. In the monitoring and evaluation of the program/ curriculum, instruments/tools shall be developed, piloted, revised, and rolled out. Review of the contents and necessary changes of the program/ curriculum and result of the stakeholder consultation shall be documented.

3.3.2. Results from monitoring and assessment shall be documented and shall be used to evaluate the effectiveness and relevance of the program or curriculum

3.3.3. The effectiveness of the program/ curriculum based on achieved learning by students shall be evaluated using assessment activities conducted by the System and Subject teachers

3.3.4. The CCG and/or the RPAD shall propose research studies on identified problem or gap areas, which shall be undertaken by assigned teachers or personnel to enrich evaluation of curriculum.

4. PROCEDURE

4.1. Creation or Revision (design and writing) of Program/ Curriculum

Responsibility	Activity
RPAD Chief	1. Receives directives to design new program/ curriculum. 2. Solicits inputs from experts, teachers and other stakeholders.

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Responsibility	Activity
RPAD Chief	3. Proposes criteria for the selection of CCG and TWG members.
Executive Director	4. Approves criteria for CCG and TWG members.
	5. Issues Memorandum to Campus Director on the nomination for CCG/ TWG members together with the approved criteria for selection.
Campus Director	6. Nominates CCG/ TWG members based on set criteria.
RPAD Chief	7. Screens the CCG nomination and recommends to Executive Director.
CCG	8. Screens the TWG nomination and recommends to the Executive Director.
Executive Director	9. Approves/ disapproves/ remands the recommendation of the RPAD Chief/ CCG.
	10. Issues SO for creation of CCG/ TWG
RPAD Chief	11. Invites subject area and assessment experts.
Program and Curriculum Officer	12. Prepares all logistics/ materials for the conduct of workshops and/or seminars.
RPAD Chief	13. Facilitates the conduct of curriculum workshops.

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Responsibility	Activity
CCG/ TWG	14. Designs and develops contents or review existing Program/ Curriculum. a. conduct Strengths, Weaknesses, b. Opportunities, and Threats (SWOT) analysis c. conduct curriculum guide analysis d. conduct curriculum mapping 15. Designs and develops contents or review existing Curriculum Materials.
Subject Area Experts/ Consultants	16. Critique contents of the Program/ Curriculum materials, if with revision return to TWG for correction.
TWG	17. Consolidates all comments, finalizes the Program/ Curriculum and submits to RPAD for printing.
Program and Curriculum Officer	18. Prints the final report and endorse to CCG or Execom Secretariat for inclusion in the CCG/ Execom Meeting.
Execom	19. Review and endorse the Program/ Curriculum to BOT for approval.
BOT	20. Approves/ disapproves/ remands the Program/ Curriculum.
BOT Secretariat	21. Circulates the BOT Approved Program/ Curriculum to campuses through distribution of curriculum documents and orientation activities across the System.

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4.2. Program/ Curriculum Monitoring and Evaluation

Responsibility	Activity
RPAD Chief	1. Conducts orientation across the system
Program and Curriculum Officer	2. Receives the monitoring result from the Campuses.
	3. Collates, summarizes, prepares report and submits to RPAD Chief for endorsement.
RPAD Chief	4. Endorses the report to the CCG for appropriate action.
CCG	5. Reviews and submits recommendations to the Execom Secretariat for inclusion in the Execom Meeting.
Execom	6. Endorses the report to BOT for appropriate action.
BOT	7. Approves/ disapproves/ remands the recommendations.
BOT Secretariat	8. Prepares and circulates the BOT Resolution to all concerned offices and campuses.

5. LIST OF FORMS AND REPORTS

5.1. Forms
- 5.1.1. Design Plan
- 5.1.2. Design Review and Verification Form.
- 5.1.3. Design Change Form
- 5.1.4. SWOT Analysis Form
- 5.1.5. Curriculum Guide Analysis Form
- 5.1.6. Curriculum Map Form

5.2. Reports
- 5.2.1. Curriculum Monitoring Report
- 5.2.2. Curriculum Evaluation Report

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5.2.3. CCG Report

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OBJECTIVES

To ensure that all needed resources are allocated for the National Competitive Examination (NCE) in order to properly carry out NCE activities as scheduled.

To ensure that NCE test items are developed through coordinated efforts of appropriately qualified test item writers, exam Reviewer and/or Editors and consultants.

To uphold highest degree of confidentiality and integrity in developing NCE test items

To provide a standard procedure for processing NCE application in order to ensure that applicants are eligible to take the NCE.

To ensure that results of NCE are verified, checked, processed accurately and approved on time.

To ensure that scholarship grants are communicated to deserving students based on the BOT approved list of principal and alternate qualifiers.

SCOPE

This procedure covers steps from NCE planning, test item development, processing of application, administration of examination, processing, and approval of results, and communication of results.

POLICIES

General Policies

3.0.1. The conduct and administration of the NCE shall comply with the criteria established by the Board.

3.0.2. The NCE is a scholastic aptitude test designed to measure students' scientific ability, quantitative ability, abstract reasoning and verbal aptitude.

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3.0.3. As per BOT Resolution 2014-10-43 the PSHS shall adopt a one-stage screening process. If and when necessary, NCE shall be conducted in two (2) batches with at least two (2) hour break in between batches within the same day, e.g.:

BATCH	TIME OF EXAMINATION
1st batch	8:00 am – 12:00 nn
2nd batch	2:00 pm – 6:00pm

3.0.4. All personnel involved in NCE-related functions or activities are required to meet the following conditions:

3.0.4.1. They are not in any capacity, connected with any review center or review class in relation to the PSHS NCE;

3.0.4.2. They do not have any relative up to the 4th degree of consanguinity or affinity who will be taking the upcoming NCE; and

3.0.4.3. They have not committed any lapses or been involved in any irregularities in the performance of NCE-related functions previously participated in.

