



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

09 September 2026

DIVISION MEMORANDUM

No. 597 s. 2026

**ADMINISTRATION OF THE TECHNICAL ASSESSMENT FOR THE COMPUTER
BASED NATIONAL CAREER ASSESSMENT EXAMINATION (CB-NCAE) FOR
SCHOOL YEAR 2026-2027**

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

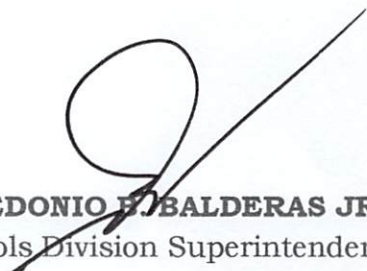
1. Pursuant to **DepEd Order No. 055, s. 2016** titled **Policy Guidelines on the on the National Assessment of Student Learning for K to 12 Basic Education Program, Bureau of Education Assessment (BEA) Advisory No. 018 s. 2026** known as **Guidelines on the Technical Assessment and Preparation on the Administration of the Computer Based National Career Assessment Examination for School Year 2026-2027** and **Advisory Number 019 s. 2026** titled **Extension of the Administration of the Technical Assessment for the Computer Based National Career Assessment Examination for School Year 2026-2027**, the City Schools Division of the City of Tayabas will conduct the **Administration of the Technical Assessment for the CB-NCAE for School Year 2026-2027, 6:30 a.m. - 5:00 p.m.** starting **September 16, 2026** until **October 14, 2026** at **respective testing centers**.

2. This activity aims to facilitate the administration of the Technical Assessment for the CB-NCAE. Participants to this activity are the Division Testing Coordinator (DTC), Division Information Technology Officer (DITO), Monitoring Officials, respective Chief Examiners, Test Administrators and School Information Technology Officers (SITOs).

3. All the concerned testing personnel are mandated to submit their respective signed Oath of Confidentiality.

4. Please see Enclosure 1 for the List of Testing Core Group, Enclosure 2 for the Administration Schedule, Enclosure 3 for the List of Test Administrators, Enclosure 4 for the List of Monitoring Officials, Enclosure 5 for the Monitoring Tool and Enclosure 6 for the Oath of Confidentiality.

5. Expenses incurred during the ocular inspection and provision of technical assistance shall be charged against existing available local funds subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of this Memorandum is desired.


CELEDONIO F. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated

References: DepEd Order No. 055, s. 2016

Bureau of Education Assessment (BEA) Advisory No. 018 s. 2026

Advisory Number 019 s. 2026

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

ADMINISTRATION
ASSESSMENT
CB-NCAE

SGOD- administration of the technical assessment for the computer based national career assessment examination (cb-ncae) for school year 2026-2027
SGO74IIC-005529/September 09, 2026

Enclosure 1

LIST OF DIVISION TESTING CORE GROUP FOR CB-NCAE

No.	Name	Position
1.	Celedonio B. Balderas Jr.	Schools Division Superintendent
2.	Joan Kathleen Talabong – Brizuela	EPS II/DTC
3.	Montano L. Agudilla Jr.	Test Monitor/Private School Alternate
4.	Princess A. Talavera	Support Staff
5.	Mark Bryan F. Valencia	Support Staff
6.	Dr. Joy Buban – Go	Chief Examiner, West Palale National High School
7.	Dr. Michael M. Safred	Chief Examiner, Ilasan Integrated School
8.	Lilibeth B. Vargas	Chief Examiner, Busal Integrated School
9.	Mary Grace C. Cabili	Chief Examiner, Dapdap Integrated School
10.	Cherry G. Hugo	Chief Examiner, Buencaventura Alandy National High School
11.	Democrito C. Cabile Jr.	Chief Examiner, Pandakaki Integrated School
12.	Joel N. Dela Cruz	Chief Examiner, Mayuwi Integrated School
13.	Greg I. Racelis	Chief Examiner, Luis Palad Integrated High School
14.	Lorynel De Sagun	Chief Examiner, Alsam Integrated School
15.	Evelyn Palambiano	Chief Examiner, Mate Integrated School
16.	Rempson P. Sumilang	Chief Examiner, Rosario Quesada Integrated National High School
17.	Dr. Lavin O. Labrada	Chief Examiner, Tayabas City National High School
18.	Rosalie C. De Ramos	Chief Examiner, Maryhill College
19.	Raquel D. Pacaigue	Chief Examiner, San Roque Parochial School
19.	Sr. Rachelle L. Landicho, MCST	Chief Examiner, St. John Bosco College
20.	Cecilia S. Romana	Chief Examiner, CNJP
21.	Maria Aurora H. Santos	Chief Examiner, MLILC
22.	Jayson P. Terciano	Chief Examiner, CNJT
NOTHING FOLLOWS		

