



December 5, 2018

**DIVISION MEMORANDUM**  
No. 97, s. 2018

**ADMINISTRATION OF NATIONAL CAREER ASSESSMENT EXAMINATION (NCAE)  
FOR SCHOOL YEAR 2018 – 2019**

TO : OIC-Office of the ASDS  
Chiefs- CID & SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Public and Private Secondary School Heads  
School Testing Coordinators  
All Others Concerned

1. Pursuant to DepEd Memorandum No. 185, s. 2018 entitled *Administration of the National Career Assessment Examination for School Year (SY) 2018-2019*, and relative to the DepEd Order No. 55, s. 2016 entitled *Policy Guidelines on the National Assessment of Student Learning the K to 12 Basic Education Program*, this Office will administer the said activity on **December 12-13, 2018** to all Grade 9 students in public and private secondary schools.
2. In line with this, we will conduct an orientation to all secondary school heads and school testing coordinators both public and private secondary schools.

Schools	Orientation Schedule	Venue
Public Schools	December 7, 2018 9:00 AM - onwards	Audio Visual Room San Isidro NHS
Private Schools	December 10, 2018 8:30 AM - onwards	Maranatha Christian Academy, Gen Luna Ext., Brgy. San Roque
Testing Staff & Monitoring Official	December 11, 2018 1:30 PM - onwards	LRM Section (2 <sup>nd</sup> Floor DepEd Old Bldg)

3. Only private secondary schools **with permit to operate** or **government recognition** from the Department shall be included in the conduct of the test.



4. The following shall be discussed in the said orientation:
  - a. proper conduct/administration of the test;
  - b. standard procedure in test administration;
  - c. school assignment, assigned room supervisors/room examiners;
  - d. security of test paraphernalia; and
  - e. distribution and retrieval scheme.
5. All testing paraphernalia will be distributed and retrieved at the Division Office as scheduled. Authorized to receive and return the said paraphernalia is the Chief Examiner (CE) or School Testing Coordinator (STC).
6. Enclosed are the members of the committee (Enclosure No. 1) and the schedule for the distribution and retrieval of the testing paraphernalia.
7. To ensure the proper implementation of the set guidelines in the administration of the NCAE, monitoring officials from the region and division office will cover public and private schools to provide technical assistance in the conduct of the said test using the attached monitoring tool (Enclosure No. 2)
8. A registration fee of Four Hundred Pesos (P400.00) shall be charged to each participant to defray for expenses for one (1) snack, lunch and other incidental expenses chargeable against school funds subject to usual accounting and auditing rules and procedures. Payment for the said registration and transportation allowance of one (1) participant per school shall be reimbursed once the appropriation for the said activity will be available.
9. Full support and cooperation in the administration of the said national test is enjoined. For inquiries, please contact **Mrs. Priscilla V. Salo, EPS I-LRMDS/ Division Testing Coordinator**, and **Dr. Isabel M. Gonzales, SEPS- M&E/ Asst. DTC for Private School**, **Mrs. Myra Villareal, Planning Officer** thru Tel. No. 696-5561/ 630-3421 and email at [antipolo.city@deped.gov.ph](mailto:antipolo.city@deped.gov.ph)
10. Immediate and wide dissemination of this Memorandum is desired.

**DR. ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent



**Enclosure No. 1 to the Division Memorandum No. 97, s. 2018**

**Executive Committee**

Chairperson DR. ROMMEL C. BAUTISTA, CESO V  
Schools Division Superintendent

Asst. Chairperson DR. GLORIA C. ROQUE  
OIC-Office of the ASDS

**Members**

LITO A. PALOMAR	OIC-Chief, CID
DR. JONATHAN DOMINGO,	Chief, SGOD
PRISCILLA V. SALO	EPS-LRMS/ DTC
ISABEL GONZALES SEPS	SEPS-ME/ADTC
All Education Program Supervisors	
Public Schools District Supervisors	

**Committee on Registration/Program & Certificates**

Bernadette Patag	-	Librarian
Armand Eric Caasi	-	CID Clerk

**Committee on Technical & Physical Arrangement**

Raymond Villaraza	-	SGOD Clerk
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**Committee on Distribution and Retrieval**

Division Testing Staff			
Priscilla Salo	Public Schools	Dr. Isabel Gonzales	Private Schools
Myra Villareal		Jochim Dagsa	
Jonathan Canales		Leo Suyom	
Hobert Orque		Analyn Quinones	
Gina Catapang		Jakilin Iringan	
Cecilia Balallo		Raymond Villaraza	
Armand Caasi		Ramon Sunga	

**SCHEDULE OF DISTRIBUTION AND RETRIEVAL**

Distribution	Retrieval	Location
December 12, 2018 5:30AM	December 13, 2018 2:00 PM	Division Office (Old Bldg)

@TestingUnit2018