



Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City

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8/18/15
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August 17, 2015

Division Memorandum
No. 182 s. 2015

**DIVISION ORIENTATION ON THE CONDUCT OF THE NATIONAL CAREER
ASSESSMENT EXAMINATION (NCAE) SY 2015 – 2016**

**To: Public and Private Secondary School Heads
School Testing Coordinators**

1. The Department of Education (DepEd), through the National Education Testing and Research Center (NETRC) with the assistance of division, public and private secondary school personnel shall administer the **2015 National Career Assessment Education Examination (NCAE) to Grade 9 Students under the K to 12 Enhanced Basic Education Curriculum** in all public and private secondary schools nationwide. The test shall be administered on **August 26, 2015** as stated in DepEd Memorandum No. 75, s. 2015
2. Only private schools with permit to operate from the Department shall be included in the conduct of the test.
3. In line with this, there will be a Division Orientation of all **school heads/school testing coordinators** on the Guidelines of the Administration of the examination on August 20, 2015 Thursday, 8:00 a.m. at Narciso School Inc., Angeles City.
4. The following topics will be discussed in the orientation:
 - a. Standard procedures on the conduct/administration the test
 - b. Security of materials, distribution and retrieval scheme
 - c. Allocation of test materials
5. **The School Heads/School Testing Coordinators are directed to bring the actual school enrolment data of their third year high school students and the list of names of prospective room examiners.**
6. Your cooperation and attendance is highly solicited.
7. Wide dissemination of this memorandum is highly enjoined.


LEILANIS. CUNANAN, CESO VI
OIC – Schools Division Superintendent