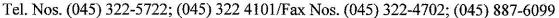


Department of Education Region III

DIVISION OF CITY SCHOOLS

Angeles City

Jesus Street, Pulungbulu, Angeles City





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.

LEILANLS. CUNANAN, CESO VI OIC – Schools Division Superintendent