



Republic of the Philippines  
Department of Education  
Region 4-A CALABARZON  
Province of Quezon  
**CITY SCHOOLS DIVISION**  
City of Tayabas



DIVISION MEMORANDUM  
No. 053 s. 2016

TO : **OIC-ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
CHIEFS, CID AND SGOD  
EDUCATION PROGRAM SUPERVISORS  
HEADS, PUBLIC ELEMENTARY and SECONDARY SCHOOLS**

FROM : **CATHERINE P. TALAVERA, Ph. D.**  
OIC- Schools Division Superintendent

BY : *GP Talabong*  
**GEORGIA P. TALABONG**  
Education Program Supervisor

SUBJECT : **CONDUCT OF NATIONAL CAREER ASSESSMENT  
EXAMINATION (NCAE)**

DATE : February 27, 2017

In line with DepEd Memorandum no. 16, s. 2017, the department of Education, through Bureau of Education Assessment (BEA) with the assistance of schools' division offices and secondary schools shall administer National Career Assessment Examination (NCAE) from March 1 and March 2, 2017 ( Wednesday and Thursday) to all grade 9 students in both public and private schools nationwide.

The service of selected teachers and personnel are hereby requested for the administration of NCAE as set by the Bureau of Education Assessment. Likewise, to ensure proper implementation of the said activity, some SDO personnel will be assigned to monitor schools and provide technical assistance to schools who will conduct the National Career Assessment Examination (NCAE).

Attached is the travel order of the teachers and personnel involved in the activity as well as the monitoring tool to be utilized by the monitoring official patterned after Regional Memorandum No. 091, s. 2017.

Immediate dissemination of this memorandum to all concerned is earnestly desired.



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
REGION IV-CALABARZON



Gate 2, Karangalan Village, Cainta, Rizal

Email: [deped\\_ro4a@yahoo.com](mailto:deped_ro4a@yahoo.com) Fax (02) 682-2114

**NATIONAL CAREER ASSESSMENT EXAMINATION SY 2016-2017**  
**Monitoring Form**

Testing Program: NCAE (Grade 9)

Date of Testing: \_\_\_\_\_

Division: \_\_\_\_\_

Testing Center: \_\_\_\_\_

1. Number of Testing Room: Day One \_\_\_\_\_ Day Two \_\_\_\_\_
2. Total Enrolment/Registrants of (Grade 9): \_\_\_\_\_  
Male \_\_\_\_\_ Female \_\_\_\_\_ Total \_\_\_\_\_
3. Total Number of examinees: Day One: \_\_\_\_\_ Day Two: \_\_\_\_\_
4. Total Number of absences: Day One: \_\_\_\_\_ Day Two: \_\_\_\_\_
5. Time when the test materials were distributed to Room Examiners  
Day One: From \_\_\_\_\_ to \_\_\_\_\_  
Day Two: From \_\_\_\_\_ to \_\_\_\_\_

**Pre-test Activities on Examination Day**

Describe the pre-test activities in terms of the following:	Sufficient	Insufficient	Number of Needed additional copies	Room number with Insufficiency
1. Sufficiency of Test Materials				
1.1 Test Booklet				
1.2 Scannable Answer Sheet				
1.3 Seat Plan				
1.4 Examiners Handbook				

	Yes	No
2. Was there a problem met on the used school ID in the packing of test materials? If yes, state the problem met _____		

	Evident	Not Evident
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 Lists of Examinees at the door of each testing room are posted already		
3.3 Boardwork		

**Test Proper**

Rate the 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		

Other Findings/Observations:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Monitoring Official





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Authority is hereby requested for the following:

