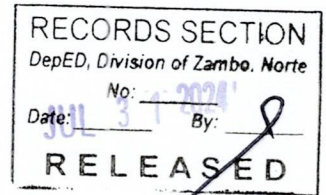




Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

**Office of the Schools Division Superintendent**



July 29, 2024

Division Memorandum  
No. 412, s. 2024

**ADMINISTRATION OF THE NATIONAL CAREER ASSESSMENT EXAMINATION  
(NCAE) IN SCHOOL YEAR 2024-2025**

TO : **Assistant Schools Division Superintendent  
Chiefs, SGOD & CID  
Education Program Supervisors/Specialists  
Public Schools District Supervisors  
School Heads/Administrators, Public & Private Secondary /Integrated Schools  
Division, District & School Testing and IT Coordinators  
All Others Concerned**

1. Pursuant to the enclosed DepEd Memorandum No. 031, s. 2024 titled *Administration of the National Career Assessment Examination*, the Bureau of Education Assessment (BEA), through the School Governance and Operations Division (SGOD) of this division, shall administer the NCAE 2023 on August 13-14, 2024.
2. The NCAE shall be administered through a paper-based modality to Grade 10 learners who are currently enrolled in all public and private schools with permit or recognition.
3. The NCAE is designed to provide guidance to individual learners for their future educational career choices and to provide a basis for profiling learner's aptitude in four SHS tracks.
4. For reference and guidance of all concerned, please go over the following enclosures.
  - i. Enclosure 1: Approved NCAE 2023 Assessment Plan
  - ii. Enclosure 2: Localized Test Administration and Supervision Clauses
  - iii. Enclosure 3: Assignment of Room Examiners and Room Supervisors
  - iv. Enclosure 4: Composition of the Division NCAE Technical Working Group (TWG)
  - v. Enclosure 5: Copy of DepEd Memo No. 031, s. 2024
4. Per Joint CSC-DBM Circular No 2. S. 2024, service credits or the Compensatory Overtime Credit, as the case may be, shall be given to the division and field personnel who may have served beyond the official time during which the test administration or its preparatory/ancillary activity is done.
5. Travel expenses which may be incurred by the concerned testing personnel during the orientation and in the test administration shall be charged against the local school funds, subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of this Memorandum is highly desired.

**ROY C. TUBALLA, EMD, JD, CESO V**  
Schools Division Superintendent

SGOD/whi/NCARMEMORANDUM -031-072024



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Enclosure 1 of DM No. 412 s. 2024

**NCAE 2023 ASSESSMENT PLAN**

Key Activity	Target Participants/Persons Involved	Date & Time	Venue	Remarks
Division-Level Orientation for Clusters 4,5 & 6	District Testing Coordinators, School Heads/ STCs	<b>August 9, 2024 (Friday) @ 8:30 AM</b>	SDO 4 <sup>th</sup> Floor	Attendance of School Heads, and/or School Testing Coordinators is a MUST
Division-Level Orientation for Clusters 1, 2 & 3	District Testing Coordinators, School Heads/ STCs	<b>August 12, 2024 (Friday) @ 8:30 AM</b>	SDO 4 <sup>th</sup> Floor	Attendance of School Heads, and/or School Testing Coordinators is a MUST
Release of Test Materials	NCAE TWG, School Heads (CEs) or STCs	<b>August 9, 2024 (1:00-5:00) (Clusters 4-6)</b> <b>August 12, 2024 (1:00-5:00) for Cluster 1,2 &amp;3</b>	SDO premises	Chief Examiners (CEs) who are SHs are the ones to get the TMs. In case the CE is unavailable, his/her representative must present authorization to the NCAE TWG.
Test administration	All SDO and field testing personnel	<b>August 13-14, 2024</b>	At the 110 SHSs	Classes in other Grade levels will NOT be suspended during the test administration days
Return & Retrieval of Test Materials	NCAE TWGs, CEs or their STCs	<b>August 15-16 22, 2024</b>	SDO premises	

**Prepared by:**

**WILSON H. INDING**  
DTC

**Recommending Approval**

**JOY E. LETRAN-SINGSON, EMD**  
CES, SGOD

APPROVED:

**ROY C. TUBALLA, EMD, JD, CESO V**  
Schools Division Superintendent



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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure 2 of DM No. [412](#), s. 2024

**LOCALIZED TEST ADMINISTRATION & SUPERVISION CLAUSES**

1. All SDO and field personnel directly and indirectly involved in the administration of NCAE2024 are expected to perform their respective task is based on the terms of reference as provided in the NCAE Handbook and as may be assigned to them by the division testing committee. The members of the testing committee are enjoined to lead the monitoring and evaluation of the NCAE conduct.