Enclosure 2

ADMINISTRATION SCHEDULE

No.	Name of School	Date	Session Schedule	Number of Students
1.	West Palale National High School	September 16, 2026	1 – 4	120
		September 17, 2026	1 – 2	20
2.	Ilasan Integrated School	September 16, 2026	1 – 2	57
3.	Busal Integrated School	September 16, 2026	3	2
3.	Dapdap Integrated School	September 17, 2026	1 – 3	65
4.	Pandakake Integrated School	September 17, 2026	3	6
4.	Buenaventura Alandy National High School	September 23, 2026	1 – 4	120
		September 24, 2026	1 – 4	23
5.	Mayuwi Integrated School	September 17, 2026	3	8
6.	Luis Palad Integrated High School	September 16, 2026	1 – 4	120
		September 17, 2026	1 – 4	120
		September 18, 2026	1 – 4	120
		September 21, 2026	1 – 4	150
		September 22, 2026	1 – 4	120
		September 23, 2026	1 – 4	120
		September 24, 2026	1 – 4	94
7.	Alsam Integrated School	September 23, 2026	1	9
8.	Mate Integrated School	September 17, 2026	2	11
9.	Rosario Quesada Integrated High School	September 18, 2026	1 – 2	46
10.	Maryhill College, Inc.	September 25, 2026	1	5
11.	San Roque Parochial School	September 28, 2026	1	23
12.	St. John Bosco College of Tayabas, Inc.	September 25, 2026	1	23
13.	CNJP, Inc.	September 28, 2026	1	9
14.	Metro Lucena Integrated Learning Center, Inc.	September 28, 2026	1	16
15.	Casa del Nino Jesus de Tayabas, Inc.	September 29, 2026	1	10
NOTHING FOLLOWS				

Enclosure 3

LIST OF TEST ADMINISTRATOR

No.	Name of School	Date	Session Schedule	Name of Test Administrator
1.	West Palale National High School	September 16, 2026	1 – 4	Myra G. Flores
		September 17, 2026	1 – 2	
2.	Ilasan Integrated School	September 16, 2026	1 – 2	Clarine De Guzman
3.	Busal Integrated School	September 16, 2026	3	Johncent B. Tibordo
3.	Dapdap Integrated School	September 17, 2026	1 – 3	Arlene R. Oabel
4.	Pandakake Integrated School	September 17, 2026	3	
4.	Buenaventura Alandy National High School	September 23, 2026	1 – 4	Rhoda B. Salipande Adrian D. Maano
		September 24, 2026	1 – 4	
5.	Mayuwi Integrated School	September 17, 2026	3	Jackie Lou Magsino
6.	Luis Palad Integrated High School	September 16, 2026	1 – 4	Venus Dalit Shina P. Reyes
		September 17, 2026	1 – 4	
		September 18, 2026	1 – 4	
		September 21, 2026	1 – 4	Myra G. Flores Kaye Ann Hernandez
		September 22, 2026	1 – 4	Garry S. Villaverde Neil Dichoso
		September 23, 2026	1 – 4	Garry S. Villaverde Jude Cordero
		September 24, 2026	1 – 4	Garry S. Villaverde Niño Edroso
7.	Alsam Integrated School	September 23, 2026	1	Dessa Liana Manzanares
8.	Mate Integrated School	September 17, 2026	2	Reynamae D. Mendoza
9.	Rosario Quesada Integrated High School	September 18, 2026	1 – 2	Arlene R. Oabel
10.	Maryhill College, Inc.	September 25, 2026	1	Judden Aragon
11.	San Roque Parochial School	September 28, 2026	1	Desiree V. Ramiro
12.	St. John Bosco College of Tayabas, Inc.	September 25, 2026	1	Aldwin O. Rea
13.	CNJP, Inc.	September 28, 2026	1	Clarine De Guzman
14.	Metro Lucena Integrated Learning Center, Inc.	September 28, 2026	1	Aldwin O. Rea