Name of Room Examiners	Assignment	Name of Room Examiners	Assignment
1. Edelyn Aureada	LUIS PALAD NHS	1. Elsa Isaga	Metro Lucena IS, INC
2. Maria Edissa S. Contreras	LUIS PALAD NHS	2. Luzviminda Saldares	Metro Lucena IS, INC
3. Sonia A. Tabernilla	LUIS PALAD NHS		
4. Flora P. Puchero	LUIS PALAD NHS	1. Jojo Oabel	San Roque Parochial
5. Glenda Y. Castillo	LUIS PALAD NHS	2. Nelda Oabel	San Roque Parochial
6. Simplicio B. Rato	LUIS PALAD NHS	3. Gerardo Laguador	San Roque Parochial
7. Ruel A. Cabuyao	LUIS PALAD NHS		
8. Ofelia T. Jastiva	LUIS PALAD NHS	1. Arlene Racelis	West Palale NHS
9. Lilibeth B. Varga	LUIS PALAD NHS	2. Democrito Cabile	West Palale NHS
10. Michelle Anyayahan	LUIS PALAD NHS	3. Aldwin Rea	West Palale NHS
11. Maria Eleonor P. Alonte	LUIS PALAD NHS	4. Hilda Caagbay	West Palale NHS
12. Kletch Pabalan	LUIS PALAD NHS	5. Lanie Naynes	West Palale NHS
13. Raquel F. Tabanao	LUIS PALAD NHS		
14. Glenda S. De los Reyes	LUIS PALAD NHS	1. Wendell Javin	St. John Bosco
15. Melde E. Jalbuena	LUIS PALAD NHS	2. Laila Jardin	St. John Bosco
16. Annadel O. Gob	LUIS PALAD NHS		
17. Lester R. Gob	LUIS PALAD NHS	1. Cristina Valdepena	Rosario Quesada MNHS
18. Angeline R. Tagun	LUIS PALAD NHS	2. Magdalena Lagrosas	Rosario Quesada MNHS
19. Katrena M. Obis	LUIS PALAD NHS	3. Donnabelle Sumilang	Rosario Quesada MNHS
20. Lorynel D. Sagun	LUIS PALAD NHS	4. Jacinth Abulencia	Rosario Quesada MNHS
21. Annabel B. Malvar	LUIS PALAD NHS	5. Emmanuel Moreno	Rosario Quesada MNHS
22. Maria Paz T. Jamilano	LUIS PALAD NHS		
23. Aleli F. Argete	LUIS PALAD NHS	1. Maria Victoria Landicho	Our Lady of Victory
24. Jocelyn D. Nanez	LUIS PALAD NHS	2. Josephine De castro	Our Lady of Victory
25. May B. Escorpion	LUIS PALAD NHS		
26. Leanne Pornela	LUIS PALAD NHS	Rosemarie Landicho	SDO, Tayabas (Retrieval)
27. Rochelle Javal	LUIS PALAD NHS	Rey Zubieta	SDO, Tayabas (Retrieval)
28. Marietta F. Gutierrez	LUIS PALAD NHS	Scarlet De Los Santos	SDO, Tayabas (Retrieval)
29. Maria Consuelo H. Figueroa	LUIS PALAD NHS		
30. Marice C. Cabuyao	LUIS PALAD NHS		
31. Blanca C. Castillo	LUIS PALAD NHS		
32. Marilou L. Credo	LUIS PALAD NHS		
33. Maria Rosele S. Javin	LUIS PALAD NHS		
34. Cerila A. Obciana	LUIS PALAD NHS		
35. Enrique S. Cabuyao	LUIS PALAD NHS		
36. Marivic L. Contreras	LUIS PALAD NHS		
37. Adelma Ayala	LUIS PALAD NHS		
38. Rosa Ursolino	LUIS PALAD NHS		
39. Maria Concepcion Cuadra	LUIS PALAD NHS		
40. Christine V. Cabuyao	LUIS PALAD NHS		
41. Esmeralda J. Quesea	LUIS PALAD NHS		
42. Noela Alita Cabuyao	LUIS PALAD NHS		
43. Imelda O. Dimaala	LUIS PALAD NHS		
44. Florencia E. Javin	LUIS PALAD NHS		
45. Jane D. Nantes	LUIS PALAD NHS		
46. Anna Joy C. Asilo	LUIS PALAD NHS		
47. Violeta Bunzo	LUIS PALAD NHS		
48. Rowena C. Oabel	LUIS PALAD NHS		
49. Edellyn B. Matre	LUIS PALAD NHS		
50. Arlyn O. Agudilla	LUIS PALAD NHS		
51. Angelica Cabiles	LUIS PALAD NHS		
Benedicta Ferrer ( Guidance Counselor)	LUIS PALAD NHS		
Scarlet De Los Santos ( Guidance Counselor)	LUIS PALAD NHS		
Marinessa Villamater (Guidance Counselor)	LUIS PALAD NHS		

Purpose: Room Examiners and  
implementers of NCAE 2017

Travel is on : Official Time

Approved:

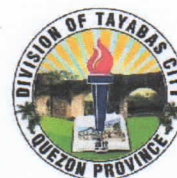
**CATHERINE P. TALAVERA, Ph. D.**  
OIC, Schools Division Superintendent

By:

**GEORGIA P. TALABONG**  
Education Program Supervisor



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Authority is hereby requested for the following

SCHOOLS	MONITORING OFFICIALS FROM SDO TAYABAS	
	March 1	March 2
Luis Palad National High School	Georgia P. Talabong	Georgia P. Talabong
Rosario Quesada MNHS	Richelle Quintero	Sherwin Quesea
West Palale National HS	Louie Fulleo	Louie Fulleo
Metro Lucena Integrated	Sancho Calatrava	Sancho Calatrava
OLAV	Pelagia Manalang	Aldwin Capistrano
St. John Bosco	Sancho Calatrava	Sherwin Quesea
San Roque Parochial	Nonilon Z. Nadal	Nonilon Z. Nadal
Ma. Aillen A. Averilla (DTC) will monitor all schools together with the monitoring official from RO IV-A SDS, ASDS and chiefs will randomly monitor the said activity.		

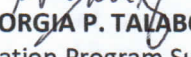
Purpose: Monitoring of NCAE 2017

Travel is on : Official Business

Approved:

**CATHERINE P. TALAVERA, Ph. D.**  
OIC, Schools Division Superintendent

By:

  
**GEORGIA P. TALABONG**  
Education Program Supervisor