

Republic of the Philippines
DEPARTMENT OF EDUCATION
BUREAU OF EDUCATION ASSESSMENT
2nd Floor, Bonifacio Bldg., DepEd Complex, Meralco Avenue, Pasig City

ROOM EXAMINER'S TRANSMITTAL REPORT ENVELOPE (ETRE)
(Brown Envelope)

Region: _____ Division: _____

Room No.: _____

Name of School/Testing Center: _____

Testing Program: _____

Address of School: _____

Street Barangay Municipality Province/City

ROOM NUMBER: _____

No. of Registrants:	Male _____	Female _____	Total _____
No. of Actual Examinees:	Male _____	Female _____	Total _____

1. Arrange the used Answer Sheets consecutively.
2. Double check the number of used **SCANNABLE ANSWER SHEETS** and fill up the following:
Quantity of used AS: _____ Serial No. _____ to _____
3. Place inside this ETRE the following contents:
 - 3.1 Used Answer Sheets with Serial Numbers with serial numbers arranged consecutively
 - 3.2 One copy of the BEA Form 1 back to back with BEA Form 2
 - 3.3 Examiner's Narrative Report (Form 7)
 - 3.4 Time started and ended, copied from the board, and signed by the Examiner.
4. Seal this ETRE with the DepEd-BEA paper tape and sign across while still in the examination room.

*** DO NOT PUT UNUSED SCANNABLE ANSWER SHEET/S INSIDE THIS ENVELOPE.**

SUBMITTED BY:

Signature over Printed Name of Room Examiner

School where the Examiner Teaches

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CHIEF EXAMINER'S TRANSMITTAL REPORT ENVELOPE (CETRE)
(White Envelope)

Region: _____ Division: _____

Name of School/Testing Center: _____ Testing Program: _____

Address of School: _____
Street Barangay Municipality Province/City

NUMBER OF ROOMS: _____

Total No. of Registrants:	Male _____	Female _____	Total _____
Total No. of Actual Examinees:	Male _____	Female _____	Total _____

Place in this Envelope the following:

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1. BEA Form 3 – Test Materials Accounting Form
2. BEA Form 4 – Chief Examiner's Report Form
3. Scannable Answer Sheets
4. Unused Scannable Answer Sheets

Quantity of unused AS: _____

Note: Forms 5 and 6 should not be placed inside this CETRE but to be submitted separately to the DTC.

SUBMITTED BY:

Signature over Printed Name of Chief Examiner

School