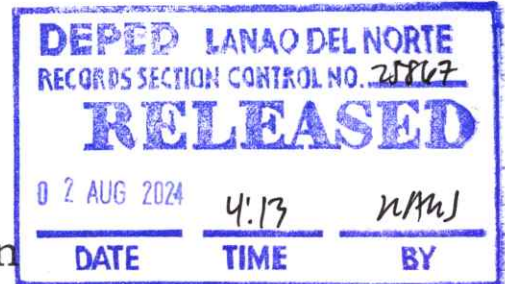




Republic of the Philippines  
Department of Education  
REGION X-NORTHERN MINDANAO  
SCHOOLS DIVISION OF LANA DEL NORTE



July 31, 2024

**DIVISION MEMORANDUM**

No. 350 s. 2024

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

To: Assistant Schools Division Superintendent  
Chief ES- Curriculum Implementation Division  
Chief ES- School Governance and Operations Division  
School Heads/Administrators, Public & Private Secondary/Integrated Schools  
School Testing 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) - School Management Monitoring and Evaluation Section shall administer the NCAE 2023 on August 14-15, 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. Distribution of NCAE materials shall be on August 13, 2024 (Tuesday) and retrieval shall be on August 16, 2024 (Friday).
5. The school principals/administrators 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 DTC for inclusion.
6. Soft copy of the NCAE Monitoring Tool can be accessed thru [tinyurl.com/NCAEmonitoringLDN2024](https://tinyurl.com/NCAEmonitoringLDN2024) and it will be complied after the conduct of the examination.

7. School Heads are required to submit the list of examinees using BEA Form 1 with stamp received from the record section, accomplished confidentiality agreement for testing personnel and learners. See attached template for BEA Form 1, confidentiality agreement for testing personnel and learners and assignment of Room Examiners and Room Supervisors.

8. The following testing staff/facilitators/monitors shall report during the examination day to ensure the smooth and safe conduct of the test:

- Division Top Management
- Division Testing Coordinator (DTC)
- Division Nurse/s assigned per District
- SDO Personnel assigned per testing center
- School Heads/Administrators of the Secondary/Integrated Public & private Schools as Chief Examiner
- Room examiners (teachers from other schools)
- Room supervisors (teachers from other schools)
- School Testing Coordinators/School Guidance Counselor
- Security personnel and
- Other Support staff

9. Travel and other expenses relative to the activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

10. For more information, contact Ms. Ivy T. Jumawan, Senior Education Program Specialist/ Division Testing Coordinator, at 09177795131.

11. Immediate dissemination of and strict compliance with this Memorandum is directed.

**EDWIN R. MARIBOJOC, EdD, CESO V**  
Schools Division Superintendent





Republic of the Philippines  
**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. GONZALEZ**  
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