



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OFFICE - CAPIZ


13 AUG 2024

DIVISION MEMORANDUM

No. 466, s. 2024

ADDITIONAL INFORMATION TO DIVISION MEMORANDUM NO. 449, S. 2024
TITLED “ADMINISTRATION OF THE NATIONAL CAREER ASSESSMENT
EXAMINATION (NCAE) FOR SCHOOL YEAR 2024-2025”

- To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Heads of Public and Private Secondary and
Integrated Schools
All Others Concerned
1. Relative to Division Memorandum No. 449, s. 2024 titled “**Administration of the National Career Assessment Examination (NCAE) for School Year 2024-2025**”, please be informed that to ensure the standardized administration of the test, teachers coming from different schools who shall serve as **Room Examiners** will be assigned to other schools to conduct **the test in accordance with the standardized test administration guidelines**. Moreover, all Education Program Supervisors (EPSs) and Public Schools District Supervisors (PSDSs) are enjoined to monitor the conduct of the said test in schools under their respective district/s.
 2. The assignment of room examiners and monitoring officials is found in Enclosure No. 1.
 3. Transportation expenses of test materials are chargeable against the downloaded Program Support Fund (PSF) for NCAE while other expenses incurred relative to the conduct of the above activity shall be charged against the School MOOE Funds, both subject to the usual accounting and auditing rules and regulations.
 4. For more information, contact the School Management, Monitoring and Evaluation (SMME) Section through email at ronald.dile001@deped.gov.ph or mobile number 09209831298.
 5. Immediate dissemination of and compliance with this Memorandum are desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Encl.: As stated
Reference: DepEd Memorandum No. 031, s. 2024
To be indicated in the Perpetual Index
under the following subjects:

ASSESSMENT

EXAMINATION

SCHOOLS

TEST



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
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Enclosure 1 to Division Memorandum No. _____ s. 2024

ASSIGNMENT OF CHIEF EXAMINERS, ROOM EXAMINERS, AND MONITORS FOR
SY 2024-2025 NATIONAL CAREER ASSESSMENT EXAMINATION (NCAE)