2. Together with their district testing coordinators, all PSDSs/PICDs are directed to conduct on-site monitoring of the test conduct in the SHSs under their respective area of jurisdiction.

3. Soft copy of the NCAE Monitoring tool can be accessed thru [bit.ly/ NCAENorte2023](https://bit.ly/NCAENorte2023). Submission of monitoring reports should be done online through [bit.ly/NCAENorteReport2023](https://bit.ly/NCAENorteReport2023), or thru [monitoringzn@gmail.com](mailto:monitoringzn@gmail.com).

4. The school principals shall be the chief examiner, who, in addition to their roles and responsibilities stipulated in the NCAE Handbook, shall be responsible to cover the following tasks, to wit: select and recommend to the DTC any SHS teachers who have prior experience in BEA test administration to serve as room examiners and room supervisors, if applicable, The CE shall submit these names to the PSDS/PICD through the district testing coordinator, for inclusion to the district swapping plan.

5. In relation to item number 4, the school head-chief examiner shall prepare, sign and issue necessary travel documents to his/her teachers who shall be serving as REs or room supervisor in the other senior high schools. In case of substitution, he/she shall notify to this effect the principal of the other school where the substituted RE is assigned.

The school head or chief examiner is the one who will issue certificate of attendance to those visiting testing personnel, while the division testing coordinator will issue certificate of participation to the serving testing personnel.

6. The host school may provide free snacks and lunch to the visiting room examiners, room supervisors, and , if any, monitors, during the test administration, subject to the availability of funds, and to the usual accounting and auditing rules and regulations.

7. All concerned are directed to the herein approved assessment plan, in order to be guided on the test activity timelines, particularly on the receiving and retrieval of test materials (TMs). The school personnel who received the TMs shall, as much as possible, be the same person to return the TMs.

8. For any queries, please direct your text or call to the **DTC Secretariat thru 0938-737-5625 (SMART) or 0995-881-1881 (GLOBE)**.



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## Assignment of Room Examiners and Room Supervisors

School	Municipality	Sector	Cluster	TM Allocation	No. of Testing Rooms	Room Examiners	Room Supervisor
La Libertad National High School	LA LIBERTAD	Public	1	84	3	3 RE from Sibutad NHS	
Mutia NHS	MUTIA	Public	1	170	6	6 RE from Sergio Osmeña NHS	
Mutia National High School Extension - Alvenda	MUTIA	Public	1	42	2	2 RE from Tubak NHS	
Mutia National High School - Tubak Annex	MUTIA	Public	1	32	1	1 RE from Alvenda NHS	
Piñan National High School	PIÑAN (NEW PIÑAN)	Public	1	344	12	12 RE from Polanco NHS	RS from Polanco NHS
Dilawa National High School	PIÑAN (NEW PIÑAN)	Public	1	52	2	2 RE from Teresita IS	
Teresita Integrated School	PIÑAN (NEW PIÑAN)	Public	1	40	2	2 RE from Dilawa NHS	
Polanco National High School	POLANCO	Public	1	316	11	11 RE from Piñan NHS	RS from Piñan NHS
Sianib National High School	POLANCO	Public	1	28	1	1 RE from San Pedro NHS	
Polanco NHS Ext. - Lingasad	POLANCO	Public	1	70	3	3 RE from Polanco NHS- Isis	
Silawe NHS	POLANCO	Public	1	62	2	2 RE from San Pedro NHS	
Polanco NHS Ext. - Isis	POLANCO	Public	1	106	4	4 RE from Polanco NHS- Lingasad	
San Pedro National High School	POLANCO	Public	1	88	3	2 RE from Silawe NHS; 1 RE from Sianib NHS	
Colegio De San Francisco Javier	RIZAL	Private	1	94	3	3 REs from Rizal NHS	
Rizal National High School	RIZAL	Public	1	170	6	3 REs from Colegio DSFJ; 3 Res from Sebaca NHS	
Sebaca National High School	RIZAL	Public	1	62	2	2 REs from Rizal NHS	
Sergio Osmeña National High School	SERGIO OSMEÑA SR.	Public	1	332	11	2 REs fro SONHS-Bagong Baguio; 6 REs from Mutia NHS; 3 REs from Marapong NHS	RS from Mutia NHS
Marapong National High School	SERGIO OSMEÑA SR.	Public	1	98	4	2 REs from San Isidro NHS; 2 Res from San Jose NHS	
Sergio Osmena NHS Ext. - Bagong Baguio	SERGIO OSMEÑA SR.	Public	1	52	2	2 REs from SONHS	

