



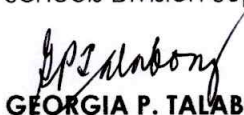
Republic of the Philippines
Department of Education
Region IV-A CALABARZON
Province of Quezon
CITY SCHOOLS DIVISION OF TAYABAS
Luis Palad Comp., Brgy. Ipilan, Tayabas City



DEPED-TAY-DM-SGOD-18-405

TO : **CHIEFS, EDUCATION PROGRAM SUPERVISORS
HEADS, PUBLIC ELEMENTARY AND SECONDARY SCHOOLS**

FOR : **CATHERINE P. TALAVERA, CESO VI**
Schools Division Superintendent

BY : 
GEORGIA P. TALABONG
Education Program Supervisor
Officer of the Dayr

SUBJECT : **ADMINISTRATION OF THE 2018 NATIONAL CAREER ASSESSMENT
EXAMINATION (NCAE)**

DATE : **December 5, 2018**

1. Pursuant to DepEd Memorandum No. 185 s. 2018 entitled "Administration of the National Career Assessment Examination for School Year 2018-2019, the City Schools Division of Tayabas will administer National Career Assessment Examination on Dec. 12-13, 2018 to all grade 9 students of both public and private schools.
2. Only the school heads and school testing coordinators are allowed to pick up and return the test materials to the SGOD Office. Pick up is at 5:30-6:30 am on December 12 and on 12:00- 1:00 pm December 13 of is the retrieval of testing materials.
3. The service of selected teachers and personnel are hereby requested as set by the Bureau of Education Assessment (BEA). Likewise, SDO personnel will monitor and provide technical assistance. Please see attachments for the List of Monitoring Officials and monitoring tool. Orientation will be on Dec. 10, 2018, 3pm at the Yellow building. Refer to attachment 3 for the List of Room Examiners and Room Supervisors.
4. Immediate and wide dissemination of this memorandum is desired.

Authority is hereby requested for the following:

We, the personnel of the SDO Tayabas City commit to continuously SOAR HIGH.


S-atisfy customers' needs *O*-ptimize the use of ICT enabled system *A*-dvocate in the promotion of healthy schools *R*-ender timely and responsive services
H-elp create a child-friendly environment *I*-ntegrate QMS in all SDO activities *G*-overn gender sensitive workplace *H*-all quality standards

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Authority is hereby requested for the following:

