



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

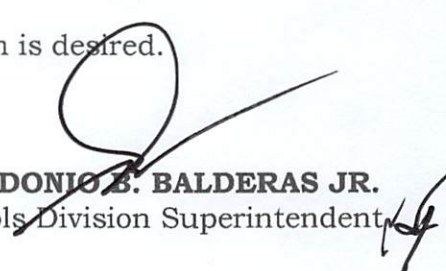
07 January 2026

DIVISION MEMORANDUM
No. 016 s. 2026

**OCULAR INSPECTION, PROVISION OF TECHNICAL ASSISTANCE AND
MONITORING FOR THE ADMINISTRATION OF COMPUTER BASED NATIONAL
CAREER ASSESSMENT EXAMINATION (CB-NCAE)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public and Private Elementary Schools
Heads, Unit/Section
All Others Concerned

1. Pursuant to **DepEd Order No. 055, s. 2016** titled **"Policy Guidelines on the on the National Assessment of Student Learning for K to 12 Basic Education Program"** and the **Department of Education (DepEd)** through the **Bureau of Education Assessment (BEA)** and in with Administration of CB- NCAE, the City Schools Division of the City of Tayabas conduct an Ocular Inspection and Provision of Technical Assistance on **January 7-27, 2026** at **the different testing centers of the City Schools Division of the City of Tayabas City**.
2. This activity aims to facilitate provision of technical assistance, support and monitoring to the administration of CB – NCAE.
3. Please see Enclosures
1: CB NCAE Ocular Inspection Schedule and Enclosure
2: List of Monitoring Official
3: Monitoring Tool for CB-NCAE
4. Immediate dissemination of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated
Reference: DM 087 s. 2025
To be indicated in the Perpetual Index
under the following subjects:

CB-NCAE

SGOD- ocular inspection, provision of technical assistance and monitoring for the administration of cb-ncae
SGOLBPAT-004133/January 07, 2025



Address: Brgy. PotoI, Tayabas City
Telephone No.: (042) 785-9615
Email Address: tayabas.city@deped.gov.ph
Website: <https://www.sdotayabascity.ph>

Enclosure 1: CB NCAE Schedule

No.	Name of School	Date of Ocular Inspection	Ocular Inspection Team Composition
1.	Metro Lucena Integrated Learning Center, Inc.	January 8, 2026	Joan Kathleen Talabong – Brizuela Ronan Thaddeus D. De Los Santos
2.	St. John Bosco College of Tayabas, Inc.		
3.	Maryhill College, Inc.		
4.	CNJP, Inc.	January 9, 2026	
5.	Casa del Nino Jesus de Tayabas, Inc.		
6.	San Roque Parochial School		
Nothing Follows			

Enclosure 2: List of Monitoring Officials

No.	Name of School	Date of Monitoring	Monitoring Official
1.	Busal Integrated School	January 7, 2026	Joan Kathleen Talabong – Brizuela Online Monitoring
2.	Ilasan Integrated School	January 7 and 9, 2026	Montano L. Agudilla Jr.
		January 14, 2026	Joan Kathleen Talabong – Brizuela
3.	Buenaventura Alandy National High School	January 7 – 9, 2025	Montano L. Agudilla Jr.
		January 12, 2026	Michael Leonard D. Lubiano
		January 13, 2026	
4.	Rosario Quesada Integrated High School	January 7 – 8, 2026	Montano L. Agudilla Jr.
5.	Dapdap Integrated School	January 7, 2026	Joan Kathleen Talabong – Brizuela
		January 8, 2026	Teofila A. Ocumin
		January 12, 2026	
6.	Luis Palad Integrated High School	January 7, 2026	La Trisha Dalit
7.	West Palale National High School	January 8, 2026	Montano L. Agudilla Jr.
		January 9, 2026	
		January 12, 2026	
8.	Pandakake Integrated School	January 12, 2026	Montano L. Agudilla Jr.
9.	Casa del Nino Jesus de Tayabas, Inc.	January 12, 2026	Jerome A. Chavez
		January 13, 2026	Joan Kathleen Talabong – Brizuela
10.	St. John Bosco College of Tayabas, Inc.	January 12, 2026	Michael Leonard D. Lubiano
		January 13, 2026	Joan Kathleen Talabong – Brizuela
11.	Maryhill College, Inc.	January 12-13, 2026	Mikael Sandino T. Andrey
12.	CNJP, Inc.	January 12-13, 2026	Richelle F. Quintero
13.	Metro Lucena Integrated Learning Center, Inc.	January 13, 2026	Joseph Jay U. Aureada
		January 14, 2026	Joan Kathleen Talabong – Brizuela
14.	San Roque Parochial School	January 12 -14, 2026	Louie L. Fulleo

15.	Luis Palad Integrated High School	January 8-9, 2026	Joan Kathleen Talabong – Brizuela
		January 12, 2026	
		January 13- 14, 2026	Sherwin C. Quesea
		January 15 – 16, 2026	Joan Kathleen Talabong – Brizuela
		January 19, 2026	Jerome A. Chavez
		January 20, 26-27, 2026	
NOTHING FOLLOWS			

Enclosure 3: Monitoring Tool for CB – NCAE

NAME OF NATIONAL TESTING PROGRAM

Testing Program: CB NCAE

Date of Testing: _____

Division: _____

Testing Center: _____

1. Number of Testing Room: Day 1 Session _____ Day 2 Session _____
2. Total Enrolment/registrants of (grade/year): M _____ F _____ T _____
Total Number of examinees: Day 1 Session: M _____ F _____ T _____
Day 2 Session: M _____ F _____ T _____
3. Total Number of absences: Day 1 Session: M _____ F _____ T _____
Day 2 Session: M _____ F _____ T _____
1. Time when the test materials were distributed to Room Examiners:
Day 1 AM Session: From _____ to _____
Day 1 PM Session: From _____ to _____
Day 2 AM Session: From _____ to _____
Day 2 PM Session: From _____ to _____

Pre-test Activities on Examination Day

Pre-test activities in terms of the following:	Sufficient	Insufficient	Needed additional copies	Remarks
1.1 LMS Enrolment				
1.2 CB-NCAE Access				
1.3 Seat Plan				
1.4 Examiners Handbook				
Testing Center Requirements			Evident	Not Evident
1. Testing Room for test materials to ensure security and confidentiality.			_____	_____
2. Testing rooms are well-lighted and ventilated			_____	_____
3. Testing Rooms are ready:				
3.1 The test takers have 1:1 ratio for computer/ tablets and has enough space			_____	_____
3.2 List of Examinees posted at the door of each testing room, alphabetically arranged regardless of gender (40 test takers max)			_____	_____

Test Proper

Rate the Room Examiners based on the following aspects:	Evident	Not Evident
1. Testing discipline is imposed strictly.		
1.1 No unnecessary noise while the exam is in progress	_____	_____
1.2 Cheating in any form is strictly prohibited (e.g. talking to co-testees, use of dictionary, cell phone, calculator, and the like)	_____	_____
2. Refraining from the following are strictly followed:		
2.1 Usage of other technological device inside the testing room	_____	_____
2.2 Explaining/translating to the examinees certain words/used in the item	_____	_____
3. Room Examiners keep custody of the TBs and Ass		

Findings/Observations: _____

Monitoring Official
(Signature over Printed Name)