3.0.5. All personnel involved in NCE-related functions or activities shall ensure the confidentiality and integrity of the NCE.

3.0.6. All personnel involved in NCE-related functions or activities shall be issued a Special Order which shall clearly specify their functions/ responsibilities and time-bound deliverables.

3.0.7. All personnel involved in NCE-related functions or activities that will be travelling outside their respective regions shall be required to secure a Travel Order.

3.0.8. All relevant procurement activities for NCE shall be done in accordance to Government Procurement Reform Act (RA 9184).

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3.2. NCE Planning

3.2.1. Appointment of members of the Committee and creation of Technical Working Group (TWG) for NCE shall be based on the approved criteria for selection of TWG members.

3.2.2. NCE Planning shall be properly documented to reflect the following details, among others:

3.2.2.1. NCE Guidelines;
3.2.2.2. Timeline/ Venue of Activities;
3.2.2.3. Budgetary Requirements;
3.2.2.4. Design and Format of Application Forms and Information Kit; and
3.2.2.5. Changes from Previous Guidelines (if any)

3.2.3. NCE plans of action shall require approval by the proper levels of authority before its implementation.

3.2.4. NCE application form and information kit shall require proper approval of appropriate authorities prior to mass printing and distribution.

3.2.5. The Admissions Office shall maintain and update the List of NCE Test Centers.

3.2.6. Announcement of examination schedule and other pertinent information shall be published in mass media including but not limited to:

3.2.6.1. Newspapers
3.2.6.2. Radio and TV Networks
3.2.6.3. Agency Website (including downloadable forms)
3.2.6.4. Social Media

NCE Test Item Development

3.3.1. Creation of Technical Working Group (TWG) for NCE Test Item Writers and Test Item Reviewer and/or Editors shall be based on the approved criteria for selection.

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3.3.1.1. NCE Test Item Writers and Test Item Reviewer and/or Editors must have proven expertise and competence on their respective subject areas.

3.3.2. A Conforme letter shall be issued to TWG for NCE Test Item Writers, Reviewer and/or Editors, and Subject Area Experts indicating roles/ responsibilities, time-bound deliverables and specific terms, conditions, including remuneration (based on BOT-approved guidelines).

3.3.3. Test item development shall involve a review of previously written examination questions, or (if applicable) results and inputs from the Subject Area Experts and TWG, and construction of Table of Specification (TOS) if needed.

3.3.4. The TWG shall ensure that NCE test items constructed are:

3.3.4.1. Valid, (providing useful information about the concepts they were designed to test),

3.3.4.2. Reliable (allowing consistent measurement and discriminating between different levels of performance),

3.3.4.3. Fair (concerning time and effort required to complete the examination).

3.3.5. Result of consultation from experts shall be considered for possible incorporation in the contents of the test items.

3.3.6. Only authorized personnel (i.e. TWG members and Admissions Office) and official laptops shall be allowed during actual development of test items.

3.3.7. All necessary changes from the review of the test item contents, and result of critique from subject area experts shall be documented.

3.3.8. All content shall be proofread by Test Item Writers prior to selection of test items.

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3.3.9. New test items shall be pilot-tested and the result of test item analyses shall be indicated on the item cards for future reference.

3.3.10. TWG members shall finalize the examination booklet based on the result of test item analyses.

3.3.11. Only the approved number of copies of NCE Test Booklets shall be printed.

3.3.12. Quarantine printing shall be implemented to preserve the integrity of test materials. Only authorized personnel shall be allowed in the whole duration of the printing activity.

3.3.13. Printed NCE Test Booklets for distribution to test center shall be securely packed and cross-checked with Testing Center requirement.

Processing of NCE Application

3.4.1. All received Application Forms shall be reviewed by the Registrar's office of the campuses, the DOST Regional Offices, or the DOST Provincial Science and Technology Offices (PSTOs) prior to receipt of NCE fee. The following are checked for adequacy: Duly Accomplished Application Form, Completeness of Submitted Documents and Eligibility Requirements.

3.4.2. In conformance with Section II of BOT Resolution No. 2014-10-43: Eligibility Requirements, the eligibility requirements for NCE application shall be as follows:

3.4.2.1. Must be a grade six (6) elementary pupil from a duly recognized school by the Department of Education (DepEd);

3.4.2.2. Must have a final grade of 85% or better in Science and Mathematics, evidenced by the student's report card. If the student's grades in Science or Math are below 85%, then, he/she must provide evidence that he/she belongs to the upper 10% of the class;

3.4.2.3. Must be a Filipino citizen with no pending or approved application as immigrant to any foreign country;

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3.4.2.4. Must be 14 years old or younger before school opening;

3.4.2.5. Must have at least a satisfactory rating (or its equivalent) in his/her Character Rating in his/her Grade 5 report card.

3.4.2.6. Must not have taken the PSHS NCE previously; and

3.4.2.7. Preferably, be in good health and fit to undergo a rigorous academic program.

3.4.3. The following shall be required as applicable:

3.4.3.1. Non-refundable test fee (for private school students only)

3.4.3.2. Photocopy of report card (5th grade basic education)

3.4.3.3. Proof that applicant belongs to the upper 10% of the class (if the grades are below 85% in Science and Math)

3.4.4. If an applicant is deemed ineligible, the receiving officer shall notify the applicant citing the reason(s) for his/ her ineligibility.

