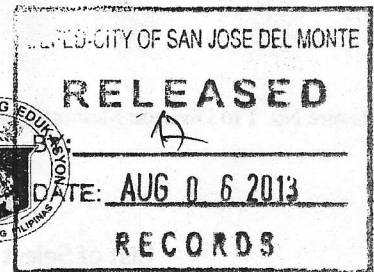




Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte



website: www.depedcsjdm.webs.com / e-mail: deped_csjdm@yahoo.com / telefax: (044) 815-2815

August 2, 2013

Division Memorandum
No. 100 s. 2013

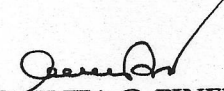
**DIVISION ORIENTATION ON THE STANDARDIZED ADMINISTRATION OF
NATIONAL CAREER ASSESSMENT EXAMINATION (NCAE) FOR
PUBLIC AND PRIVATE SECONDARY SCHOOLS**

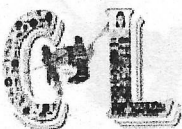
To: Education Program Supervisors
Public/Private Secondary School Heads/OICs
School Testing Coordinators

1. This Division will conduct an Orientation on the Administration of National Career Assessment Examination (NCAE) for Public and Private Secondary Schools on the following schedules:

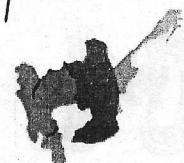
Type of School	Venue	Date	Time
1. Private Schools	Christian Ecclesiastical School	August 14, 2013	8:00 AM-3:00 PM
2. Public Schools	DO Library Hub	August 16, 2013	8:00 AM-3:00 PM

2. The 2013 National Career Assessment Examination (NCAE) will be administered to all Third Year High School Students under Basic Education Curriculum (BEC) for both public and private schools on **August 28, 2013** as per DepEd Memorandum No.111, s. 2013.
3. The orientation aims to discuss the following:
- Proper conduct/administration of the test;
 - Security of test materials, delivery, retrieval scheme;
 - Interpretation of NCAE Certificate of Rating (COR) data;
 - NCAE results utilization at school level;
 - Allocation of test materials; and
 - Deployment of teachers.
4. The participants to this activity are as follows:
- a. School Head and one (1) School Testing Coordinator per school;
 - b. Public School Teachers In-Charge of Testing Centers for Private Schools (see Inclosure No. 1)
5. Immediate and wide dissemination of this Memorandum is desired.


ESTELITA G. PINEDA, CESO V
Schools Division Superintendent

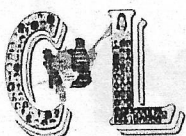


"Commitment-Driven Performance by our Leaders"
"Character-Based Instruction for our Learners"

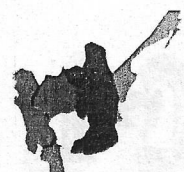


List of Select Teachers In-Charge of Private Schools' Testing Centers

1.	Mrs. Teresita Rosaroso	-	SPNHS
2.	Mr. Bibiano Placido	-	SPNHS
3.	Mrs. Virginia Galeza	-	SPNHS
4.	Mrs. Josephine Jimenez	-	SPNHS
5.	Mr. Victor Gamba	-	SPNHS
6.	Mrs. Aida B. Landingin	-	SPNHS
7.	Mrs. Estela S. de Vera	-	SPNHS
8.	Mrs. Caridad Riman	-	SPNHS
9.	Mrs. Henedina Hisoler	-	SPNHS
10.	Ms. Carolina Abarilles	-	SPNHS
11.	Mr. Jose Ricky Villanueva	-	THS
12.	Mrs. Annalyn L. German	-	SPNHS
13.	Mr. Jun Abarrientos	-	SJDMHS
14.	Mrs. Veronica Ellen	-	SJDMHS
15.	Mr. Emmanuel Espiritu	-	SJDMHS
16.	Mr. Luisito Joaquin	-	SJDMHS
17.	Mrs. Erlinda Roxas	-	PFNHS
18.	Ms. Maya Manuel	-	PFNHS
19.	Mrs. Adora Liwanag	-	PFNHS
20.	Mrs. Teresita Gojo Cruz	-	PFNHS



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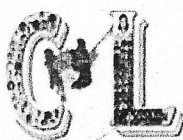
website: www.depedcsjdm.webs.com / e-mail: deped_csjdm@yahoo.com / telefax: (044) 815-2815

Division Orientation on the Standardized Administration of
2013 National Career Assessment Examination (NCAE) for
Public and Private Secondary Schools

PROGRAM OF ACTIVITIES

August 14, 2013 (Private Schools) & August 16, 2013 (Public Schools)

Time	Activities
8:00 AM	Preliminary Activities
	1. Arrival and Registration of Participants
	2. Submission of Number of Room Examination per School
8:30 AM	Program Proper
	1. Invocation
	2. National Anthem
	3. Welcome Remarks
	4. National Career Assessment Examination (NCAE)
	• NCAE Overview
	(Working Snacks)
	5. Interpretation of NCAE Certificate of Rating (COR) data
	6. NCAE Results Utilization
	(Lunch Break)
12:30 PM	7. Test Administration Guidelines
	• Examiner's Handbook
	• Accomplishing NETRC Forms
	• Security of Test Materials
	• Deployment of Teachers
3:00 PM	Clearing House



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