



BAGONG PILIPINAS



CITY COLLEGE OF TAGAYTAY

Akle St., Kaybagal South, Tagaytay City

Telephone No: (046) 483-0470



ACADEMIC COUNCIL RESOLUTION 2024-01

ACADEMIC COUNCIL RESOLUTION ON THE APPROVAL OF THE GUIDELINES FOR MOCK-BOARD EXAMINATION, NOTICE OF ADMISSION, AND EXAMINATION AGREEMENT FOR PRE-SERVICE TEACHERS

WHEREAS, the School of Education (SED), as part of the higher education institution, through the Academic Council, intends to craft a new set of guidelines and other requirements for Mock-Board Examination for Pre-Service Teachers.

WHEREAS, the Guidelines, Notice of Admission, and the Examination Agreement are anchored to guidelines set forth by the Professional Regulation Commission (PRC).

WHEREAS, the CCT-School of Education has created the guidelines and other requirements, stated as follows:

GENERAL INSTRUCTIONS TO EXAMINEES:

1. Check or verify your room assignments at the SED official Facebook page (<https://www.facebook.com/profile.php?id=61550818526630>) or through the Notices/ Announcements to be posted at the SED faculty premises two (2) to three (3) working days before the date of examination.
2. On the day of the examination, report to the school/building assignment not later than 7:00 A.M. Be punctual. Late examinees will not be admitted.
3. Examinees are required to wear the following attire on examination day:
 - a. Male examinee - Tucked-in white polo shirt with collar (without any seal, logo, or mark), black slacks and black school shoes.
 - b. Female examinees - Tucked-in white blouse or shirt with collar (without any seal, logo, or mark), black slacks and black school shoes.
4. Examinees must be well-groomed, with hair properly clipped and/or pony-tailed.
5. Bring the following on examination day:
 - a. Notice of Admission
 - b. One (1) piece Long Transparent White Plastic Envelope (for keeping your valuables and other allowed items)
 - c. One (1) piece long size brown envelope
 - d. Two (2) or more Pencils (No. 2)
 - e. Ball pen with **black ink only**.
6. The following items are strictly **PROHIBITED** inside the examination premises/rooms.
 - a. Books, notes, review materials, and other printed materials containing coded data/information/formula.
 - b. Calculators that can automatically carry out a sequence of operations under the control of a stored program, much like a computer and/or with audiovisual features, and/or capable of external communication or internet connectivity fall under programmable calculators (Please refer to Board Resolution No. 25s. 2019).
 - c. APPLE, SAMSUNG AND OTHER SMART WATCHES, CELLULAR PHONES, EAR PLUGS, TRANSMITTERS, PORTABLE COMPUTERS, BLUETOOTH AND OTHER ELECTRONIC GADGETS/DEVICES WHICH MAY BE USED TO RETRIEVE DATA/INFORMATION AND/OR TO COMMUNICATE FOR WHATEVER PURPOSE.
 - d. Bags of any kind (ladies' bag, shoulder bags, attaché case, backpacks, etc.)
 - e. Other examination aids not stated in this program.

All personal belongings of the examinees shall be surrendered to the proctor and shall be placed in a secured space within the examination room.

MEMBERS OF THE ACADEMIC COUNCIL

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Vice President for Academic Affairs

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MMEM

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Dean, School of Computer Studies

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Coordinator, Hard Sciences

7. The following precautionary measures and protocols shall be observed and implemented during the conduct of the mock board examination such as, but not limited to:

7.1 Examinees and examination personnel shall bring their meals (pre-packed meal/snack and drink) to be eaten during breaks, on their assigned seats.

7.2 Examinees shall bring their pens, pencils, and erasers. Borrowing from a seatmate is strictly not allowed.

7.3 Loitering and unnecessary conversing in the hallways or the examination room are strictly not allowed.

7.4 Physical distancing shall be strictly observed in the queuing of the examinees entering the testing venues;

7.5 Examinees shall proceed immediately to their designated examination rooms after the screening.

7.6 During the examination proper, the following shall be strictly observed:

a. Room watchers/proctors and examinees shall be advised to observe and maintain proper decorum, at all times, within the examination rooms, particularly when examinees submit their answer sheets and test booklets/questionnaires. Only one examinee at a time shall be accommodated;

b. Any examinee who needs to use the restroom shall be accompanied by a room watcher/proctor. Only one examinee at a time shall be allowed to go to the restroom. Proper hand hygiene shall be observed particularly every after use of the restrooms; and

c. Protective facemasks and handkerchiefs/tissue shall be inspected by room watchers/proctors before the start of every subject and, if necessary, during the conduct of examination to ensure that they are not used to conceal codigos.