3.4.5. An Admission Stamp shall be issued for received payment.

3.4.6. The receiving officer shall remind the applicant to read the instructions at the bottom of proof slip, and to wait for the computer-generated test permit that will be sent through the nearest PSHS Campus/ Admissions Office.

3.4.7. The campus registrar shall transmit test permits to respective schools or addressesas stated in the application forms. In case of lost test permit, the applicant shall coordinate with the nearest PSHS Campus/ Admissions Office.

3.4.8. Applicant shall have the option to pick up the test permit from the PSHS campus/Admissions Office.

3.4.9. Campus registrar shall encode the names and information of the applicants using the Freshmen Admission Processing System (FAPS).

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3.4.10. All database files from the campuses shall be sent and compiled at the Admissions Office.

Administration of Exam

3.5.1. Per Revised Guidelines in the Conduct of PSHSS NCE dated November 27, 2013, the administering personnel shall be selected based on the recommended list and set qualifications as follows:

3.5.1.1. Supervising Examiner

a. Presently a faculty or staff of a PSHS Campus, and has been connected with the PSHS for 2 or more years;
b. Must have served as PSHSS-NCE Chief Examiner at least two (2) times;
c. Must have the facility to give instructions and answer questions in English; and
d. Can make decisions when confronted with issues concerning the conduct of the examination.

3.5.1.2. Chief Examiner

a. a faculty or staff of any PSHS Campus or personnel of other DOST agencies;
b. must have worked with PSHS or DOST and has experience in administering or proctoring tests conducted nationwide:
   - must have been connected with PSHS or other DOST agencies, preferably for at least 2 years; and
   - must have administered or proctored any of the following national examinations (e.g. PSHS-NCE, Professional Regulation Commission (PRC_ National Examinations, Civil Service (CS) Eligibility Examinations, DOST- Science Education Institute (SEI) Examination, DepEd National Achievement Examination), at least two (2) times.
c. Must have the facility to give instructions and answer questions in English;

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d. Can make decisions when faced with issues concerning the conduct of the examination.

3.5.1.3. Room Examiner/ Proctor

a. a faculty/staff of any PSHS Campus or of a host school/ test center or personnel from other DOST agencies;
b. s/he must have the facility to give instructions and answer questions in English; and
c. s/he must be able to effectively communicate with or "connect"to the examinees, while in the process of giving instructions or responding to their queries.

3.5.1.4. Marshal

a. a faculty/staff of a host school/ test center;
b. s/he must have the facility to give directions and answer questions in either English or in the native language or dialect; and
c. respectful and approachable.

3.5.1.5. The Campus Director and the Executive Director shall have the prerogative to disapprove applications/ recommendations for Examiners.

3.5.1.6. Under no circumstances should personnel take more than one role during the conduct of the NCE, e.g. a supervising examiner acting as proctor or as chief examiner at the same time.

3.5.2. Orientation of examination procedures shall be conducted to ensure coherent information flow during examination proper. All Supervising Examiners, Chief Examiners, Proctors and Marshals shall undergo an appropriate orientation/briefing.

3.5.2.1. The Supervising Examiners shall undergo briefing with the Committee on Assessments, while the Chief Examiners will be briefed in turn by the Supervising Examiner.

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3.5.2.2. The Chief Examiners shall conduct briefing for the Room Examiners/Proctors and Marshals, where applicable. No one shall be allowed to travel and administer the NCE if s/he has not attended the appropriate orientation/briefing.

3.5.2.3. The NCE Manual of Test Administration for Supervising Examiners, Chief Examiners and Proctors shall be distributed during the briefing. Likewise, contracts for all personnel involved in the conduct of the NCE shall be signed during the briefing sessions.

3.5.3. Switching/trading of assigned testing centers shall not be allowed after the list submitted to the PSHS Executive Director or Campus Director has been approved.

3.5.4. Requests for change or cancellation of travel/trip shall not be considered or approved except for those with valid reasons. In cases of cancellation of trip or of assigned tasks (e.g. proctoring the examination) due to emergency reasons, the personnel shall be required to recommend a qualified substitute subject to the approval of the PSHS System Executive Director or Campus Director.

3.5.5. All Chief Examiners shall prepare the Itinerary of Travel (IOT) in consultation with the personnel assigned to the job and in accordance with PSHS System Memorandum No. 63-A series of 2008, on the Revised Guidelines on Official Travel and Liquidation of Cash Advances for PSHS-NCE Purposes.

3.5.6. All IOT's shall include allowable travel expenses due to each travelling personnel, duly approved by the respective Campus Director or Executive Director. The funds to be used for the travel of personnel for NCE purposes shall be drawn from the sub-allotment issued by the Office of the Executive Director for such.

3.5.7. All exam materials shall be transmitted back to Admissions Office immediately after the examination.

3.5.8. Postponement of Administration of the NCE shall be governed by PSHSS Memo 042-A Series of 2014 as follows:

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3.5.8.1. Conduct of NCE may be postponed due to emergency situations that include but are not limited to:

a. Adverse weather conditions (e.g. Orange to Red Warnings, or Storm Signal Nos. 1-4 from Philippine Atmospheric Geophysical and Astronomical Services Administration (PAGASA));

b. Impassable roads due to floods, earthquake;
c. Life threatening situations due to local war and the like;
d. Epidemic; and
e. Loss or damage to testing materials due to fortuitous events

3.5.8.2. Automatic postponement of NCE shall be applicable for areas declared under storm signal numbers 1-4 by 12:00 noon of the day before the scheduled conduct of NCE.