No.	School	CHIEF EXAMINERS	SCHOOL/S TO ADMINISTER THE TEST	Grade 10 Enrollment	NO. OF ROOM EXAMINERS	NO. OF ROOM EXAMINERS	Supervising Examiner	DIVISION MONITORS
1	Arturo Jugo NHS	Current School Head	Dao NHS	47	1.6	2		Assigned PSDSs & EPSs
2	Bagong Barrio NHS	Current School Head	Tapaz NHS	39	1.3	2		Assigned PSDSs & EPSs
3	Basiao NHS	Current School Head	Ivisan NHS	93	3.1	3		Assigned PSDSs & EPSs
4	Bungsuan NHS	Current School Head	Ramon Benjamin NHS	196	6.5	7		Assigned PSDSs & EPSs
5	Feliciano Yusay Consing NHS	Current School Head	Marciano M. Patricion NHS (14) Yating NHS (3)	511	17.0	17	Dulangan NHS (1)	Assigned PSDSs & EPSs
6	Camburanan NHS	Current School Head	Col. Patrocinio Artuz NHS	65	2.2	3		Assigned PSDSs & EPSs
7	Candelaria NHS	Current School Head	Camburanan NHS	83	2.8	3		Assigned PSDSs & EPSs
8	Roxas Farm School	Current School Head	San Nicolas NHS (Tapaz)	36	1.2	2		Assigned PSDSs & EPSs
9	Capiz NHS	Current School Head	Comm. Luis R. Asis NHS (22) Felix Balgos NHS (4) Pawa NHS (3)	851	28.4	29	(Pawa NHS (2)	Assigned PSDSs & EPSs
10	Casanayan NHS	Current School Head	Dulangan NHS	191	6.4	7		Assigned PSDSs & EPSs
11	Col. Patrocinio Artuz NHS	Current School Head	Bagong Barrio NHS (3) Tapaz NHS (4)	192	6.4	7		Assigned PSDSs & EPSs
12	Comsr. Luis R. Asis NHS	Current School Head	Capiz NHS	380	12.7	13	Pontevedra NHS (1)	Assigned PSDSs & EPSs
13	Concepcion Castro Garcia NHS	Current School Head	Estefania Montemayor NHS	104	3.5	4		Assigned PSDSs & EPSs
14	Cuartero NHS	Current School Head	Estefania Montemayor NHS	273	9.1	9		Assigned PSDSs & EPSs
15	Dao NHS	Current School Head	Malonoy NHS	265	8.8	9		Assigned PSDSs & EPSs
16	David Moises NHS	Current School Head	Mambusao East NHS	153	5.1	5		Assigned PSDSs & EPSs
17	Dulangan NHS	Current School Head	Marciano M. Patricion NHS	140	4.7	5		Assigned PSDSs & EPSs
18	Dumalag Central NHS	Current School Head	Concepcion castro NHS	314	10.5	11	Dr. Laureano R. Frial Integrated School (1)	Assigned PSDSs & EPSs
19	East Villaflores NHS	Current School Head	Maayon NHS	48	1.6	2		Assigned PSDSs & EPSs
20	Estefania Montemayor NHS	Current School Head	Presentacion Deiz NHS (4) Manuel Onato NHS (5)	267	8.9	9		Assigned PSDSs & EPSs
21	Felix Balgos NHS	Current School Head	Pontevedra NHS	65	2.2	3		Assigned PSDSs & EPSs
22	Florentina Degala MNHS	Current School Head	Maayon NHS	125	4.2	5		Assigned PSDSs & EPSs
23	Jose Diva Avelino Jr NHS	Current School Head	Feliciano Yusay Consing NHS	325	10.8	11	Tuburan NHS (1)	Assigned PSDSs & EPSs
24	Ivisan NHS	Current School Head	Capiz NHS (10) Panitan NHS (6)	464	15.5	16	Basiao NHS (1)	Assigned PSDSs & EPSs
25	Jagnaya NHS	Current School Head	Jamindan NHS	127	4.2	5		Assigned PSDSs & EPSs
26	Jamindan NHS	Current School Head	Lucero NHS (5) Mambusao NHS (4) Mambusao East NHS (4)	377	12.6	13	Macario Bermejo NHS (1)	Assigned PSDSs & EPSs
27	Leodegario D. Deocampo Sr. NHS	Current School Head	Panitan NHS	58	1.9	2		Assigned PSDSs & EPSs
28	Ishmael B. Orillos NHS	Current School Head	Sapian NHS	77	2.6	3		Assigned PSDSs & EPSs
29	Lucero NHS	Current School Head	Jagnaya NHS	73	2.4	3		Assigned PSDSs & EPSs
30	Luis Escutin National High School	Current School Head	Dao NHS	41	1.4	2		Assigned PSDSs & EPSs
31	Maayon NHS	Current School Head	Tuburan NHS (7) Florentina Degala NHS (3) East Villa Flores (3)	381	12.7	13	East Villa Flores NHS (1)	Assigned PSDSs & EPSs
32	Macario Delfin Bermejo NHS	Current School Head	Jamindan NHS	133	4.4	5		Assigned PSDSs & EPSs
33	Maindang NHS	Current School Head	Cuartero NHS	143	4.8	5		Assigned PSDSs & EPSs

