

DepEd MEMORANDUM  
No. 75, s. 2015

16 JUL 2015

**ADMINISTRATION OF NATIONAL CAREER ASSESSMENT EXAMINATION (NCAE)  
AND TEST OF ENGLISH PROFICIENCY FOR TEACHERS (TEPT) AND PROCESS  
SKILLS TEST (PST) IN SCIENCE AND MATHEMATICS  
FOR THE SCHOOL YEAR (SY) 2015-2016**

To : Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Directors of Services, Centers and Heads of Units  
Regional Directors  
Schools Division Superintendents  
Heads, Public and Private Secondary Schools  
All Others Concerned

1. The Department of Education (DepEd), through the National Education Testing and Research Center (NETRC) with the assistance of schools divisions, and public and private secondary school personnel, shall administer the **School Year (SY) 2015-2016, National Career Assessment Examination (NCAE) to Grade 9 students on August 26, 2015** (Wednesday) in all public high schools and in private secondary schools with a DepEd permit to operate or government recognition as indicated in Enclosure Nos. 1 and 2, Paragraph 6 of DepEd Order No. 9, s. 2015 entitled *School Calendar for School Year (SY) 2015-2016*.
2. Likewise, the **Test of English Proficiency for Teachers (TEPT) and Process Skills Test (PST) in Science and Mathematics** shall be administered to **Grades 5 and 6 public school teachers** by cluster starting July 2015 until October 2015, on Saturdays and/or Sundays. The NETRC shall provide the dates, venues and clustering of regions.
3. The NETRC's authorized forwarder/courier shall deliver the test materials at least two weeks before the test administration, except for the schools division offices (SDOs) of the National Capital Region (NCR), which shall be delivered five days before the test administration. The same forwarder/courier shall retrieve all the test materials one week after the conduct of the test. Hence, all SDOs are instructed to ensure that the test materials are ready for pick-up/retrieval by the authorized forwarder/courier.
4. In the conduct of the TEPT and PST, the Division Testing Coordinator (DTC) will serve as Chief Examiner, while the Education Supervisors and Elementary School Principals as Room Examiners. The teacher-examinees shall be given one day service credit as provided in DepEd Order No. 53, s. 2003 entitled *Updated Guidelines on Grant of Vacation Service Credits to Teachers*.

