



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region V(Bicol)
SCHOOLS DIVISION OF CATANDUANES
Virac, Catanduanes

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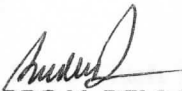


RELEASED

Division Memorandum
No. 318, s. 2018

DepEd, Division of Catanduanes
RECORDS SECTION
Date: NOV 16 2018
Time: 1:40 P.M.
Initial Signature: [Signature]

To: Asst. Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Public and Private Secondary School Heads
All others concerned

From: 
SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent

Subject: **PROVINCIAL ORIENTATION – CONFERENCE AND ADMINISTRATION OF THE NATIONAL CAREER ASSESSMENT EXAMINATION (NCAE) FOR SCHOOL YEAR 2018 – 2019**

Date: November 16, 2018

1. Pursuant to DepEd Order No. 55, s. 2016 entitled Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program and DepEd Order No. 25, s. 2018 entitled School Calendar for School Year 2018 – 2019, the Department of Education (DepEd) through the Bureau of Education Assessment (BEA), shall administer the **National Career Assessment Examination (NCAE) for the School Year 2018 -2019 from December 12 to 13 2018 (Wednesday and Thursday) to all Grade 9 students in both public and private schools nationwide.**
2. 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:
 - a. Region Code (E)
 - b. Division Code (04)
 - c. School ID
 - d. LRN
 - e. Copy of the Final ratings in all subjects in Grade 8
 - f. Lead pencil #2 (at least 2), sharpener and eraser
4. A Provincial Orientation Conference on the NCAE Administration will be on November 24, 2018 (Saturday). 8 o'clock in the morning at SDO – SGOD Office. Since November 24 falls on a

Saturday, a one (1) day service credit and compensatory overtime credit shall be given to the participants as provided in DepEd Order No. 53, s. 2003 entitled Updated Guidelines on Grant of Vacation Service Credits.

5. All Secondary School Heads are advised to conduct school level orientation prior to the test - administration.
6. Authorized to attend the Orientation Conference are the Chiefs, PSDS, and Heads of Public and Private Secondary Schools. The School Testing Coordinator shall represent the School Head in their absence.
7. For confidentiality and security of the test materials, School Heads are enjoined to get the NCAE materials on December 11, 2018 and shall return the same on December 14, 2018. Schools near the Division Office are advised to return the test materials immediately after the administration of the test. Confidentiality and security of the materials are under the care of the Secondary School Heads.
8. The CID and SGOD Chiefs together with the Education Program Supervisors and the Public Schools District Supervisors shall supervise and monitor the activity in their respective areas of supervision.
9. Moreover, School Heads are requested to submit the names of the teachers who will serve as Room Examiners following this format on or before November 24, 2018 at SDO – SGOD, SMME unit.

Secondary Schools	Chief Examiner (School Head)	Enrolment	No. of Room Examiners (1 RE for 30 students)	Room Supervisors (1 RS for 5 rooms)	Room Examiners (Name of Teacher)
CNHS	Amelia Eusebio	933	32	1.	1.
					2.
					3.
					4.
					5.
				2.	1.
					2.
					3.
					4.
					5.

10. Travel and other incidental expenses to be incurred relative to this activity are chargeable against local/school MOOE subject to the usual accounting and auditing rules and regulations.
11. For immediate dissemination and strict compliance.