3.5.8.3. For other emergency situations, the decision to postpone the NCE shall come from the Executive Director upon the recommendation of the campus/es affected.

3.5.8.4. The recommendation to postpone shall be made not later than a day before the scheduled examination.

3.5.8.5. To safeguard the integrity of the NCE, postponement of the NCE due to emergency situations shall be done only once per testing period in a testing center/ campus/ region.

3.5.8.6. Postponement of the conduct of the NCE shall NOT be longer than two weeks.

3.5.9. Special Circumstances which may occur during the conduct of the NCE(as per Revised Guidelines in the Conduct of PSHSS NCE dated November 27, 2013):

3.5.9.1. Late Examinees

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An examinee who arrives at any time after the test proper has started shall be directed to a separate room for latecomers. If the examinee arrives two or more hours late due to some unavoidable circumstances, he/she shall be referred to the Chief Examiner. The test may be administered to him/her in the afternoon.

3.5.9.2. Students without test permit

If an examinee fails to present his/her test permit but his/her name appears in the Master List of Examinees, s/he shall be allowed to take the test. If an examinee has no test permit and whose name is not in the Master List of Examinees, the Chief Examiner shall decide whether to allow the examinee to take the test or not. The final decision shall be properly recorded in the Master List of Examinees as well as in the Chief Examiner's Report, with a notation on the reason/s for the decision made.

3.5.9.3. Stray Examinees

A stray examinee is one who opted to take the examination in a test center other than where he/she is scheduled to take. The Chief Examiner shall allow him/her to take the test. However, this shall also be properly noted in the Master List of Examinees and included in the report of the Chief Examiner.

3.5.9.4. Examinees who are sick on the day of the test

A sick examinee with a contagious illness who chooses to take the test as scheduled, shall be allowed to take the test in an isolated room, if available. The Chief Examiner may enlist the help of another staff/faculty to administer the test. In no way shall the chief examiner act as a proctor when testing is going on in other rooms.

3.5.9.5. Examinees who are unable to take the test as scheduled

Requests for special examination due to unavoidable or special circumstances shall be addressed to the

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Committee on Assessments for recommendation and approval of appropriate levels of authorities.

Processing and Approval of NCE Results

3.6.1. All information supplied by the examinees, including personal details, testing center number, examinee number and attendance shall be verified against the masterlist. All discrepancies shall be handled on a case to case basis and are escalated to the Committee on Assessment for appropriate action.

3.6.2. The test scores are system generated through Optical Media Reader (OMR) Scanner.

3.6.3. Verification of test scores shall be conducted through the merging of OMR and FAPS.

3.6.4. Test result shall be endorsed, reviewed, and approved by appropriate levels of authorities.

3.6.5. Criteria in the Selection of Principal and Alternate Qualifiers in PSHS shall be based on BOT approved guidelines and criteria for Principal and Alternate Qualifiers, BOT Resolution No. 2012-09-32 Section 2 of Revised Criteria in the Selection of Principal and Alternate Qualifiers in a PSHS Regional Campus and BOT Resolution No. 2014-10-43 Section I Administration of NCE Results.

3.6.5.1. MAIN CAMPUS PRINCIPAL QUALIFERS

a. All examinees shall be ranked from highest to lowest (national ranking) based on the total score. The mean scores of each subtest (Math, Science, Abstract, and Verbal) and of the total score define the national mean scores (up to second decimal place).

b. The top 240 examinees whose scores in each of the sub-tests are above or equal to the respective national means shall be considered as principal qualifiers.

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c. In case of ties in total score for the last/ 240th, the sub-test scores shall be considered in the following priority:

i. Math
ii. Science
iii. Abstract
iv. Verbal

3.6.5.2. MAIN CAMPUS ALTERNATE QUALIFIERS

a. To be considered as an alternate in the Main Campus, an examinee must satisfy the following:

i. Total score is above or equal to the national mean; and

ii. Sub-test Scores in Math and Science must be above the national mean and sub-test Scores in Verbal and Abstract must be at least 90% of the national mean.

b. To determine the alternates, all eligible examinees who have chosen Main Campus shall be ranked from highest to lowest. The available slots vacated by the principal qualifiers shall be filled up based on the ranking.

c. In case of ties in total score, the sub-test scores shall be considered in the following priority:

i. Math
ii. Science
iii. Abstract
iv. Verbal

3.6.5.3. REGIONAL CAMPUS PRINCIPAL QUALIFIERS

a. All examinees that have chosen the regional campus shall be ranked from highest to lowest (regional ranking).

b. The top 90 examinees in the regional ranking whose sub-test scores are above or equal to the national mean score shall be considered as the principal qualifiers.

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c. In case of ties in total score for the last/ 90th, the sub-test scores shall be considered in the following priority:
   i. Math
   ii. Science
   iii. Abstract
   iv. Verbal

3.6.5.4. REGIONAL CAMPUS ALTERNATE QUALIFIERS

a. To be considered as an alternate in a Regional Campus, an examinee must satisfy the following:

   i. Total score is above or equal to the national mean;

   ii. Sub-test Scores in Math and Science must be above the national mean and sub-test Scores in Verbal and Abstract must be at least 90% of the national mean.

b. To determine the alternates, all eligible examinees who have chosen a Regional Campus shall be ranked from highest to lowest. The available slots vacated by the principal qualifiers shall be filled up based on the ranking.

c. In case of ties in total score, the sub-test scores shall be considered in the following priority:
   i. Math
   ii. Science
   iii. Abstract
   iv. Verbal

d. The score of the 90th qualifier shall be the regional cut-off score.

e. Should slots be available in a regional campus due to a lack of qualified examinees, non-residents of the region/feeder area may be considered as qualifiers if their scores are higher than or equal to the cut-off score for the region.