34	Malonoy NHS	Current School Head	Dao NHS	96	3.2	4		Assigned PSDSs & EPSs
35	Mambusao East NHS	Current School Head	Vicente Andaya Sr. NHS	98	3.3	4		Assigned PSDSs & EPSs
36	Mambusao NHS	Current School Head	David Moises NHS	240	8.0	8		Assigned PSDSs & EPSs
37	Manuel F. Onato MNHS	Current School Head	Bungsuan NHS	111	3.7	4		Assigned PSDSs & EPSs
38	Marciano Patricio NHS	Current School Head	Feliciano Yusay Consing NHS	300	10.0	10		Assigned PSDSs & EPSs
39	Mianay NHS	Current School Head	Vicente Andaya Sr. NHS	114	3.8	4		Assigned PSDSs & EPSs
40	Panitan NHS	Current School Head	Jose Diva Avelino Jr. NHS	403	13.4	14	Leodegario Deocampo Sr. NHS (1)	Assigned PSDSs & EPSs
41	Pawa NHS	Current School Head	Comm. Luis R. Asis NHS	117	3.9	4		Assigned PSDSs & EPSs
42	Pontevedra NHS	Current School Head	Bailan IS (5) Panitan NHS (10) Felixberto Dicon Dorado Integrated School (2)	503	16.8	17	Bailan IS (1)	Assigned PSDSs & EPSs
43	Presentacion Diez Gregorio Nhs	Current School Head	Aglalana IS	59	2.0	2		Assigned PSDSs & EPSs
44	Putian NHS	Current School Head	San Antonio NHS	44	1.5	2		Assigned PSDSs & EPSs
45	Ramon A. Benjamin Sr. NHS	Current School Head	Estefania Montemayor NHS	138	4.6	5		Assigned PSDSs & EPSs
46	Rev.Tomas Conejar NHS	Current School Head	Col. Patrocinio Artuz NHS	32	1.1	2		Assigned PSDSs & EPSs
47	San Antonio NHS	Current School Head	Cuartero NHS	59	2.0	2		Assigned PSDSs & EPSs
48	San Nicolas NHS (Pilar)	Current School Head	Casanayan NHS	89	3.0	3		Assigned PSDSs & EPSs
49	San Nicolas NHS (Tapaz)	Current School Head	Tapaz NHS	93	3.1	3		Assigned PSDSs & EPSs
50	Sapian NHS	Current School Head	Bilao IS (5) Ishmael B. Orillos Farm School (6)	333	11.1	11	Bula IS (1)	Assigned PSDSs & EPSs
51	Tapaz NHS	Current School Head	Rev. Tomas Conejar NHS (3) Camburanan NHS (5) Roxas Farm School (3)	315	10.5	11	Col. Patrocinio Artuz NHS (1)	Assigned PSDSs & EPSs
52	Tuburan NHS	Current School Head	Jose Diva Avelino Jr. NHS	141	4.7	5		Assigned PSDSs & EPSs
53	Vicente Andaya Sr. NHS	Current School Head	Arturo Jugo NHS (7) Dao NHS (6)	393	13.1	13	Malonoy NHS (1)	Assigned PSDSs & EPSs
54	Yating NHS	Current School Head	Feliciano Yusay Consing NHS	97	3.2	4		Assigned PSDSs & EPSs
55	Aglalana Integrated School	Current School Head	Estefania Montemayor NHS	73	2.4	3		Assigned PSDSs & EPSs
56	Agkawayan Integrated School	Current School Head	Mambusao NHS	15	0.5	1		Assigned PSDSs & EPSs
57	Aglanot Integrated School	Current School Head	Manuel Onato NHS	36	1.2	2		Assigned PSDSs & EPSs
58	Antonio Belo Integrated School	Current School Head	Panitan NHS	48	1.6	2		Assigned PSDSs & EPSs
59	Bago Chiquito Integrated School	Current School Head	Felix Balgos NHS	21	0.7	1		Assigned PSDSs & EPSs
60	Bailan Integrated School	Current School Head	Felixberto Dicon Dorado IS	77	2.6	3		Assigned PSDSs & EPSs
61	Bilao Integrated School	Current School Head	Bula IS	53	1.8	2		Assigned PSDSs & EPSs
62	Bula Integrated School	Current School Head	David Moises NHS	35	1.2	2		Assigned PSDSs & EPSs
63	Calixto Loyola Sr. Integrated School	Current School Head	Vicente Andaya Sr. NHS	10	0.3	1		Assigned PSDSs & EPSs
64	Don Celestino D. Diaz Integrated School	Current School Head	Leogario Deocampo NHS	58	1.9	2		Assigned PSDSs & EPSs
65	Dayhagan Integrated School	Current School Head	San Nicolas NHS (Pilar)	19	0.6	1		Assigned PSDSs & EPSs
66	Leopoldo Gialogo Integrated School	Current School Head	Col. Patrocinio Artuz NHS	11	0.4	1		Assigned PSDSs & EPSs
67	Laureano R. Frial Integrated School	Current School Head	Dumalag Central NHS	16	0.5	1		Assigned PSDSs & EPSs
68	Duluan Integrated School	Current School Head	Tuburan NHS	24	0.8	1		Assigned PSDSs & EPSs
69	ELEODORO J. PONSARAN IS	Current School Head	Mianay NHS	10	0.3	1		Assigned PSDSs & EPSs
70	Felixberto Dicon Dorado Integrated School	Current School Head	Maayon NHS	32	1.1	1		Assigned PSDSs & EPSs
71	Guinbalian Integrated School	Current School Head	Duluan IS	19	0.6	1		Assigned PSDSs & EPSs
72	Guise Integrated School	Current School Head	Dulangan NHS	16	0.5	1		Assigned PSDSs & EPSs
73	Manuel Ganzon Advincula Integrated School	Current School Head	Lucero NHS	28	0.9	1		Assigned PSDSs & EPSs
74	Quiajo Integrated School	Current School Head	Feliciano Yusay Consing NHS	16	0.5	1		Assigned PSDSs & EPSs
75	Tinigban Integrated School	Current School Head	Don Celestino D. Diaz IS	5	0.2	1		Assigned PSDSs & EPSs