15.	Casa del Nino Jesus de Tayabas, Inc.	September 29, 2026	1	Aldwin O. Rea
NOTHING FOLLOWS				

Enclosure 4

LIST OF MONITORING OFFICIAL

No.	Name of School	Date	Name of Monitoring Official
1.	West Palale National High School	September 16, 2026 September 17, 2026	Joan Kathleen Talabong-Brizuela
2.	Ilasan Integrated School	September 16, 2026	John Cavin S. Rodil
3.	Busal Integrated School	September 16, 2026	Montano L. Agudilla Jr.
3.	Dapdap Integrated School	September 17, 2026	John Cavin S. Rodil
4.	Pandakake Integrated School	September 17, 2026	Joan Kathleen Talabong-Brizuela
4.	Buenaventura Alandy National High School	September 23, 2026 September 24, 2026	La Trisha R. Dalit
5.	Mayuwi Integrated School	September 17, 2026	Montano L. Agudilla Jr.
6.	Luis Palad Integrated High School	September 16, 2026	Ariel C. Cabuyao
		September 17, 2026	
		September 18, 2026	
		September 21, 2026	Joan Kathleen Talabong-Brizuela
		September 22, 2026	
		September 23, 2026	
		September 24, 2026	
7.	Alsam Integrated School	September 23, 2026	John Cavin S. Rodil
8.	Mate Integrated School	September 17, 2026	Joan Kathleen Talabong-Brizuela
9.	Rosario Quesada Integrated High School	September 18, 2026	Joan Kathleen Talabong-Brizuela
10.	Maryhill College, Inc.	September 25, 2026	Joan Kathleen Talabong-Brizuela
11.	San Roque Parochial School	September 28, 2026	Montano L. Agudilla Jr.
12.	St. John Bosco College of Tayabas, Inc.	September 25, 2026	La Trisha R. Dalit
13.	CNJP, Inc.	September 28, 2026	Montano L. Agudilla Jr.
14.	Metro Lucena Integrated Learning Center, Inc.	September 28, 2026	Joan Kathleen Talabong Brizuela
15.	Casa del Nino Jesus de Tayabas, Inc.	September 29, 2026	
NOTHING TO FOLLOW			

Enclosure 5

**MONITORING TOOL
COMPUTER BASED NATIONAL CAREER ASSESSMENT EXAMINATION**

Testing Program: CB NCAE

Date of Testing:

Division: _____

Testing Center:

1. Number of Testing Room:
2. Number of Testing Sessions:
3. 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_____
4. Total Number of absences: Day 1 Session: M_____ F_____ T_____

Day 2 Session: M_____ F_____ T_____
1. Time when the Testing sessions started / finished:

Session 1: From _____ to _____

Session 2: From _____ to _____

Session 3: From _____ to _____

Session 4: From _____ to _____

Pre-Test Activities / Requirements	Sufficient	Insufficient	Needed Additional Support/Resources	Remarks
1. LMS/CB-NCAE System Enrollment and Account Validation				
2. CB-NCAE Platform/System Access				
3. List of Examinees and Room Assignment				
4. Examiner and Technical Support Orientation				
5. Usernames/Passwords or Examinee Access Credentials				
6. Examiners' Data such as grades and LRN				
7. Backup Devices/Computers				
8. Power Supply and Extension Cords/Power Strips				
9. Internet/Network Connectivity				
10. Technical Support/ICT Personnel on Standby				

TESTING CENTER REQUIREMENTS

Directions: Check **Evident** if the condition is observed and **Not Evident** if it is not observed. Indicate concerns or corrective actions under Remarks.