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3.7. Communication of NCE Results

3.7.1. PSHS shall publish the List of Principal Qualifiers to the public within five (5) days from the date of BOT Approval in newspapers of general circulation, the PSHS website, and other forms of mass communication.

3.7.2. Names and contact details of principal qualifiers and their test results shall be transmitted to respective campuses.

3.7.3. The RPAD Admissions Office shall print and transmit the following:

3.7.3.1. Notification Slip containing test scores and campus eligibility of the principal qualifiers, sent to the respective campuses for inclusion with the Letter of Award; and

3.7.3.2. Notification Slip containing test scores of the disqualified examinees and the school report, mailed to the examinees and schools, respectively.

3.7.4. In conformity with BOT Resolution No 2014-10-43, the Admissions Office shall give test scores to examinees if the request is made by a non-passer. The scores in subjects where the examinee failed to meet the cut-off shall be indicated in the feedback.

3.7.5. Admissions Office shall release through the campus director the list of alternate qualifiers in batches depending on the number of available slots needed by the campus.

3.7.6. Campuses requesting for additional list of alternate qualifiers shall be required to show proof that the previous list has been exhausted, and reasons why qualifier is backing out documented.

4. PROCEDURES

4.1. NCE Planning

Responsibility	Activity

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Responsibility	Activity
RPAD Chief	1. Proposes criteria for the selection of TWG and Committee on Assessment members.
Executive Director	2. Approves criteria for TWG and Committee on Assessment members.
	3. Issues Memorandum to Campus Director on the nomination for TWG members together with the approved criteria for selection.
	4. Issues Memorandum to Campus Director on the submission of budget relative to NCE-related activities.
Campus Director	5. Nominates TWG members based on set criteria.
	6. Submits budget and plans for NCE-related activities
RPAD Chief	7. Screens the nomination and budget, and recommends to Executive Director.
Admissions Assistant	8. Summarizes budget requests of the campuses and submits these to the OED-FAD.
Executive Director	9. Approves/ disapproves/ remands the recommendation of the RPAD Chief.
	10. Issues SO for the creation of the Committee on Assessment and the TWG.
	11. Approves the NCE-related budget proposed.

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Responsibility	Activity
TWG/ Committee on Assessment	12. Conducts the following: a. Reviews existing NCE guidelines and submits proposed amendments, if any, to the appropriate level of authority. b. Prepares revised NCE plans, and submits budget proposals to the Executive Director for approval.
Executive Director	13. Approves/ disapproves/ remands the NCE plans and budget proposal.
Execom	14. Endorses proposed amendment on NCE guidelines to the BOT.
BOT	15. Approves/ disapproves/ remands amended NCE guidelines.
RPAD Chief	16. Communicates approved proposal/plans to OED-FAD for budgeting purposes and to Campus Directors for coordination purposes.
Admissions Specialist and Admissions Assistant	17. Prepares and facilitates the transmittal of Application Form and information kit via applicable strategy to DOST-Regional Offices, Campuses and DepEd schools.
	18. Prepares and verifies list of approved Testing Centers; updates the list if needed.
	19. Disseminates/coordinates schedule and examination guidelines with the participating test centers. Communicates with test centers if there are any updates or changes.

4.2. NCE Test Item Development

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Responsibility	Activity
Executive Director	1. Issues Memorandum to Campuses for the nomination of the TWG for Test Item Writers and the Reviewer and/or Editors for the NCE.
Campus Director	2. Nominates NCE Test Item Writer and Reviewer and/or Editors.
RPAD Chief	3. Screens the nomination and recommends list to the Executive Director for approval.
Executive Director	4. Approves/ disapproves/ remands the recommendation.
	5. Issues SO for the creation of the TWG.
Admissions Specialist and Admissions Assistant	6. Invites subject area and assessment experts.
	7. Prepares all logistics/ materials for the conduct NCE Writeshops.
TWG	8. Designs and develops NCE test items.
Subject Area and Assessment Experts	9. Critique contents of the test items; returns revisions, if any, to the TWG.
TWG	10. Selects test items and prepares camera-ready sample test booklets and prepares answer keys.
Admissions Specialist/ TWG	11. Prints sample test booklets and conducts pilot testing.

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Responsibility	Activity
Admissions Specialist	12. Scans and scores answer sheets through the OMR.
	13. Runs the in-house test item analysis program to analyze items and generate item and option statistics.
	14. Prints item and option analysis report.
	15. Prepares Item Cards with item statistics and Summary of Item Difficulty and Discrimination Levels.
	16. Submits item cards and summary of item difficulty and discrimination levels to TWG for selection of final items.
Admissions Specialist	17. Stores item cards and other reports inside vault (*Note: Test Development for new NCE items is done every two (2) years)*
Test Item Reviewer and/or Editors	18. Selects test items based on pilot testing analyses, and finalizes camera ready examination booklets
OED Bids and Awards Committee	19. Conducts bidding process.
Admissions Specialist and Admissions Assistant	20. Conducts quarantine printing of test booklets
	21. Receives, checks and oversees delivery of printed NCE test booklets.