San Isidro NHS	SERGIO OSMEÑA SR.	Public	1	50	2	2 REs from Marapong NHS	
San Jose National High School	SERGIO OSMEÑA SR.	Public	1	68	3	3 REs from Sergio Osmeña NHS	
Sibutad National High School	SIBUTAD	Public	1	196	7	3 REs from La Libertad NHS, 2 Res from Kanim NHS, 2 REs from Kanim	
Kanim National High School	SIBUTAD	Public	1	64	2	2 REs from Sibutad NHS	
Sawang NHS	SIBUTAD	Public	1	34	1	1 RE from Sibutad NHS	
Katipunan National High School	KATIPUNAN	Public	2	426	15	10 REs from Pres. Roxas NHS; 2 Res from JRMSU-K; 2 RE from Basagan NHS; 1 from Felipe Cadavedo IS	RS from Roxas NHS
Sitog National High School	KATIPUNAN	Public	2	46	2	2 REs from Seres NHS	
Basagan National High School	KATIPUNAN	Public	2	52	2	2 RE from Katipunan NHS	
Seres National High School	KATIPUNAN	Public	2	52	2	2 REs from Sitog NHS	
Don Teotimo Z. Ochotorena National High School	KATIPUNAN	Public	2	42	2	2 RE from Sinuyak NHS	
Katipunan NHS - Sinuyak Annex	KATIPUNAN	Public	2	50	2	2 RE from Don Teotimo Ochotorena NHS	
Bulawan Integrated School	KATIPUNAN	Public	2	72	3	3 REs from Gonzalo Reinante NHS	
Seroan Integrated School	KATIPUNAN	Public	2	24	1	1 RE from Dabiak NHS	
Felipe Cadavedo Integrated School	KATIPUNAN	Public	2	34	1	1 RE from Katipunan NHS	
Gonzalo Reinante NHS	KATIPUNAN	Public	2	38	2	2 REs from Bulawan IS	
Dabiak NHS	KATIPUNAN	Public	2	34	1	1 RE from Seroan IS	
Jose Rizal Memorial State University - Katipunan Campus	KATIPUNAN	SUCsLU Cs	2	40	2	2 REs from Katipunan NHS	
Manukan National High School	MANUKAN	Public	2	406	14	3 RE from SEKCI; 3 Bartolome Aripal NHS; 4 RE from Don Jose Aguirre NHS; 3 REs from Saluyong NHS	RS from Don Jose Aguirre NHS
Jesus A. Ramos NHS	MANUKAN	Public	2	90	3	3 REs from Manukan NHS	

Bartolome Aripal Memorial NHS	MANUKAN	Public	2	74	3	3 RE from Manukan NHS
Saluyong NHS	MANUKAN	Public	2	64	2	2 RE from Manukan NHS
Manukan NHS - Serongan Annex	MANUKAN	Public	2	54	2	2 RE s from Manukan NHS
Don Jose Aguirre NHS	MANUKAN	Public	2	96	4	4 RE from Manukan NHS
Saint Estanislao Kostka College, Inc.	MANUKAN	Private	2	74	3	3 RE from Jesus A. Ramos NHS
President Manuel A. Roxas National High School	PRES. MANUEL A. ROXAS	Public	2	288	10	10 REs from Katipunan NHS from Kat Ni
Dohinob National High School	PRES. MANUEL A. ROXAS	Public	2	120	4	4 RE from Moliton NHS
Moliton National High School	PRES. MANUEL A. ROXAS	Public	2	72	3	3 RE from Dohinob NHS
Lipakan National High School	PRES. MANUEL A. ROXAS	Public	2	32	1	1 RE from Marupay NHS
Marupay NHS	PRES. MANUEL A. ROXAS	Public	2	64	2	1 RE from Piñalan IS; 1 RE from Lipakan NHS
Piñalan Integrated School	PRES. MANUEL A. ROXAS	Public	2	16	1	1 RE from Marupay NHS
Ponot National High School	JOSE DALMAN (PONOT)	Public	3	270	9	1 RE from Bitoon IS; 3 RE from Manawan NHS; 3 RE from Ilihan NHS; 2 RE from Dinasan NHS
Dinasan National High School	JOSE DALMAN (PONOT)	Public	3	82	3	3 REs from Ponot NHS
Manawan National High School	DALMAN (PONOT)	Public	3	124	4	2 Res from Ponot NHS; 2 REs from Dinasan NHS
Bitoon Integrated School	JOSE DALMAN (PONOT)	Public	3	28	1	1 RE from Ponot NHS
Ilihan National High School	JOSE DALMAN (PONOT)	Public	3	66	3	3 Res from Ponot NHS
Siayan National High School	SIAYAN	Public	3	218	8	3 REs from Mangilay NHS; 4 RE from Diongan NHS; 1 RE from Gunyan NHS
Gunyan NHS	SIAYAN	Public	3	94	3	3 Res from Siayan NHS
Mangilay National High School	SIAYAN	Public	3	54	2	2 REs from Gunyan NHS
Diongan National High School	SIAYAN	Public	3	102	4	4 REs from Siayan NHS

Paranglumba Integrated School	SIAYAN	Public	3	26	1	1 RE from Moyo IS	
Datagan National High School	SIAYAN	Public	3	28	1	1 RE from Feliciano Castillo NHS	
Moyo Integrated School	SIAYAN	Public	3	20	1	1 RE from Paranglumba IS	
Feliciano Castillo National High School	SIAYAN	Public	3	30	1	1 RE from Datagan NHS	
Sindangan National Agricultural School	SINDANGAN	Public	3	454	15	8 RE from Sindangan NHS; 7 RE from Siari John Roemer NHS	RS from SNHS
Sindangan National High School	SINDANGAN	Public	3	652	22	4 RE from Bartolome Lira Sr. NHS; 2 RE from Apolonio Molina IS; 12 RE from SNAIS; 4 RE from Siari John Roemer NHS	2 RSs from SNAIS
Siari John H. Roemer NHS	SINDANGAN	Public	3	320	11	3 RE from SNAIS ; 8 RE from Sindangan NHS	RS from SNHS
Saint Joseph College of Sindangan Incorporated	SINDANGAN	Private	3	98	4	4 REs from PAC	
Philippine Advent College	SINDANGAN	Private	3	90	3	3 REs from SICSJ	
Bartolome Lira, Sr. NHS	SINDANGAN	Public	3	190	7	3 RE from Dumalogdog NHS; 4 RE from Sindangan NHS	
Dumalogdog National High School	SINDANGAN	Public	3	102	4	1 RE from Siasin NHS; 3 RE from Tinaplan IS	
Bartolome C. Lira, Sr. NHS Ext. - Siasin	SINDANGAN	Public	3	30	1	1 RE from Nato IS	
Lapero NHS	SINDANGAN	Public	3	42	2	2 REs from DNMNHS	
Tinaplan Integrated School	SINDANGAN	Public	3	82	3	3 RE from Bartolome Lira Sr NHS	
Apolonio Molina Integrated School	SINDANGAN	Public	3	36	2	2 RE from Sindangan NHS	
Nato Integrated School	SINDANGAN	Public	3	20	1	1 RE from Dumalogdog NHS	
Doña Natividad L. Macias Integrated School	SINDANGAN	Public	3	30	1	1 RE from Lapero NHS	
Bacungan National High School	BACUNGAN (LEON T. POSTIGO)	Public	4	384	13	2 REs from Tinuyop NHS, 3 Res from Palandok NHS, 4 REs from Talinga NHS, 5 Res from Bacong NHS	RS from Bacong NHS

Tinuyop National High School	BACUNGAN (LEON T. POSTIGO)	Public	4	42	2	2 REs from Bacungan NHS	
Palandok National High School	BACUNGAN (LEON T. POSTIGO)	Public	4	46	2	2 REs from Bacungan NHS	
Talinga National High School	BACUNGAN (LEON T. POSTIGO)	Public	4	84	3	3 REs from Bacungan NHS	
Raba National High School	GODOD	Public	4	92	3	3 RE from Godod NHS	
Godod National High School	GODOD	Public	4	124	4	2RE from Raba NHS; 2 RE from Sianan NHS	
Banuangan Integrated School	GODOD	Public	4	22	1	1 RE from San Pedro IS	
Sianan National High School	GODOD	Public	4	42	2	2 RE from Godod NHS	
San Pedro Integrated School	GODOD	Public	4	12	1	1 RE from Banuangan IS	
Liloy National High School	LILOY	Public	4	598	20	10 RE from Salug NHS; 7 RE from Compra NHS; 2 RE from Patawag NHS; 1 RE from Kayok IS	2 RSs from Salug NHS
COMPRA NATIONAL HIGH SCHOOL	LILOY	Public	4	204	7	7 RE from Liloy NHS	
Patawag National High School	LILOY	Public	4	24	1	1 RE from Liloy NHS	
Kayok Integrated School	LILOY	Public	4	34	1	1 RE from Liloy NHS	
Salug National High School	SALUG	Public	4	302	10	10 RE from Liloy NHS	
Bacong National High School	SALUG	Public	4	128	5	5 REs from Bacungan NHS	
Ramon Magsaysay National High School	SALUG	Public	4	64	2	2 RE from Binoni NHS	
Balakan National High School	SALUG	Public	4	70	3	3 RE from Ramon Magsaysay NHS	
Binoni NHS	SALUG	Public	4	74	3	3 RE from Balakan NHS	
Gutalac National High School	GUTALAC	Public	5	430	15	4 RE from San Juan NHS; 4 RE from Canuto Enerio NHS; 7 RE from Kipit Agro-Fishery HS	RS from Kipit-Agro FHS
Gutalac National High School Extension - San Juan	GUTALAC	Public	5	68	3	3 RE from Gutalac NHS	
Canuto Enerio National High School	GUTALAC	Public	5	62	2	2 RE from RCS; 1 RE from Gutalac NHS	



Gutalac National High School Extension - Panganuran	GUTALAC	Public	5	54	2	2 RE from Tipan NHS
Gutalac NHS Mamawan - Annex	GUTALAC	Public	5	60	2	1 RE from Sas IS; 1 RE from Pitawe IS
Pitawe Integrated School	GUTALAC	Public	5	32	1	1 RE from Mamawan NHS
Gutalac National High School Extension - Tipan	GUTALAC	Public	5	62	2	2 RE from Panganuran NHS
Sas Integrated School	GUTALAC	Public	5	30	1	1 RE from Mamawan NHS
Riverside Community School	GUTALAC	Private	5	12	1	1 RE from Gutalac NHS
Kalawit National High School	KALAWIT	Public	5	150	5	3 RE from Pianon NHS; 2 RE from Batayan NHS
Gatas NHS	KALAWIT	Public	5	52	2	2 RE from Tampilisan NHS
TUGOP NATIONAL HIGH SCHOOL	KALAWIT	Public	5	54	2	2 RE from Kal NHS-Paraiso;
Batayan NHS	KALAWIT	Public	5	56	2	2 RE from Kalawit NHS
Pianon National High School	KALAWIT	Public	5	86	3	3 RE from Kalawit NHS
Kalawit NHS Ext. - Paraiso	KALAWIT	Public	5	22	1	1 RE from Tugop NHS
Kipit Agro-Fishery High School	LABASON	Public	5	188	7	7 RE from Gutalac NHS
Balas National High School	LABASON	Public	5	98	4	3 RE from Matias Ranillo NHS; 1 RE from Immaculada IS
Labason Integrated School	LABASON	Public	5	162	6	4 RE from Ubay NHS; 2 RE from Malintubao NHS
Ubay National High School	LABASON	Public	5	124	4	4 RE from Labason IS
St. Mary's College of Labason, Inc	LABASON	Private	5	90	3	1RE from SPenC; 2 RE from SPhilC
Malintubao National High School	LABASON	Public	5	58	2	2 RE from Labason IS
SOUTHERN PHILIPPINE COLLEGE	LABASON	Private	5	36	2	2 RE from SMCL
Southern Peninsula College	LABASON	Private	5	32	1	1 RE from SMCL
Ubay National High School - Patawag Extension	LABASON	Public	5	28	1	1 RE from La Union IS

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La Union Integrated School	LABASON	Public	5	48	2	1 RE from Dansalan IS; 1 RE from Ubay NHS-Patawag	
Dansalan Integrated School	LABASON	Public	5	16	1	1 RE from La Union IS	
Immaculada Integrated School	LABASON	Public	5	14	1	1 RE from Balas NHS	
Matias C. Ranillo National High School	LABASON	Public	5	42	2	2 RE from Balas NHS	
Tampilisan National High School	TAMPILISAN	Public	5	340	12	2 RE from Gatas NHS; 2 RE Galingon NHS; 1 RE Tininggaan NHS; 2 RE New Dapitan NHS; 1 RE Molos IS; 2 RE from Situbo NHS; 1 RE from JRMSU-T	RS from Gatas NHS
Galingon National High School	TAMPILISAN	Public	5	56	2	2 RE from Tampilisan NHS	
Tininggaan National High School	TAMPILISAN	Public	5	16	1	1 RE from Tampilisan NHS	
New Dapitan National High School	TAMPILISAN	Public	5	42	2	2 RE from Tampilisan NHS	
Molos Integrated School	TAMPILISAN	Public	5	22	1	1 RE from Tampilisan NHS	
Situbo National High School	TAMPILISAN	Public	5	56	2	2 RE from Tampilisan NHS	
Jose Rizal Memorial State University-Tampilisan Campus	TAMPILISAN	SUCsLU Cs	5	8	1	1 RE from Tampilisan NHS	
Baliguian National High School	BALIGUIAN	Public	6	200	7	4 RE from Sta. Maria NHS; 2 RE from Alam Mudja NHS; 1 RE from CBA	
Alam Mudja Sai National High School	BALIGUIAN	Public	6	64	2	2 RE from Baliguian NHS	
Coronado Bay Academy, Inc.	BALIGUIAN	Private	6	30	1	1 RE from Baliguian NHS	
Malayal National High School	SIBUCO	Public	6	156	6	6 RE from Sibuco NHS	
Sibuco National High School	SIBUCO	Public	6	290	10	6 RE from Malayal NHS; 2 RE from Lintangan IS; 1 RE Lunday NHS; 1 RE from Pangian NHS	RS from Malayal NHS
Lintangan Integrated School	SIBUCO	Public	6	52	2	2 RE from Sibuco NHS	
Cawit-Cawit National High School	SIBUCO	Public	6	78	3	3 RE from Mauricio Landingin IS	

Sibuco National High School - Pangian Annex	SIBUCO	Public	6	28	1	1 RE from Sibuco NHS	
Lunday National High School	SIBUCO	Public	6	34	1	1 RE from Sibuco NHS	
Julian Soriano Memorial Comprehensive High School	SIOCON	Public	6	180	6	RE from Siocon Science High School	
Siocon National Science High School	SIOCON	Public	6	332	11	6 RE from JSMCHS; 5 RE from JSMCHS	RS from JSMCHS
Sta. Maria National High School	SIOCON	Public	6	98	4	4 RE from Baliguain NHS	
Siay Integrated School	SIOCON	Public	6	19	1	1 RE from Makiang NHS	
Makiang National High School	SIOCON	Public	6	44	2	1 RE from Pedro Torio IS; 1 RE from Siay IS	
Canatuan National High School	SIOCON	Public	6	44	2	2 RE from Celestino Montaña NHS	
Celestino T. Montaña Sr. National High School	SIOCON	Public	6	46	2	2 RE from Canatuan NHS	
Pedro Torio Integrated School	SIOCON	Public	6	24	1	1 RE from Making NHS	
Bucana Integrated School	SIOCON	Public	6	24	1	1 RE from Maharadja Asim IS	
C. Callao Integrated School	SIOCON	Public	6	20	1	1 RE from Sirawai NHS	
Mambong Integrated School	SIOCON	Public	6	14	1	1 RE from Canatuan NHS	
Maharadja Asim Integrated School	SIOCON	Public	6	28	1	1 RE from Bucana IS	
Sirawai National High School	SIRAWAI	Public	6	272	9	3 RE from Dacon NHS; 5 RE from Siocon Science HS; 1 RE from C Callao IS	
Mauricio V. Landingin Integrated School	SIRAWAI	Public	6	88	3	3 RE from Cawit-Cawit NHS	
Dacon National High School	SIRAWAI	Public	6	72	3	3 RE from Sirawai NHS	



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REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure 4 of DM No [412](#) S. 2024

