



DEPARTMENT OF EDUCATION  
DIVISION OF ZAMBOANGA DEL NORTE

RELEASED

DATE: 06 FEB 2017

Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**  
7100 Dipolog City

Division Memorandum  
No. 23s.2017

(SECONDARY)

TO : Public and Private School Heads/Principals

FROM : *la*  
**NATIVIDAD P. BAYUBAY, CESO VI**  
Officer-In-Charge  
Office of the Schools Division Superintendent

SUBJECT : **ADMINISTRATION OF THE NATIONAL CAREER ASSESSMENT EXAMINATION (NCAE)**

DATE : 06 February 2017

1. Per DepEd Memorandum No. 16, s. 2017, the Department of Education (DepEd) through the Bureau of Education Assessment (BEA) with the assistance of schools division and secondary school personnel, shall administer the **National Career Assessment Examination (NCAE) for the School Year 2016-2017** from March 1 to 2, 2017 (Wednesday and Thursday) to all Grade 9 students in both public and private schools.
2. Only private secondary schools with permit to operate from DepEd shall be included in the conduct of the test.
3. Relative to this, the Division Testing Coordinator (DTC) shall conduct a conference on the Standardized Administration of the NCAE to all public and private secondary school heads on the following schedule:

<u>Date</u>	<u>Participants (School Heads)</u>	<u>Venue</u>
February 27, 2017	- 3 <sup>rd</sup> Congressional District	Katipunan NHS
February 28, 2017	- 1 <sup>st</sup> & 2 <sup>nd</sup> Congressional District	Katipunan NHS

4. The following topics shall be discussed in the said conference:
  - a. Proper conduct/administration of the test;
  - b. Security of test materials;
  - c. Allocation of test materials.
5. Traveling expenses shall be charged to the Local/School MOOE Funds subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of this Memorandum is desired.