

Republika ng Pilipinas

Rehiyon V (Bicol) TANGGAPANG PANSANGAY NG CATANDUANES

1 August 2024

DIVISION MEMORANDUM No. <u>360</u>, s. 2024

ADMINISTRATION OF THE NATIONAL CAREER ASSESSMENT EXAMINATION FOR THE SCHOOL YEAR 2024-2025

To: Chief Education Supervisors
Education Program Supervisors
Division Testing Coordinator
Public Schools District Supervisors
Schools Heads of Elementary and Sec

Schools Heads of Elementary and Secondary Schools Private/SUC Elementary & Secondary School Heads

School Testing Coordinators

All Others Concerned

- 1. Anent to DepEd Memorandum No. 031, s. 2024, the National Career Assessment Examination (NCAE) for School Year 2024-2025 will be conducted within a 5-day testing period. Its objective is to offer direction to students in their future academic and career decisions and to establish a foundation for identifying students' aptitude in the four senior high school (SHS) tracks. The outcomes of this assessment are also employed to bolster the national career guidance framework and for assessing entry into particular tracks/strands in both public and private schools.
- 2. The said assessment shall be conducted in two consecutive days within the testing window scheduled from August 12 to 16, 2024. This arrangement aligns with the guidance provided in the advisory released on July 26, 2024, titled "Additional Guidelines on the Administration of the National Career Assessment Examination (NCAE)." All Grade 10 students enrolled in public and private secondary schools with government permits or recognition shall be tested.
- 3. As stipulated in Regional Memorandum No. 789, s. 2024, it shall be administered on **August 14-15**, **2024** in the 13 schools division of Bicol Region.
- 4. To ensure the effectiveness and efficiency of the administration, all school heads are instructed to appoint the most competent, dedicated, and efficient teachers to serve as room examiners in their respective schools except for those handling Grade 10 as advisers or subject teachers.
- 5. The testing rooms should be prepared following this ratio: 1 room: 30 examinees. Further, the assignment of REs should be inputted in this link: https://forms.office.com/r/HyfxOv7My2 on or before August 9, 2024.









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Kagawaran ng Edukasyon Rehiyon V (Bicol)

TANGGAPANG PANSANGAY NG CATANDUANES

- 6. The orientation of Public Schools District Supervisors (PSDSs), In-charge of Districts, public and private secondary school heads, School Testing Coordinators (STCs) and room examiners shall be held on August 9, 2024 at 3:00 P.M. via MS Teams.
- 7. Moreover, the distribution of the testing materials is schedule as follows:

Zone	Date	Time
4	August 12, 2024	8:30-10:00
3	August 12, 2024	10:00-11:30
2	August 13, 2024	8:30-10:00
1	August 13, 2024	10:00-11:30

- 8. Schools are reminded to securely store the testing materials in safe and dry storage areas. When returning the materials, they should be packed in the same box for convenient checking, recording, and repacking during retrieval by the forwarder.
- 9. All field testing personnel are tasked to follow the standardized procedures specified in the Examiners Handbook and observe confidentiality and honesty as stipulated in DepEd Order No. 55, s. 2016
- 7. Travel, communication, and other allowable expenses incurred in this activity shall be charged to local funds/MOOE subject to the relevant accounting rules and regulations.
- 7. Compliance to this memorandum is desired.

Assistant Schools Division Superintendent
Officer-In-Charge

Office of the Schools Division Superintendent

References: As stated

To be indicated in the **Perpetual Index**Under the following Subjects:

Assessment
National Assessment Career Examination
Testing

CID/MTC 08/01/2024







