



RELEASED

DepEd, Division Office - Catanduanes February 9, 2017

RECORDS SECTION
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Time 2:55 P.M.
Initials/Signature

Division Memorandum
No. 22, s. 2017

PROVINCIAL ORIENTATION CONFERENCE ON THE ADMINISTRATION OF THE NATIONAL CAREER ASSESSMENT EXAMINATION (NCAE) FOR SCHOOL YEAR 2016-2017

TO: Chiefs, CID and SGOD
Education Program Supervisors (EPS)
Public Schools District Supervisors (PSDS)
Senior Education Program Specialists (SEPS)
Heads, Public and Private Secondary Schools
All Others Concerned

1. In consonance of DepEd Memorandum No. 16, s. 2017, the Department of Education (DepEd) through the Bureau of Education Assessment (BEA), shall administer the **National Career Assessment Examination (NCAE) for the School Year 2016-2017 on March 1 and 2, 2017 (Wednesday and Thursday) to all Grade 9 students in both public and private schools nationwide.**
2. Only private schools with DepEd issued permit shall be included in the conduct of the test. Each NCAE examinee shall be issued a **Certificate of Rating (COR)** that contains the obtained test scores in the domains and level of preferences in the occupational fields.
3. All NCAE takers shall be ready with the following information's:
 - a.) Region Code
 - b.) Division Code
 - c.) School ID
 - d.) LRN
 - e.) A copy of their Final Ratings in Grade 8 for Grade 9 takers: **Math, English, Science and TLE**
4. In view of this testing activity, this Division shall conduct the **Provincial Orientation Conference on the NCAE Administration on February 24, 2017 (Friday) at DepEd Division Office Conference Hall A at 8:00 o'clock in the morning.**
5. Authorized to attend this Orientation Conference are the Chiefs, EPS, PSDS, and Heads of Public and Private Secondary Schools. The School Testing Coordinator shall represent the School Head in their absence. Participants are advised to bring flash drives (USB) for the soft copy of the Conference/guidelines.
6. Updated number of enrolment of every school shall be submitted on or before the Orientation date in a short bond paper for the allocation of the number of Room Examiners. The name of the teacher who will serve as Room Examiner shall be included in the submission of data to the SGOD unit c/o Sarah S. Chiong, Division Testing Coordinator.
7. Travel and other allowable expenses in attending this Orientation are chargeable against local/school MOOE or other funds subject to the usual accounting and auditing rules and regulations. Snacks and meals will not be served.
8. Immediate dissemination of and strict compliance to this Memorandum is desired.


SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent