



Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY

Cor. Don Carlos and Guingona Sts., Malaybalay City



September 08, 2014

DIVISION MEMORANDUM
NO. 268 S. 2014

DepEd-MALAYBALAY CITY DIVISION

054
RELEASED

Date: 9/9/14 Time: 1:20 PM

By: [Signature]

**DIVISION CONFERENCE ON THE ADMINISTRATION OF THE NATIONAL CAREER
ASSESSMENT EXAMINATION (NCAE)**

TO: Education Program Supervisor
Public and Private Secondary School Heads
This Division

1. Pursuant to DepEd Memorandum No. 78, s. 2014, the Department of Education (DepEd), through the National Education Testing and Research Center (NETRC) shall administer the **2014 National Career Assessment Examination (NCAE)** for Grade 9 Students in all public and private secondary schools on **October 7, 2014**.
2. Inline with, this Office will conduct a Division Conference on the proper administration of the test on September 24, 2014; 8:00 AM at the ComLab, Bukidnon National High School.
3. For information and guidance.

[Signature]
EDILBERTO L. OPLENARIA
Schools Division Superintendent



Republic of the Philippines
Department of Education

07 JUL 2014

DepEd MEMORANDUM
No. **78**. s. 2014

**2014 NATIONAL CAREER ASSESSMENT EXAMINATION (NCAE)
FOR GRADE 9 STUDENTS**

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, public and private secondary school personnel, shall administer the **2014 National Career Assessment Examination (NCAE) for Grade 9 Students** in all public high schools and private secondary schools with DepEd permit to operate. Instead of **August 27, 2014** as indicated in Enclosure No. 1 of DepEd Order No. 18, s. 2014 entitled *School Calendar for School Year (SY) 2014-2015*, the examination will be administered on **October 7, 2014**.

2. 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 two 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.

3. Relative to this, the NETRC shall conduct the *National Conference on the Standardized Administration of the NCAE for all Division Testing Coordinators (DTCs) and Private Schools Supervisors (PSSs)* by cluster in the following regions:

Cluster	Region
1	VI and VII
2	VIII, X, and ARMM
3	IX, XI, XII, and XIII (Caraga)
4	I, II, and CAR
5	III and NCR
6	IV-A (CALABARZON), IV-B (MIMAROPA) and V

The dates and venues will be announced later through a DepEd Advisory.

4. The following shall be discussed in the said conference:

- Standard procedures on the conduct/administration of the test;
- Security of test materials, delivery and retrieval scheme;
- Allocation of test materials;
- Interpretation of the 2013 NCAE National Results;
- NCAE Results on the Occupational Interest Inventory for Students in Secondary Schools (OISSS) of Examinees vis-à-vis Highly In-Demand Occupations by Industry per Region; and
- Financial matters relative to test administration.

5. Schools division offices (SDOs) with 20 or more private secondary schools are authorized to send one DTC and one PSS to the conference. However, if there are less than 20 private schools, only the DTC will attend.

6. DTCs are directed to bring the actual enrolment of Grade 9 students for SY 2014-2015, both public and private secondary schools. The enrolment data to be submitted should be based on **July 31, 2014** and beyond, in soft and hard copies in Excel as shown below:

Region	Division	City/Municipality	Legislative District	Division Code	Type of School (Public or Private)	School ID	Name of School	2014-2015 Enrolment (Grade 9)

7. Traveling expenses and allowable expenses shall be charged to NETRC Funds subject to the usual accounting and auditing rules and regulations.

8. The participants must attend only on the date and venue where their respective regions are clustered.

9. Conference proper will start at exactly 8:00 a.m. Participants can be accommodated on the evening before the scheduled conference.

10. Immediate dissemination of this Memorandum is desired.


BR. ARMIN A. LUISTRO FSC
Secretary

References:

- DepEd Order: (No. 18, s. 2014)
- DepEd Memorandum: Nos. 28, and 153, s. 2011
- DepEd Memorandum No.: 111, s. 2013

To be indicated in the Perpetual Index
under the following subjects:

CONFERENCE
EXAMINATIONS

SCHOOLS
STUDENTS