



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

19 October 2026

DIVISION MEMORANDUM

No. **687** s. 2026

**RESCHEDULING OF THE 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 and 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 Number 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 October 21, 2026 until October 28, 2026 at respective testing centers.**
2. This activity aims to facilitate the administration of the Technical Assessment for the CB – NCAE. Participant to this activity is 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 Administration Schedule, Enclosure 2 for the List of Test Administrators, Enclosure 3 for the List of Monitoring Officials and Enclosure 4 for the Monitoring Tool.**
5. Expenses incurred during the ocular inspection and provision of technical assistant 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 E. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated

References: DepEd Order No. 055, s. 2016
BEA Advisory Number 018 s. 2026
Advisory Number 019 s. 2026

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

CB NCAE
ADMINISTRATION

SGOD- rescheduling of the administration of the technical assessment for the computer based national career assessment examination (cb ncae) for school year 2026 – 2027
SGOJTAQO-005833/October 19, 2026

Enclosure 1

Administration Schedule

No.	Name of School	Date	Session Schedule	Number of Students
1.	Buenaventura Alandy National High School	October 21, 2026	1 – 2	80
		October 22, 2026	1	40
2	Luis Palad Integrated High School	October 21, 2026	1 – 2	80
		October 22, 2026	1 – 2	80
		October 23, 2026	1 – 2	80
		October 26, 2026	1 – 2	80
		October 27, 2026	1 – 2	80
		October 28, 2026	1	37
3.	Mayuwi Integrated School	October 21, 2026	3	8
4.	Alsam Integrated School	October 21, 2026	1	5
5.	Rosario Quesada Integrated National High School	October 22, 2026	1	2
6.	Maryhill College, Inc.	October 21, 2026	1	5
7.	San Roque Parochial School	October 21, 2026	1	23
8.	St. John Bosco College of Tayabas, Inc.	October 21, 2026	3	23
9.	CNJP, Inc.	October 21, 2026	3	9
10.	Metro Lucena Integrated Learning Center, Inc.	October 21, 2026	3	16
11.	Casa del Nino Jesus de Tayabas, Inc.	October 21, 2026	3	10
12.	Dapdap Integrated School	October 22, 2026	1	10
13	Eugenio Francia Integrated School	October 22, 2026	1	9
14.	West Palale National High School	October 22, 2026	1	10
15.	Busal Integrated School	October 22, 2026	2	2
16.	Ilasan Integrated School	October 27, 2026	1-2	57

Enclosure 2

List of Test Administrator

No.	Name of School	Date	Session Schedule	Name of Test Administrator
1.	Buenaventura Alandy National High School	October 21, 2026	1 – 2	Rhoda B. Salipande
		October 22, 2026	1	Adrian D. Maano
2.	Luis Palad Integrated High School	October 21, 2026	1 – 2	Garry S. Villaverde
		October 22, 2026	1 – 2	Neil Dichoso
		October 23, 2026	1 – 2	Venus Dalit
		October 26, 2026	1 – 2	Shina P. Reyes
		October 27, 2026	1 – 2	Myra G. Flores
		October 28, 2026	1	Kaye Ann Hernandez
3.	Mayuwi Integrated School	October 21, 2026	3	Jackie Lou Magsino
4.	Alsam Integrated School	October 21, 2026	1	Dessa Liana Manzanares
5.	Rosario Quesada Integrated National High School Testing Center: BANHS	October 22, 2026	1	Niño Edroso
6.	Maryhill College, Inc.	October 21, 2026	1	Judden Aragon
7.	San Roque Parochial School	October 21, 2026	1	Desiree V. Ramiro
8.	St. John Bosco College of Tayabas, Inc.	October 21, 2026	3	Aldwin O. Rea
9.	CNJP, Inc.	October 21, 2026	3	Clarine De Guzman
10.	Metro Lucena Integrated Learning Center, Inc.	October 21, 2026	3	Arlene R. Oabel
11.	Casa del Nino Jesus de Tayabas, Inc.	October 21, 2026	3	Reynamae D. Mendoza
12.	Dapdap Integrated School	October 22, 2026	1	Arlene R. Oabel
13.	Eugenio Francia Integrated School	October 22, 2026	1	Aldwin O. Rea
14.	West Palale National High School	October 22, 2026	1	Jude Cordero
15.	Busal Integrated School	October 22, 2026	2	Johncent B. Tibordo
16.	Ilasan Integrated School	October 27, 2026	1-2	Arlene R. Oabel

Enclosure 3

List of Monitoring Official

No.	Name of School	Date	Name of Monitoring Official
1.	Buenaventura Alandy National High School	October 21, 2026	La Trisha Dalit
		October 22, 2026	Joan Kathleen Talabong Brizuela
2.	Luis Palad Integrated High School	October 21, 2026	La Trisha Dalit
		October 22, 2026	
		October 23, 2026	
		October 26, 2026	
		October 27, 2026	
		October 28, 2026	
3.	Mayuwi Integrated School	October 21, 2026	Joan Kathleen Talabong Brizuela
4.	Alsam Integrated School	October 21, 2026	Joan Kathleen Talabong Brizuela
5.	Rosario Quesada National Integrated High School	October 22, 2026	
	Testing Center: BANHS		
6.	Maryhill College, Inc.	October 21, 2026	Joan Kathleen Talabong Brizuela
7.	San Roque Parochial School	October 21, 2026	TBA
8.	St. John Bosco College of Tayabas, Inc.	October 21, 2026	Montano L. Agudilla Jr.
	Testing Center: Dapdap IS		
9.	CNJP, Inc.	October 21, 2026	
10.	Metro Lucena Integrated Learning Center, Inc.	October 21, 2026	Joan Kathleen Talabong Brizuela
11.	Casa del Nino Jesus de Tayabas, Inc.	October 21, 2026	Montano L. Agudilla Jr.
12.	Dapdap Integrated School	October 22, 2026	TBA
13.	Eugenio Francia Integrated School	October 22, 2026	
14.	West Palale National High School	October 22, 2026	
15.	Busal Integrated School	October 22, 2026	
16.	Ilasan Integrated School	October 27, 2026	
	Testing Center: CNJP, Inc.		
NOTHING TO FOLLOW			

Enclosure 4

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)