



Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

12 August 2024

DIVISION MEMORANDUM

No. **539** s. 2024

ADMINISTRATION OF THE NATIONAL CAREER ASSESSMENT EXAMINATION (NCAE)

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

1. With reference to **DepEd Order No. 055, s. 2016**, titled **Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program** and an Advisory, known as **Additional Guidelines on the Administration of the National Career Assessment Examination**, this Office announces the administration of NCAE on **August 14 – 15, 2024 of all the public and private junior high school in the City Schools Division of the City of Tayabas.**
2. This activity aims to provide guidance to individual learners for their future educational career choices. Thus, support the national framework on career guidance and entry assessment to specific Senior High Schools in all public and private schools.
3. Participants in the activity are all Grade Ten learners currently enrolled, members of the Division Testing Core Groups, Chief Examiners (CE), Room Examiners (RE) and Room Supervisors (RS). Please see attached Enclosure 1 for the Division Testing Core Group, Enclosure 2 for the List of Room Examiners and Room Supervisors, Enclosure 3 for the Monitoring Officials and Enclosure 4 for the Monitoring Tool.
4. Immediate dissemination of and strict compliance with this Memorandum is hereby desired.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:

HERBERT D. PEREZ
Assistant Schools Division Superintendent
Officer-in-Charge



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Encl.: As stated

Reference: DepEd Memorandum No. 055, s. 2016

To be indicated in the Perpetual Index
under the following subjects:

NATIONAL CAREER ASSESSMENT EXAMINATION
ADMINISTRATION

SGOD – administration of the national career assessment examination (ncae)
SGOJDCI5-001437 /August 12, 2024

Enclosure 1: Division Testing Core Groups

NO.	NAME	POSITION/ DESIGNATION
1.	CELEDONIO B. BALDERAS JR.	SCHOOLS DIVISION SUPERINTENDENT
2.	HERBERT D. PEREZ, CESO VI	ASSISSTANT SCHOOLS DIVISION SUPERINTENDET
3.	IMELDA C. RAYMUNDO	CHIEF EDUCATION SUPERVISOR - SGOD
4.	JOAN KATHLEEN M. TALABONG	EPS II / DIVISION TESTING COORDINATOR
5.	JOYCE ANN P. LIMBO	SUPPORT STAFF
6.	IAN NERIC O. ILAO	
7.	JHONNY ZAFRANCO	
8.	DR. GENER C. DELOS REYES	CE, LUIS PALAD INTEGRATED HIGH SCHOOL
9.	MARY GRACE C. CABILE	CE, WEST PALALE NATIONAL HIGH SCHOOL
10.	EVELYN R. PALAMBIANO	CE BUENAVENTUR ALANDY NATIONAL HIGH SCHOOL
11.	MICHAEL M. SAFRED	CE, DADAP INTEGRATED SCHOOL
12.	DEMOCRITO C. CABILE	CE, ROSARIO QUESADA INTEGRATED HIGH SCHOOL
13.	JOHNCENT TIBORDO	CE, BUSAL INTEGRATED HIGH SCHOOL
14.	ADRIAN D. MAANO	CE, PANDAKAKE INTEGRATED SCHOOL
15.	RAQUEL D. PACAIGUE	CE, SAN ROQUE PAROCHIAL SCHOOL
16.	MARIA AURORA SANTOS	CE, METRO LUCENA INTEGRATED LEARNIBG CENTER
17.	CECILLE ROMANA	CE, CNJP
18.	ROSALIE DE RAMOS	CE, MARYHILL COLLEGE
***NOTHING FOLLOWS ***		

Enclosure 2: List of Room Examiners and Room Supervisors

NO.	SCHOOL	ROOM EXAMINERS AND ROOM SUPERVISORS
1.	LUIS PALAD INTEGRATED HIGH SCHOOL	VENUS IRISH TUTOR
2.		JESSICA DALURAYA
3.		MARY JUNE LAVILLA
4.		JAYNIELLE CABUYAO
5.		JED ABRAGON
6.		AMANDO CABRIGA
7.		DANILO OAREZA
8.		EMARIEL CUARIO
9.		CHRISTINE MAE L. QUEZANA
10.		ALEAH SUZANNE VILALANUEVA
11.		SHINA P. REYES
12.		RENALYN CADAQ
13.		NEREISH MORENO
14.		ANNA D. PADILLA
15.		SJ BELO REYES
16.		ANALOU ENDECIA
17.		ALLAN EMMANUEL ORTIZ
18.		CHERIOUS OBLEA
19.		SHIERLEY OLAR
20.		JORICE HARI
21.		KRISTEL O. CABUYAO
22.		CHRISTIAN JOY GRAGASIN
23.		ALLYSA JOY GIGNATONI
24.		EDMAR RADA
25.		RONALDO NAVAJAS
26.		ARLENE Q. POLINTAN
27.		ARIES LAWRENCE T. CUARE
28.		NERISSA G. PASATIEMPO
29.		MARICAR UMBRETE
30.		JOHN MICHAEL G. LOSANEZ
31.		ALMIRA BARQUILLA
32.		ANNA JOY ASILO
33.		IRENE CABRIGA
34.		CASLYNCE CUETO
35.		RODEL SUMBILLA
36.		ADYSA JOYCE ZULUETA - RS
37.		MARITES YUPIO- RS
38.		CHRISTOPHER YEN MANLAPAZ - RS
39.		OPHELIA T. JASTIVA - RS
40.	WEST PALALE NATIONAL HIGH SCHOOL	LYNGE R. RAMILO
41.		AIRA MIGUELLE N. DAVID
42.		JESS L. AWA
43.		EMERENCIA P. VALENCIA
44.		ALFREDO NAYNES
45.		MARIA MONICA LAGRAZON
46.		REA RACHEL E. OABEL - RS

