



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



TO : **Chiefs, SGOD and CID**  
**Public Schools District Supervisors**  
**School Heads, Public & Private Secondary Schools**  
**School Testing Coordinator**  
**Room Supervisors and Room Examiners**  
All Others Concerned

FROM : OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

SUBJECT : **Administration of the 2018 National Career Assessment Examination (NCAE)**

DATE : December 3, 2018

1. Per DepEd Memorandum dated 29 November 2018, re: Administration of the National Career Assessment Examination (NCAE) for School Year 2018-2019, the field is hereby informed of the schedule of test administration which is **December 12 to 13, 2018** ;
2. All **Grade 9 learners** both from **public and private** schools shall take the test;
3. In connection therewith, there will be a division orientation on its standardized administration for the school heads as chief examiners and/or the designated school testing coordinators on the following schedule, to wit:

<b>Date and Time</b>	<b>Cluster</b>	<b>Venue</b>
December 7, 2018; 1:00 PM	Clusters 3, 4 & 5	Felipe Cadavedo Central School (Taga Central School), Katipunan, Z.N.
December 10, 2018; 1:00 PM	Clusters 1 & 2	Felipe Cadavedo Central School (Taga Central School), Katipunan, Z.N.

*Distribution of the test materials to the chief examiners, or their duly authorized representatives, shall be done after the said orientation;*

4. In relation to the foregoing paragraphs, the concerned school head shall, among other things, prepare, sign and issue the necessary travel documents to his teachers who shall be serving as room examiners or room supervisors, as the case may be, in the nearby sampled testing school, and to issue certificates of appearance to the serving testing personnel in his school, and the substitution notification to the other testing school in the event and for valid cause, his originally assigned teacher-examiner/supervisor cannot serve on the day of the test administration;

5. Please be directed to the link below for the assignment of room examiners and room supervisors, as the case may be, to be accomplished by the school heads concerned, while the district swapping be facilitated by the district supervisor, in case this task is not yet accomplished, based on the earlier issued memorandum to that effect;

***[bit.ly/zntestingpersonnel2018](http://bit.ly/zntestingpersonnel2018)***

6. It is hereby enjoined that the concerned school head should lead in the conduct of re-echo of the orientation or debriefing to his own teacher-examiners/supervisors at least a day before the date of the test administration, or before they will be sent to the nearby testing school they are accordingly assigned;
7. Concerned Public Schools District Supervisors are enjoined to conduct monitoring in the sampled schools within their respective district, and to report to the Division Testing Coordinator any pressing concern affecting the smooth and orderly conduct of the test;
8. Per, Joint CSC-DBM Circular No. 2, s. 2004, 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, without prejudice to the other service benefit clause applicable only to private employees who may be involved in the test administration;
9. Travel expenses which may be incurred in by the concerned testing personnel during the orientation and in the test administration shall be chargeable against the local funds/School MOOE, subject to the usual accounting and auditing rules and regulations;
10. Immediate and wide dissemination of this Memorandum is desired.

**PEDRO MELCHOR M. NATIVIDAD, CSEE**  
Schools Division Superintendent

Encl  
As stated



Republic of the Philippines  
**Department of Education**

29 NOV 2018

DepEd MEMORANDUM  
No. **185**, s. 2018

**ADMINISTRATION OF THE NATIONAL CAREER ASSESSMENT EXAMINATION  
FOR SCHOOL YEAR 2018-2019**

To: Undersecretaries  
Assistant Secretaries  
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 the schools division and secondary schools personnel, shall administer the **National Career Assessment Examination (NCAE) for School Year 2018-2019** from December 12 to 13, 2018 to all Grade 9 students in public and private schools nationwide. This is pursuant to DepEd Order (DO) No. 55, s. 2016 entitled **Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program** and DO 25, s. 2018 entitled **School Calendar for School Year 2018-2019**.
2. In the event that some schools divisions will receive the testing materials beyond December 11, 2018, they can administer the test in their most convenient time as determined by the schools division superintendent (SDS).
3. The authorized forwarder shall deliver and retrieve the test materials at least a week before and a day after the test administration, respectively, except for the National Capital Region (NCR) schools divisions, which shall be delivered two days before the test administration.
4. For more information, contact the **Bureau of Education Assessment-Education Assessment Division**, Department of Education Central Office, 2nd Floor Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City at telephone no. (02) 631-2589 or email at [bea.ead@deped.gov.ph](mailto:bea.ead@deped.gov.ph).
5. Immediate dissemination of this Memorandum is desired.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

References: DepEd Order Nos.: (55, s. 2016 and 25, s. 2018)  
To be indicated in the Perpetual Index under the following subjects:

ASSESSMENT  
BASIC EDUCATION

EXAMINATION  
LEARNERS

SCHOOLS  
TEST