



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



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August 24, 2017

DIVISION MEMORANDUM
No. 140 s. 2017

**DIVISION ADMINISTRATION OF 2017 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 Tuesday and Wednesday, September 5 & 6, 2017 pursuant to DepEd Order No. 25, s. 2017.
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 Thursday, August 31, 2017, 8:00 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; and
 - Allocation of test materials
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
August 31, 2017

Schedule of Activities

Time	Activities
8:00 a.m. – 8:45 a.m.	Registration
8:45 a.m. – 9:15 a.m.	Opening Program <ul style="list-style-type: none">• Philippine National Anthem• Prayer• Statement of Purpose
9:15 a.m. – 12:00 nn	Orientation Proper on 2017 NCAE <ul style="list-style-type: none">• Policy Guidelines for Assessments• 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• Allocation of Test Materials• Delivery and Retrieval Scheme• Open Forum