



Republic of the Philippines
Department of Education
Region X
LANAO DEL NORTE DIVISION
Gov. A. Quibranza Prov'l. Gov't. Compound
Pigcarangan, Tubod, Lanao del Norte



DIVISION MEMORANDUM

No. 190 s. 2017

TO : **Chief Education Program Supervisors**
Senior Education Program Specialist
Education Program Specialist II
All Secondary School Heads both Public & Private Schools
Other concern
This Division

FROM: *f. duhaylungsod*
EMMALINDA E. DUHAYLUNGSOD, Ph.D., CESO V
Schools Division Superintendent

DATE: AUG. 22, 2017

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

1. Pursuant to DepEd Order No. 25. s. 2017 re School Calendar for SY 2017-2018 that the conduct of **National Career Assessment Examination (NCAE) for Grade 9 students is tentatively schedule on August 2017** in all public high schools and in private secondary schools with a DepEd permit to operate or government recognition.
2. In this connection, there will be an **orientation to all School Heads/Chief Examiners in both public and private secondary schools (only 1 participant per school) on August 25, 2017 (Friday)** at Tubod Central School, Tubod, Lanao del Norte @ 8:00 in the morning.
3. The following topics shall be discussed during the orientation:
 - a. Standard Procedures on the Conduct/Administration of the test;
 - b. Security of Test Materials, Delivery, and Retrieval scheme,
 - c. Allocation of Test Materials per school;
 - d. Interpretation of the NCAE National Results/Distribution of NCAE Certificate;
 - e. NCAE Issues and Concerns
4. School Heads are advised to submit the following reports during the orientation:
 - a. list of Grade 9 students (Enclosure 1- alphabetically arranged regardless of gender),
 - b. list of teachers to be assigned to other schools (Enclosure 2)
5. Assignment of Room Examiners and Room Supervisors per school is provided in Enclosure 3.
6. Immediate dissemination and strict compliance of this Memorandum to all concerned is highly enjoined.