**COMPOSITION OF THE DIVISION TECHNICAL-WORKING GROUP FOR NCAE TEST  
ADMINISTRATION**

**Division Testing Committee**

**Chairperson** : Roy C. Tuballa, EMD, JD, CESO V  
**Alternate Chairperson** : Raymond M. Salvador, CESO VI

**Members:** Zyhrine P. Mayormita

Joy E. Letran-Singson, EMD

Jalderita A. Dublico

Ervie A. Acaylar

Nilda Y. Galaura

Wilson H. Inding

Julius Belagnatol

Giparel B. Elumba

Provisional Members : 35 Designated District Testing Coordinators

**Health & Safety**

Dr. Cheryl V. Ocupe  
Ethyl Kimberly S. Labadan

**Ways & Means**

Robert I. Poculan  
Jessie Elacan  
Nicollette Ria E. Tangon

**Support Staff**

Edelito P. Lagorra  
Arthur Nacilla  
Allan Sumalpong  
Christopher Dagon  
Thaddeus A. Acaylar  
Charlito B. Saja  
Den Mark M. Wgual  
Dexter M. Moreno



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Department of Education

JUN 18 2024

DepEd MEMORANDUM  
No. **031**, s. 2024

**ADMINISTRATION OF THE NATIONAL CAREER ASSESSMENT EXAMINATION**

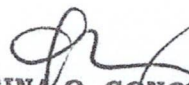
To: Undersecretaries  
Assistant Secretaries  
Minister, Basic, Higher, and Technical Education, BARMM  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public and Private Secondary School Heads  
All Others Concerned

1. The Department of Education (DepEd), through the Bureau of Education Assessment (BEA), with the assistance of schools division offices (SDOs) and secondary schools personnel, will administer the **National Career Assessment Examination (NCAE) in School Year 2024–2025 within a five-day testing window**, two weeks after the opening of classes pursuant to DepEd Order (DO) No. 55, s. 2016, titled Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program.
2. The **NCAE** shall be administered in **two consecutive days within the testing window** through a paper-based modality. It will be administered to **all Grade 10 learners** who are currently enrolled in public schools and private schools with a government permit or recognition.
3. The testing dates, within the testing window, shall be determined by the SDOs in coordination with the regional office (RO).
4. The NCAE is designed to provide guidance to individual learners for their future educational and career choices and to provide a basis for profiling learners' aptitude in the four senior high school (SHS) Tracks: Academic, Technical-Vocational-Livelihood, Sports, and Arts and Design. The results of the NCAE are utilized to support the national framework on career guidance and for entry assessment to the specific SHS tracks/strands in all public and private schools.
5. The NCAE assessment covers the following domains: **General Scholastic Aptitude (GSA), Academic Track, and Occupational Interest Inventory (OII)**. The GSA covers Reading Comprehension, Mathematical Ability, Verbal Ability, Scientific Ability, and Logical Reasoning Ability. The Aptitude for SHS Tracks contains: (a) Academic, which includes Humanities and Social Sciences (HUMSS), Science, Technology, Engineering and Mathematics (STEM), and Accountancy Business and Management (ABM); (b) Technical-Vocational-Livelihood (TVL); (c) Sports; and (d) Arts and Design. The OII is an inventory/checklist of occupational interests which provides an assessment on inclinations/preferences for comprehensive career guidance.

6. Test accommodations shall be given to learners with disabilities (LWDs) who will be participating in the assessment activity following the provision stated in Section 9 of DO 55, s. 2016.
7. BEA will manage the national implementation of the NCAE with the assistance of the ROs and SDOs. BEA will conduct a virtual orientation for Regional Testing Coordinators, Division Testing Coordinators, and SDO Private School Supervisors on the test administration guidelines and details for the Program Support Funds. The schedule and meeting details will be sent through a separate advisory.
8. An authorized forwarder will deliver and retrieve the test materials to and from the SDOs.
9. Health and safety protocols must be followed in all activities to be done in relation to the national test administration.
10. For more information, please contact the **Bureau of Education Assessment-Education Assessment Division, Department of Education Central Office** through email at [bea.ead@deped.gov.ph](mailto:bea.ead@deped.gov.ph) or at telephone number (02) 8631-2589.
11. Immediate dissemination of this Memorandum is desired.

By Authority of the Secretary:



  
**GINA O. GONONG**  
Undersecretary

References:

DepEd Order (Nos. 003, s. 2024; and 55, s. 2016)

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

ASSESSMENT  
CONFERENCE  
EXAMINATION  
LEARNERS  
PROGRAMS  
RULES AND REGULATIONS  
SCHOOLS  
TEST