47.	BUENAVENTURA ALANDY NHS	ARVIE ANOSO
48.		JAMARA MAE LORICO
49.		JOVELYN DEGRAN
50.		FEREZ TALAVERA
51.		ROMINA JOY CRUZAT
52.		CAMILLE DIAZ
53.		IMELDA O. AMBE - RS
54.	DAPDAP INTEGRATED SCHOOL	JEAN CAPAGCUAN
55.		ANGELICA SALUDES
56.		SHARON OABEL
57.		CLARISSE ESTEROZA - RS
58.	ROSARIO QUESADA INTEGRATED HIGH SCHOOL	JOSEPHINE PALMERO
59.		EVANGELYN JACELA
60.		RONA MAE REAL - RS
61.	BUSAL INTEGRATED SCHOOL	JOEL BREGONDO
62.		REYNAN NADERA - RS
63.	PANDAKAKE INTEGRATED SCHOOL	REGINA EMMA MABILIN
64.		JAYMIE JANE Y. NANEZ - RS
65.	SAN ROQUE PAROCHIAL SCHOOL	ARLENE BISAGAS
66.		DJACVER LIM
67.		LAARNI LACHICA – RS
68.	ST. JOHN BOSCO COLLEGE OF TAYABAS	MARIA ELENA PENAREJO
69.		REDENTOR SANTE
70.		JOE VICTORIA DAELO – RS
71.	METRO LUCENA INTEGRATED LEARNING CENTER INC.	HAYDEE DE CHAVEZ
72.		CHARLENE JAVIN – RS
73.	CNJP	KIMBERLY NORIEL
74.		MERLINDA SALGADO – RS
75.	MARYHILL COLLEGE	CHRISTINE JOY CALUPIG
76.		DERICK BALBAROSA – RS
	***NOTHING FOLLOWS ***	

Enclosure 3: Monitoring Officials

NO.	SCHOOL	DATE	MONITORING OFFICIAL
1	BUSAL INTEGRATED SCHOOL	AUG. 14, 2024	REYNAN NADERA
2	SAN ROQUE PAROCHIAL SCHOOL		LOUIE L. FULLEDO
3	ST. JOHN BOSCO COLLEGE OF TAYABAS		MIKAEL SANDINO T. ANDREY
4	DAPDAP INTEGRATED SCHOOL		LA TRISHA DALIT
5	CNJP		MONTANO L. AGUDILLA JR.
6	MARYHILL COLLEGE		REGICELLE CABAYSA
7	PANDAKAKE INTEGRATED SCHOOL	AUG. 15, 2024	ARIEL C. CABUYAO
8	LUIS PALAD INTEGRATED HIGH SCHOOL		LA TRISHA R. DALIT
9	WEST PALALE NATIONAL HIGH SCHOOL		JEROME A. CHAVEZ
10	BUENAVENTURA ALANDY NHS		MICHAEL LEONARD D. LUBIANO
11	METRO LUCENA INTEGRATED LEARNING CENTER INC.		MONTANO L. AGUDILLA JR.
12	ROSARIO QUESADA INTEGRATED HIGH SCHOOL		REGICELLE CABAYSA

NOTE:

The Schools Division Superintendent, Assistant Schools Division Superintendent, Chief Education Program Supervisors for CID and SGOD have the freedom to visit any schools during the monitoring.

*****NOTHING FOLLOWS *****



Republic of the Philippines
Department of Education

REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

NATIONAL CAREER ASSESSMENT EXAMINATION (NCAE)

Testing Program: _____ 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 Session: From _____ to _____
Day 2 Session: From _____ to _____

Pre-test Activities on Examination Day

Pre-test activities in terms of the following:	Sufficient	Insufficient	Needed additional copies	Remarks
Sufficiency of Test Materials				
1.1 Test Booklet				
1.2 Scannable Answer Sheet				
1.3 Seat Plan				
1.4 Examiners Handbook				
Testing Center Requirements			Evident	Not Evident
1. Distribution 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 first and the last row of seats are close as possible to the walls to allow enough space			_____	_____
3.2 List of Examinees posted at the door of each testing room, alphabetically arranged regardless of gender			_____	_____

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 Reading/copying test items in the test booklet 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)