8. Read carefully and follow the instructions on your NOTICE OF ADMISSION and EXAMINEES GUIDE.

NOTICE OF ADMISSION:

BACHELOR OF SECONDARY EDUCATION MOCK BOARD EXAMINATION

Examinee Code: _____

Building: _____

Room No.: _____

Seat No.: _____

I. NOTICE OF ADMISSION (NOA)

Examinee Name:

(Printed Name)

Select one: Mark with an "x"

☐ Major in English

☐ Major in Filipino

☐ Major in Mathematics

☐ Major in Social Studies



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Coordinator, Hard Sciences

Your application for the mock board examination has been **CONDITIONALLY APPROVED PENDING FINAL REVIEW AND VERIFICATION** of your documents and qualifications.

Your seat and room assignment will be posted in the Faculty Area two or three working days before the examination. You must report to your officially assigned room at least one (1) hour before the examination schedule. Present this **NOTICE** to your room watcher and at the checking area for **VERIFICATION**.

Read and follow the **GENERAL INSTRUCTIONS** provided by the CCT-School of Education for this Mock Board Examination.

Very truly yours,

Committee

Mock Board

(FOR EXAMINATION COMMITTEE USE ONLY)

II. ACKNOWLEDGEMENT OF THE RECEIPTS OF TEST PAPERS

1/We acknowledge receipt of the test papers of the above-named examinee on the subject/s indicated below:

No.	Subject Code	Room Watcher's Name and Signature
1	General Education	
2	Professional Education	
3	Specializations	

EXAMINATION AGREEMENT:

This agreement is made between the examinee and the Dean of the School of Education, establishing the terms and conditions for the Mock Board examination.

- 1. Passing Grade Requirement:** Examinees must achieve an average score of 75% or higher to pass the examination.
- 2. Failure Criteria:** Scores below 75% are considered FAILED.
- 3. Eligibility for Latin Honors:** Only examinees who pass the exam are eligible to apply for Latin honors. Failure to pass will result in ineligibility for Latin honors.



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4. Transcript of Records (TOR) Policy:

An examinee who FAILED in the Mock Board Examination will not be permitted by the Dean of School of Education to request for his/her **Official Transcript of Records for Board Examination purposes** from the Office of the Registrar, unless the examinee can provide a proof of enrolment in any of the Review Centers for LET. However, an examinee may request for the **Official Transcript of Records for Employment purposes only**.

5. Attendance Policy:

Failure to take the exam on the assigned date will result in a failed attempt, except in cases of religious observance, health issues, or the death of an immediate family member. In such cases, the examinee must contact the Dean promptly and provide proof.

PHOTO REQUIREMENT:

FORMAL PHOTO:

White Background
with nametag
(Surname, First name
Middle Initial)
Size: Passport



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Both parties hereby agree to abide by these terms and conditions, understanding the implications of failure to meet the specified requirements.


NOW, THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED, that the CCT Academic Council recommends the implementation of the Guidelines of Mock-Board Examination, Notice of Admission, and Examinees Agreement.


Signed this 31st of May, 2024 at City College of Tagaytay, Tagaytay City, Philippines.



JENNIFER M. ABELLANA, PhD.
Vice President for Academic Affairs
Academic Council Chair



RIZLA C. GATPANDAN, LPT, MMEM
Dean, School of Education
Academic Council Member

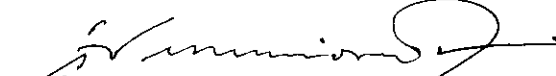

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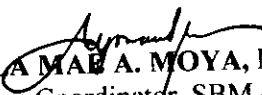



ACADEMIC COUNCIL RESOLUTION 2024-01

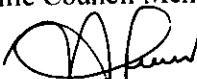
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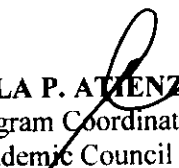
Academic Council Members, continued....



HOMER PEREYRA
Dept. Head, GED
Academic Council Member

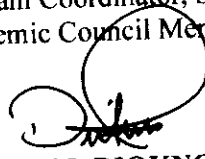

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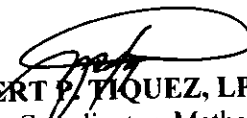

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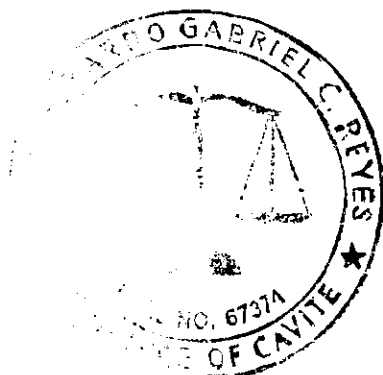
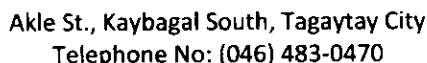

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Academic Council Member


HON. CELSO P. DE CASTRO
College President



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FILE COMPLIANCE NO.: 2022-06-03-2022
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PRNO. 951 - MARKAT CITY
SFCITY AND DAYAT CITY
ROLL OF ALL - No. 57374
NOE COM. NO. TG-23-021