4.3. Processing of NCE Application

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Responsibility	Activity
Campus or DOST PSTC Receiving Officer/ Admissions Assistant	1. Receives duly accomplished Application Form. 2. Evaluates eligibility. if ineligible, rejects application. 3. Receives test fee (If Applicable). *NOTE: if application is through DOST-PSTC, the DOST-PSTC personnel transmits the application form and applicable test fee to Admissions Office*
Admissions Assistant	4. Receives application form from DOST-PSTC.
Campus Receiving Officer/ Admissions Assistant	5. Encodes applicant details in FAPS.
Admissions Specialist	6. Generates and transmits test permits. 7. Compiles FAPS Database File of Final Roster of Examinees.

4.4. Administration of Exam

Responsibility	Activity
Admissions Specialist	1. Consolidates FAPS Database. 2. Generates Masterlist of Examinees per Test Center

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Responsibility	Activity
Campus Director	3. Selects the Supervising Examiner who will supervise the exam administration.
	4. Selects, with the help of Supervising Examiner, other personnel assisting in the NCE.
RPAD Chief	5. Checks the eligibility and proposes the list to the Executive Director.
Executive Director	6. Approves/ disapproves/ remands proposed list.
	7. Issues Special Order, Travel Order (when applicable), and Insurance coverage.
Committee on Assessment	8. Conducts NCE Supervising Examiners' orientation. (refer to Section 3.5.2)
Supervising Examiner	9. Conducts NCE orientation for personnel involved in the NCE administration.
Admissions Specialist/ Admissions Assistant	10. Packs, checks and transmits NCE test materials and paraphernalia to Campus test centers via courier through Campus Director.

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Responsibility	Activity
Designated NCE administering personnel	11. Administers examination; properly observes examination rules on administration; reports arising discrepancies and other relevant matters. (Refer to Manual of Test Administration) 12. Prepares necessary evaluation/ reports, as applicable. 13. Transmits exam materials back to PSHS Admissions Office immediately after the examination.

4.5. Processing and Approval of NCE Results

Responsibility	Activity
Admissions Assistant	1. Receives test materials from designated NCE administering personnel. 2. Verifies and reports discrepancies (if any) to Committee on Assessment and the Executive Director for action.

Responsibility	Activity
Admissions Assistant	3. Checks the applicants'personal details (e.g. name, age, examinee no., answer sheet no., school codes) versus the masterlist of examinees.

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Responsibility	Activity
Admissions Specialist	4. Scans and scores the test answer sheet through the OMR.
	5. Merges the responses into FAPS database for verification.
	6. Processes examination results and endorses coded results to Committee on Assessment.
Committee on Assessment	7. Reviews coded examination results and NCE processes; endorses to Execom
Execom	8. Reviews Committee on Assessment's endorsement, and prepares recommendations to the BOT.
Admissions Specialist	9. Consolidates the comments and recommendations of the Execom for presentation to BOT.
BOT	10. Approves the roster of NCE passers.

4.6. Communication of NCE Results

Responsibility	Activity
BOT Secretariat	1. Transmits BOT-approved master list of principal and alternate qualifiers including the BOT resolution to Admissions Office.
Admissions Assistant	2. Prepares and submits List of Principal (or Alternate, when principals are being replaced) Qualifiers to Respective Campuses through the Campus Director. 3. Transmits Notification Slips to Campuses.
	4. Requests for the publication of NCE results to Information Officer and IT Officer.

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Responsibility	Activity
Information Officer and IT Officer	5. Publishes the NCE results in newspaper of general circulation, the PSHS Website and other forms of mass communication.

5. LIST OF FORMS AND REPORTS

5.1. Forms

5.1.1. Forms for Proposed Budget for NCE-related Activities
5.1.2. NCE Application Form
5.1.3. Test Permit
5.1.4. IOT forms
5.1.5. Travel Order Form
5.1.6. Accountability Form for Proctors
5.1.7. Accountability Form for Chief Examiner
5.1.8. Accountability Form for Supervising Examiner
5.1.9. Proctor’s Performance Survey
5.1.10. Proctor's Report Form
5.1.11. Chief Examiner’s Report Form
5.1.12. Alternates’ Monitoring Form
5.1.13. Letter of Award w/ Confirmation Slip
5.1.14. Notification Slip

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5.2. Reports

5.2.1. Committee/ TWG Report (when applicable)
5.2.2. Examination Preparation Plans
5.2.3. List of Test Centers
5.2.4. Final Roster of Examinees
5.2.5. Supervising Examiner's Report
5.2.6. Report of Travel Completed
5.2.7. Liquidation Report
5.2.8. Supervising Examiners Report
5.2.9. Statement of Expenses
5.2.10. Proctor's Report
5.2.11. Report of NCE Results for Execom/BOT presentation
5.2.12. Masterlist of NCE Principal and Alternate Qualifiers
5.2.13. NCE cases report

PREPARED BY:	APPROVED BY:		

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OBJECTIVES

1.1. To provide the Office of the Executive Director (OED) a standard process and clear guideline in dealing with request for information, or request for action from its stakeholders.

1.2. To ensure that the submission of reports conform to the reportorial requirements of requesting stakeholders.

1.3. To warrantthe accurate and timely submission of information and/ or reports requested by stakeholders.

1.4. To ensure that all request for action are properly acted upon in a timely manner.

SCOPE

This procedure covers the following:

a) Requests for Action/ Endorsement to DOST-OSEC/ Information/ Reports and Records addressed to the Office of the Executive Director;

b) Requests of the OED addressed to PSHS Campuses for records, information and reports.

This procedure excludes the submission of mandatory or standard periodic reports required by the DOST and the DBM, pertaining to budget reports and performance monitoring.