No.	Name of Room Examiners	Assignment	No.	Name of Room Examiners	Assignment
1.	Ana Joy C. Asilo	LUIS PALAD IHS	1.	Josephine De Castro	Rosario Quezada MNHS
2.	Ana C. Bota	LUIS PALAD IHS	2.	Rosalinda Zita	Rosario Quezada MNHS
3.	Ruel A. Cabuyao	LUIS PALAD IHS	Room Supervisor		
4.	Ronan Thaddeus D. Delos Santos	LUIS PALAD IHS	1.	Lorena Saul	
5.	Meryann V. Flores	LUIS PALAD IHS			
6.	Marites J. Jacela	LUIS PALAD IHS	1.	Zenaida Moreno	WestPalale NHS
7.	Imelda Dimaala	LUIS PALAD IHS	2.	Cristina Valdepeña	WPNHS
8.	Clarissa Lames	LUIS PALAD IHS	3.	Rowena Caja	WPNHS
9.	Amelia V. Nanon	LUIS PALAD IHS	4.	Tesalonica Abesamis	WPNHS
10.	Jane Nantes	LUIS PALAD IHS	5.	Ireen Amo	WPNHS
11.	La Trisha R. Dalit	LUIS PALAD IHS	Room Supervisor		
12.	Rosele Javin	LUIS PALAD IHS	1.	Raquel Gabis	
13.	Sherman Pabruada	LUIS PALAD IHS			
14.	Julian Lagrama	LUIS PALAD IHS	1.	Isabelo Cuarto	Metro Lucena ILC
15.	Mary Rose Villalba	LUIS PALAD IHS	Room Supervisor		
16.	Dondi Marco	LUIS PALAD IHS	1.	Richyln Pagana	
17.	Carlo Zulueta	LUIS PALAD IHS			
18.	John Michael Nardo	LUIS PALAD IHS	1.	Andrew Ladines	St. John Bosco
19.	Ydes Niña Jaudines	LUIS PALAD IHS	2.	Senen Salubayba	St. John Bosco
20.	Judden A. Aragon	LUIS PALAD IHS	Room Supervisors		
21.	Lileth R. Oabel	LUIS PALAD IHS	1.	Cristy Ladines	
22.	Concordia T. Tadiosa	LUIS PALAD IHS			
23.	Sarah J. Blasorca	LUIS PALAD IHS	1.	Gerardo Laguador	San Roque Parochial School
24.	Marian A. Gaurano	LUIS PALAD HIS	Room Supervisor		
25.	Dalle Jane G. Reyes	LUIS PALAD IHS	1.	Donnabel Sumilang	
26.	Imelda O. Ambe	LUIS PALAD IHS			
27.	Dheanne Jhoanna J. Encanto	LUIS PALAD IHS	Purpose: Room Examineers and Implementers of NCAE 2018 Travel is on Official Time Approved: CATHERINE P. TALAVERA, CESO VI Schools Division Superintendent		
28.	Analou R. Endencia	LUIS PALAD IHS			
29.	Jarnel C. Cabalsa	LUIS PALAD IHS			
30.	Maria Divina O. Ramos	LUIS PALAD IHS			
31.	Veda C. America	LUIS PALAD IHS			
32.	Rassel A. Zarssuelo	LUIS PALAD IHS			
33.	Sheila S. Pingol	LUIS PALAD IHS			
34.	Melde E. Jabuena	LUIS PALAD IHS			
35.	Jezelle Obis	LUIS PALAD IHS			
36.	Meguela Cabangon	LUIS PALAD IHS			
37.	Ryan O. Sombrero	LUIS PALAD IHS			
38.	Cleotilde S. Hugo	LUIS PALAD IHS			
39.	Ricky S. Cabuyao	LUIS PALAD IHS			
40.	Leanne Pornela	LUIS PALAD IHS			
Room Supervisors			By:  GEORGIA P. TALABONG Education Program Supervisor		
1.	Esther Z. Dealino	LUIS PALAD IHS			
2.	Johncent Roy C. Tibordo	LUIS PALAD IHS			
3.	Maria Paz T. Jamilano	LUIS PALAD IHS			
4.	Erlinda L. Cavalida	LUIS PALAD IHS			
5.	Raquel Reyes	LUIS PALAD IHS			

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NATIONAL CAREER ASSESSMENT EXAMINATION SY 2018-2019 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				
1.2 Test Booklet				
1.3 Scannable Answer Sheet				
1.4 Seat Plan				
1.5 Examiners Handbook				
1.6 Room Examiners Narrative				
1.7 List of Examiners per Room				
1.8 ETRE				
1.9 CETRE				
2.0 Scannable School Header				

	Yes	No
2. Where there a problem met on the used 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 Examiners at the door each testing room are posted already	_____	_____
3.3 Boardwork		

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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 Officials

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Authority is hereby requested for the following

SCHOOLS	MONITORING OFFICIALS FROM SDO TAYABAS
	December 12-13
Luis Palad Integrated High School	Ermelo A. Escobiñas
St. John Bosco	Fideliza V. Luces
Metro Lucena Integrated Learning Center	Luzviminda Saldares
San Roque Parochial	Dr. Edwin R. Rodriguez
Joan Kathleen T. Brizuela (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 2018

Travel of Division personnel is on Official Business

Approved:

CATHERINE P. TALAVERA, CESO VI
Schools Division Superintendent

By:


GEORGIA P. TALABONG
Education Program Supervisor

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