DIVISION MEMORANDUM
No. 97, s. 2018

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

TO : OIC-Office of the ASDS
Chief- 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.

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

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-LRMD/ 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

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. 27, 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

Committee on Distribution and Retrieval

<table>
<thead>
<tr>
<th>Division Testing Staff</th>
<th>Public Schools</th>
<th>Private Schools</th>
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</thead>
<tbody>
<tr>
<td>Priscilla Salo</td>
<td></td>
<td></td>
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<tr>
<td>Myra Villareal</td>
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<td>Jonathan Canales</td>
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<tr>
<td>Hobert Orque</td>
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<tr>
<td>Gina Catapang</td>
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<td>Cecilia Balacio</td>
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<td>Armand Caasi</td>
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SCHEDULE OF DISTRIBUTION AND RETRIEVAL

<table>
<thead>
<tr>
<th>Distribution</th>
<th>Retrieval</th>
<th>Location</th>
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<tbody>
<tr>
<td>December 12, 2018</td>
<td>December 13, 2018</td>
<td>Division Office</td>
</tr>
<tr>
<td>5:30AM</td>
<td>2:00 PM</td>
<td>(Old Bldg)</td>
</tr>
</tbody>
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