POLICIES

3.1. General Policies

3.1.1. Pursuant to RA 6713 Section 5 (a) all public officials and employees shall, within fifteen (15) working days from receipt thereof, respond to letters, telegrams or other means of communications sent by the public. The reply must contain the action taken on the request.

3.1.2. All requests for informationshall be writing explaining the purpose and use of such information.

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3.1.3. Where applicable, request for information/ reports received by the OED shall be immediately relayed to concerned campuses/ offices, with the following information:

a) Submission deadline, including the deadline imposed by requesting party(ies);
b) Name and contact details of the receiving OED personnel to whom the report will be submitted;
c) Name of requesting government agency;
d) Purpose or use of the requested report;
e) Formatting requirement or submission template, if applicable; and
f) Special instructions and other pertinent information, if any.

3.1.4. Campuses shall be given reasonable time, without compromising the submission deadline imposed by requesting party(ies) to prepare and submit the requested reports to the OED.

3.1.5. Reports submitted by campuses/ offices shall have the following information:

a) Date submitted;
b) Name and official position/ designation of the person who prepared the report;
c) Name and official position/ designation of the person who reviewed and recommended for approval or submission of the report, if applicable;
d) Name and signature of the Campus Director or duly designated Officer-in-Charge who approves the submission of the report.

3.1.6. The OED shall immediately inform concerned campuses/ offices of any corrections, or amendments on their submitted reports prior to final submission to requesting party(ies).

3.1.7. The OED Secretary shall maintain a log sheet of all request for information, and monitor the status of its accomplishment.

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3.2. Submission And Consolidation Of Requested Information

3.2.1. When systems-wide information/ report are requested, the OED shall relay this request by means of a memorandum, otherwise a written request or email to concerned campuses shall suffice.

3.3. Handling of Requests for Local and Foreign Travel Orders

3.3.1. Request for Local and Foreign TO shall conform with the Memorandum Order 71 Series of 2016: Reminders for Request for Local Travel, and Memorandum Order 72 Series of 2016: Clearance for Local and Foreign Travel Order Request.

3.3.2. All PSHS System personnel traveling outside their Regional Service Areas on official business are required to obtain a Travel Order from the OSEC before traveling.

3.3.3. All PSHS System personnel traveling abroad, regardless of their purpose of travel (i.e. whether personal or official business) are required to obtain a Travel Authority from the OSEC before traveling.

3.3.4. All request for Local and Foreign TO/ TA must be accompanied with complete supporting documents and submitted to the OED at least Ten (10) days from date travel for Local Travels, and Twenty (20) days for Foreign Travels. Incomplete documents shall not be processed.

3.3.5. Requests for Local and Foreign TO/ TA submitted to the OED outside the prescriptive period mentioned in 5.1.4. must be accompanied with a *'Justification'* letter addressed to the OSEC explaining the reason for late submission.

3.4. Handling of Request for Information from Public

3.4.1. All request for information from the general public shall be dealt according to the guidelines and procedures mandated by Executive Order No. 2 (Freedom of Information) and the DOST Freedom of Information Manual.

3.4.2. The OED shall designate a Freedom of Information (FOI) Receiving Officer or FRO. Preferably, the FRO shall come from the Public

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Assistance or Information Office or its equivalent; and shall hold office at a designated location at the OED.

3.4.3. The functions of the FRO shall include the following:

a) Receive, on behalf of the DEPARTMENT or any of its attached agencies, bureaus and offices, all requests for information;
b) Forward the same to the appropriate office who has custody of the records; monitor all FOI requests and appeals;
c) Provide assistance to the Decision Maker;
d) Provide assistance and support to the public and staff with regard to FOI;
e) Compile statistical information as required; and
f) Conduct initial evaluation of the request.

3.4.4. The PSHS System shall regularly publish, print and disseminate at no cost to the public and in an accessible form, in conjunction with Republic Act No. 9485, or the Anti-Red Tape Act of 2007, and through their website timely, true, accurate and updated key information including, but not limited to:

a) A description of its mandate, structure it delivers and the procedure and decision-making processes;
b) A description of the frontline services it delivers and the procedure and length of time by which they may be availed of;
c) The names of its key officials, their powers, functions and responsibilities, and their profiles and curriculum vitae;
d) Work programs, development plans, investment plans, projects, performance targets and accomplishments, and budgets, revenue allotments and expenditures;
e) Important rules and regulations, orders or decisions;
f) Current and important database and statistics that it generates;
g) Bidding processes and requirements; and
h) Mechanisms or procedures by which the public may participate in or otherwise influence the formulation of policy or the exercise of its powers.

3.4.5. The PSHS System shall endeavor to translate key information into major Filipino languages and present them in popular form and means.

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3.4.6. The PSHS System shall create and/or maintain in appropriate formats, accurate and reasonably complete documentation or records, policies, transactions, decisions, resolutions, enactments, actions, procedures, operations, activities, communications and documents received or filed with them and the generated or collected.

3.4.7. While providing for access to information, the PSHS System shall afford full protection to a person's right to privacy, as follows:

a) The PSHS System shall ensure that personal information, particularly sensitive personal information, in its custody or under its control is disclosed only as permitted by existing laws;
b) The PSHS System shall protect personal information in its custody or under its control by making reasonable security arrangements against unauthorized access, leaks or premature disclosure;
c) The FRO, FDM, or any employee or official who has access, whether authorized or unauthorized, to personal information in the custody of the the PSHS System, shall not disclose that information except as authorized by existing laws.