Testing Center Requirements	Evident	Not Evident	Remarks
1 A secure area is provided for testing-related records, credentials, and other confidential information.			
2 Testing rooms are adequately lighted, ventilated, and conducive to testing.			
3 Testing rooms are ready before the scheduled examination.			
4 Each examinee is provided with one functional computer/tablet or designated testing device.			
5 Devices are properly positioned to provide adequate space, privacy, and visibility for examinees.			
6 All computers/tablets have been tested and are functioning properly before the examination.			
7 The CB-NCAE platform/system is accessible on all assigned testing devices.			
8 Internet/network connectivity is stable and sufficient for the examination.			
9 Adequate backup devices are available in case of equipment failure.			
10 Adequate power supply, charging facilities, and backup power arrangements are available.			
11 List of examinees is posted at the entrance of each testing room and arranged alphabetically regardless of gender.			
12 Maximum number of examinees per testing room is observed based on the prescribed capacity.			
13 Testing room seating arrangement allows sufficient space between examinees to maintain test security.			
14 Clock/timekeeping device is visible and synchronized with the official testing schedule.			
15 Emergency procedures and contact information for technical support are available.			

TEST PROPER

Directions: Rate the Room Examiners and testing personnel based on the following aspects.

Test Administration Indicators	Evident	Not Evident	Remarks
1. Testing discipline is strictly imposed.			
1.1 Unnecessary noise and movement are minimized while the examination is in progress.			
1.2 Cheating and unauthorized collaboration are strictly prohibited.			

1.3 Examinees are not allowed to use unauthorized devices, applications, websites, notes, or other materials during the examination.			
1.4 Mobile phones and other unauthorized electronic devices are properly secured or kept away from examinees.			
1.5 Examinees are monitored to ensure that they access only the authorized CB-NCAE testing platform.			
2. The following are strictly observed by Room Examiners:			
2.1 Room Examiners refrain from using personal devices or engaging in activities unrelated to test administration while monitoring.			
2.2 Room Examiners do not assist examinees in answering test items.			
2.3 Room Examiners do not explain, translate, interpret, or provide clues regarding test items.			
2.4 Room Examiners provide only authorized technical assistance related to system/device operation.			
2.5 Examinees' usernames, passwords, access codes, and other credentials are kept confidential.			
3. Computer-Based Test Administration			
3.1 Examinees successfully log in and access the CB-NCAE examination.			
3.2 Examinees are properly oriented on how to navigate the testing platform before the test starts.			
3.3 The examination starts and ends according to the prescribed testing schedule.			
3.4 Test progress is monitored without viewing or interfering with examinees' responses.			
3.5 System interruptions, connectivity problems, and device failures are immediately documented and reported.			
3.6 Appropriate procedures are followed when an examinee experiences a technical problem.			
3.7 Examinees are properly logged out or their sessions are securely terminated after completing the examination.			
4. Test Security and Confidentiality			
4.1 Test content, screenshots, photographs, recordings, and other unauthorized copies of test materials are not made or distributed.			
4.2 Examinees do not access or share test content outside the authorized testing platform.			
4.3 Room Examiners and testing personnel maintain the confidentiality and security of examination information.			
4.4 Any suspected irregularity or security breach is immediately reported to the appropriate authority.			

TECHNICAL AND SYSTEM READINESS MONITORING

Technical/System Indicator	Functional/Available	Not Functional/Available	Action Taken/Remarks
Internet connectivity			
Local network/LAN			
CB-NCAE testing platform			
LMS access, if applicable			
Examinee accounts/credentials			
Desktop computers/laptops/tablets			
Keyboard and mouse/touchscreen			
Headphones/audio equipment, if required			
Power supply/electrical outlets			
Backup computers/devices			
Backup internet/connectivity			
Technical support personnel			

TECHNICAL INCIDENTS / IRREGULARITIES

Time	Testing Room	Examinee/Device No.	Nature of Incident	Action Taken	Resolved?

Findings/Observations: _____

 _____.

Recoomended Corrective Actions/
 Interventions: _____

 _____.

 Monitoring Official
 (Signature over Printed Name)

Enclosure 6

OATH OF CONFIDENTIALITY

As part of the testing staff nationwide, tasked to receive, administer and retrieve the Test Materials for the **Computer Based – National Career Assessment Examination**, I hereby solemnly swear that I will strictly observe security measures to maintain the confidentiality of said materials.

Printed Name and Signature

Date