76	Canapian Integrated School	Current School Head	Florentina Degala NHS	31	1.0	1	Assigned PSDSs & EPSs
77	Tapulang Integrated School	Current School Head	Florentina Degala NHS	26	0.9	1	Assigned PSDSs & EPSs
78	Sinamongan Integrated School	Current School Head	San Nicolas NHS (Pilar)	89	3.0	3	Assigned PSDSs & EPSs
1	Daile's Franciscan Learning Institute, Inc.	Current School Head	Panitan NHS	5	0.2	1	Assigned PSDSs & EPSs
2	Elizalde Academy, Inc.	Current School Head	Feliciano Yusay Consing NHS	90	3.0	4	Assigned PSDSs & EPSs
3	Nuestra Señora Del Pilar Parochial School	Current School Head	Marciano M. Patricion NHS	3	0.1	1	Assigned PSDSs & EPSs
4	Our Lady of Fatima Academy of Dao, Inc.	Current School Head	Dao NHS	24	0.8	1	Assigned PSDSs & EPSs
5	Our Lady of the Snows Institute	Current School Head	Estefania Montemayor NHS	19	0.6	1	Assigned PSDSs & EPSs
6	Parish School of Saint Isidore-High School Department Inc	Current School Head	Pontevedra NHS	10	0.3	1	Assigned PSDSs & EPSs
7	Pontevedra Christian School	Current School Head	Pontevedra NHS	34	1.1	2	Assigned PSDSs & EPSs
8	Sanctus Josephus School Inc.	Current School Head	Feliciano Yusay Consing NHS	28	0.9	1	Assigned PSDSs & EPSs
9	St. Catherine Academy	Current School Head	Mambusao NHS	34	1.1	2	Assigned PSDSs & EPSs
10	St. Lawrence Parochial School	Current School Head	Panitan NHS	6	0.2	1	Assigned PSDSs & EPSs
11	St. Martin Academy, Inc.	Current School Head	Concepcion Castro NHS	36	1.2	2	Assigned PSDSs & EPSs
12	Steps of Faith	Current School Head	Bailan IS	6	0.2	1	Assigned PSDSs & EPSs



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NATIONAL CAREER ASSESSMENT EXAMINATION (NCAE)
Monitoring Tool

Name of School: _____ District: _____
Number of testing rooms: _____
Total enrolment/registrants: Male: _____ Female: _____ Total: _____

Total number of actual examinees: **Day 1:** M: _____ F: _____ T: _____ **Day 2:** M: _____ F: _____ T: _____

Total number of absences: **Day 1:** M: _____ F: _____ T: _____ **Day 2:** M: _____ F: _____ T: _____

Instructions:

Listed below are indicators in the conduct of NCAE. Please indicate compliance by putting a check mark (/) on the box that corresponds to your findings and specify MOVs and remarks if necessary.

Part I

Indicators	Observed	Not Observed	Remarks/ MOVs
Before the examination day...			
1. The chief examiner conducts orientation to room examiners days before the test.			
2. Ocular inspection on the readiness of testing rooms <ul style="list-style-type: none">• well-ventilated and well-lighted• functional comfort room• seating arrangement (30 chairs per room), excess chairs placed outside the testing room• the first and last rows of seats are close to the wall to allow enough space• table and chair provided for the room examiner	<div></div> <div></div> <div></div> <div></div> <div></div>	<div></div> <div></div> <div></div> <div></div> <div></div>	<div></div> <div></div> <div></div> <div></div> <div></div>
3. List of examinees arranged alphabetically regardless of gender posted outside of the testing rooms.			
4. Room examiners receive and count the test booklets while plastic bags are still sealed and sign form 3.			
5. Room examiners are in their respective testing rooms at least 30 minutes before the test (attendance sheet for room examiners/ supervisor).			
6. Room examiners check the identities of the examinees inside the testing rooms			
During the examination day...			
7. Room examiners strictly follow the examiner's handbook during the test			
8. Room examiners posted the replica of the name grid.			
9. Room examiners supervise closely the shading of circles in the name grid, LRN, and other data/non-test items in the answer sheets			
10. Time limits for testing are well adhered to (board work displayed).			
11. Room examiners supervise the accomplishment of the seating plan (form 2).			
12. All belongings of the examinees are placed in front of the blackboard. Only pencil, rubber eraser, sharpener, and computation paper are with the examinees while the test is in progress.			



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13. The chief examiner/ room supervisor monitors the testing activities and confidentiality of the test materials.			
14. Unused test booklets are kept inside the plastic bag while the test is in progress.			
15. Testing personnel observe proper/ appropriate attire with ID.			
After examination...			
12. Room examiners account for test materials before examinees are dismissed.			
13. Room examiners arrange used and unused TBs and ASs according to serial numbers from lowest to highest.			
14. Room examiners place used ASs and TBs in their original plastic bags containing their batch slips.			
15. Room examiners seal and sign across the Examiners Transmittal Report Envelopes (ETREs) while still inside the testing room			
16. The chief examiner accounts for all test materials.			

Part II (Other findings)

Issues/Concerns	Technical Assistance provided	Remarks

Best Practices:

Monitored by:

Signature over Printed Name

Designation

Conforme:

School Head/ Chief Examiner

Date/ Time