



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte



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November 04, 2016

DIVISION MEMORANDUM
No. 212 s. 2016



**DIVISION ADMINISTRATION OF 2016 NATIONAL CAREER ASSESSMENT
EXAMINATION (NCAE) FOR GRADE 9 STUDENTS**

To: Assistant Schools Division Superintendent
Division Chiefs
Public and Private Secondary School Heads
All Others Concerned

1. The Department of Education through the Bureau of Education Assessment (BEA) will administer the National Career Assessment Examination (NCAE) to Grade 9 students in all public and private secondary schools with DepEd permit to operate or government recognition on Wednesday and Thursday, December 7 & 8, 2016 pursuant to DepEd Memorandum No. 132, s. 2016.
2. To ensure the smooth conduct of this activity, the division shall conduct an orientation on the administration of the National Career Assessment Examination (NCAE) on Tuesday, November 22, 2016, 7:30 a.m.-4:00 p.m. at Sapang Palay National High School Multi-Purpose Cooperative Building. Participants to this activity are **Chief Examiner or School Testing Coordinator** of each public and private secondary school. **One (1) representative per school only.**
3. The following shall be discussed on the said Orientation:
 - Proper conduct/administration of the test;
 - Security of test materials, delivery and retrieval scheme;
 - Allocation of test materials; and
 - 2015 NCAE National Test Results.
4. Immediate and wide dissemination of this Memorandum is desired.


GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent

Orientation on Standardized Administration of NCAE
Sapang Palay National High School Multi-Purpose Cooperative Building
November 22, 2016

Matrix of Activities

Time	Activities
7:30 a.m. – 8:15 a.m.	Registration
8:15 a.m. – 8:30 a.m.	Opening Program <ul style="list-style-type: none">• Philippine National Anthem• Prayer• Statement of Purpose
8:30 a.m. – 12:00 nn	Orientation Proper on 2016 NCAE <ul style="list-style-type: none">• Basic Facts on the National Career Assessment Examination• NCAE Test Administration Guidelines<ul style="list-style-type: none">- Responsibilities of the Testing Staff- Pre-Test and Post-Test Guidelines
12:00 nn - 1:00 p.m.	Lunch Break
1:00 p.m. – 4:00 p.m.	<ul style="list-style-type: none">• NCAE Forms• 2015 NCAE National Test Results• Allocation of Test Materials• Delivery and Retrieval Scheme