3.4.8. The request must be in writing, and shall state the name and contact information of the requesting party, as well as provide valid proof of identification or authorization.

3.4.9. The request shall reasonably describe the information requested, and the reason for, or purpose of, the request for information.

3.4.10. The request can be made through email, provided that the requesting party shall attach in the email a scanned copy of the FOI application request, and a copy of a duly recognized government ID with photo.

3.4.11. In case the requesting party is unable to make a written request, because of illiteracy or due to being a person with disability, he or she may make an oral request, and the FRO shall reduce it in writing

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PROCEDURES

4.1. Submission And Consolidation Of Requested Information

Responsibility	Activity
OED Secretary	1. Receives and logs request for information/ report, and prepares Routing Slip.
	2. Submits the Routing Slip together with the Request for Information/ Report to the Executive Director.
Executive Director	3. Gives transmittal instructions to the OED Secretary with all pertinent details found in Section 3.1.3 of this document.
	4. When applicable, Issues memo directing the submission of such documents/ reports/ etc
OED Secretary	5. Carries out the instructions of the ED and transmits the request for information to concerned campuses/ offices.
Division Heads/ Office Heads/Campus Director	6. Delegates the tasks to appropriate personnel for action.
Concerned Personnel	7. Prepares and submits the requested information/ reports to concerned Division/ Office Heads, or Campus Director for review and approval.
Division Heads/ Office Heads/Campus Director	8. Approves reports and submits to OED designated receiving personnel (Ref. section 3.1.3.b).

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Responsibility	Activity
OED Designated Personnel mentioned in section 3.1.3.b.	9. Collates and finalizes reports, and prepares cover letter for submission.
Executive Director	10. Approves the final report for submission to requesting party/ies.
	11. Sends cover letter and information to requesting party/ies and logs the transmission.

4.2. Handling of Requests for Local and Foreign Travel Orders

Responsibility	Activity
Campuses/ OED Division Chiefs	1. Submits the prescribed TO/ TA form to the OED Secretary, duly endorsed by the Campus Director or by the OED-Division Chiefs, as the case may be.
OED Secretary	2. Receives the TO/ TA request and checks if required supporting documents are complete.
	3. If documents are incomplete, immediately inform the requesting campus/ office of the required documents to be submitted.
	4. Prepares a Routing Slip, submits the TO/ TA to the Executive Director for signing.
Executive Director	5. Signs the TO/ TA requests and endorses the same to the OSEC for approval.
OED Secretary	6. Receives and Logs the signed TO/ TA and its details in the DOST OSEC's Electronic Records Management System (ERMS), and endorses it to the DOST Administrative Assistant for processing.

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Responsibility	Activity
Administrative Assistant	7. Delivers the TO/ TA to DOST-OSEC office for approval of DOST Secretary.
DOST Secretary	8. Approves, Disapproves, or Remands the TO/ TA request.
Administrative Assistant	9. Picks-up the signed TO and endorses the same to the OED.
OED Secretary	10. Receives and assigns control numbers of approved TO.
	11. Scans and sends it to concerned offices/ campuses.
	12. Files the TO accordingly.

6.1. Handling of Request for Information from Public

Responsibility	Activity
OED Secretary (Designated FRO)	1. Receives the request for information from the requesting party and checked for compliance of requirements.
	2. Stamps *'Received by'*indicating the date and time of the receipt of the written request, and the name, rank, title and position of the public officer who actually received it, with a corresponding signature and a copy, furnished to the requesting party.
	3. Prepares routing slip.
	4. Conducts an initial evaluation of the contents of the request, and makes the appropriate endorsement to the ED, as follows:
	a) If the requested for information is received which requires to be complied with, by different

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Responsibility	Activity
	campuses, attached agencies, bureaus and offices, the FRO shall seek the endorsement of the ED to forward such request to the said campus, attached agency, bureau and office concerned. b) If the requested information is not in the custody of the DEPARTMENT or any of its attached agencies, bureaus, and offices, following referral and discussions with the ED and concerned offices, the FRO shall seek the endorsement of the ED to undertake the following steps: i. If the records requested refer to another department, the request will be immediately transferred to such appropriate department through the most expeditious manner. ii. If the records refer to an office not within the coverage of E.O. No. 2, the requesting party shall be advised accordingly and provided with the contact details of that office, if known. c) If the requested information is already posted online, the FRO shall seek the endorsement of the ED to inform the requesting party of the website's URL where they can retrieve the information. d) If the requested information is substantially similar or identical to the previous request, the FRO shall seek the endorsement of the ED to reject or deny the request for information.

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Responsibility	Activity
Executive Director	5. Endorses the FRO's recommended course of action.
OED Secretary (Designated FRO)	6. Transmits the request for information to appropriate campuses/ offices, attached agency, or bureau, as the case may be. 7. In case of denial or non-possession of requested information, the FRO shall serve the appropriate notice to the requesting party.
OED Secretary (Designated FRO)	7. Monitors and receives the requested information from campuses, attached agency, or bureau. 8. Prepares *'Notice of Approval of Request'* and submits the same to the ED for signature.
Executive Director	9. Approves/ Denies/ Remands the *'Notice of Approval of Request.'*
OED Secretary (Designated FRO)	10. Transmits and records the transmittal of the decision to the requesting party.

PROCEDURES

5.1. Forms
- 5.1.1. Routing Slip
- 5.1.2. FOI Response Form (Documents Enclosed)
- 5.1.3. FOI Response Form (Answers

5.2. Reports

PREPARED BY:	APPROVED BY:		

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