



Republic of the Philippines
DEPARTMENT OF EDUCATION
Regional IX - Zamboanga Peninsula
Division of Zamboanga del Norte
Estaka, Dipolog City



MEMORANDUM

TO : Public Schools District Supervisors
School Heads, Public & Private Elem & Secondary Schools
All Others Concerned


FROM : THE OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

SUBJECT : **DISTRICT-LEVEL ASSIGNMENT OF ROOM EXAMINERS AND TEST SUPERVISORS FOR THE NATIONALLY-ADMINISTERED TESTS, S.Y. 2018-2019**

DATE : October 18, 2018

1. In view of the administration of the **National Career Assessment Examination (NCAE) to Grade 9**, and the **Basic Education Exit Assessment (BEEA) to Grade 12**, expectedly in the month of November 2018 , this Office hereby INSTRUCTS the field for the online accomplishment and submission of the lists of recommended room examiners and room supervisors for the aforesaid tests;
2. The lists shall be annexed to the memoranda on the administration of said tests later on, for proper documentation and identification of all who may be involved in the administration of said testing programs; the same lists shall form part of division registry from which the list of room examiners and the test supervisors may be drawn for future testing activities;
3. The concerned PSDS, or in his/her behalf, the designated district testing coordinator, shall lead in the gathering of names and the assignment or swapping of teacher-examiners/supervisor among the target schools within the district or within the municipality with two districts, as the case maybe;
4. To accomplish the online task, all concerned are directed to log in this link:

bit.ly/zntestingpersonnel2018
5. Deadline for the online submission is **October 31, 2018**.
6. For further queries, please direct your text or call to SEPS Wilson H. Inding or EPS II Doreen Ombalino, thru these mobile #s **0998 -262-2462** or, **0906 - 181-0474**.
7. For prompt compliance. Wide dissemination of this Memorandum is desired.


PEDRO MELCHOR M. NATIVIDAD, CSEE
Schools Division Superintendent

Encl.:
As stated