



Republic of the Philippines
Department of Education
 REGION VI – Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

06 AUG 2024

DIVISION MEMORANDUM

No. 479 s., 2024

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


To: Assistant Schools Division Superintendent
 Chiefs of CID & SGOD
 Public Schools District Supervisors
 Public and Private Secondary School Heads
 All others concerned

1. Relative to DepEd Memorandum No. 031, s. 2024 entitled, "Administration of The National Career Assessment Examination (NCAE)", this Office, through the Monitoring and Evaluation (M&E) informs the field of the Administration of NCAE for School Year 2024-2025 on **August 12-13, 2024**.
2. The NCAE shall be administered through a paper and pencil modality to all Grade 10 learners who are currently enrolled in public and private schools with government permits or recognition.
3. A virtual **Division Orientation via MS Teams** shall be held on August 8, 2024, from 10:00 AM to 12:00 NN to ensure a smooth administration of the test. The link will be posted through the SMME Group Chat (GC) with the School Heads.
4. Participants in this orientation are the Division Testing Coordinators (DTC), Support Staff, Secondary School Heads, School Testing Coordinators, Room Examiners, and Room Supervisors. **A pre-registration link for the Room Examiners and STC** will be sent a day before the orientation.
5. List of School Testing Coordinators, Room Supervisors, and Room Examiners assigned to different schools will be issued in a separate Memorandum.
6. Public Schools District Supervisors, and School Heads or immediate heads shall ensure that the teachers and other personnel involved in the NCAE shall perform their respective duties, and functions until the end of the program. Identified personnel are expected to prioritize their roles and responsibilities during the NCAE.
7. The Orientation expenses of the Key Testing Personnel and transportation expenses of the test materials shall be charged against the Program Support Fund (PSF) for NCAE, while the transportation expenses of the room examiners shall be chargeable against School MOOE or Local Funds subject to the usual accounting and auditing rules and regulations.
8. The Division Monitoring Team will monitor and oversee the conduct of the NCAE to ensure smooth implementation and adherence to the established guidelines. They are also responsible for resolving any issues or concerns that may arise during the testing period (See Enclosure No. 2).



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9. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, gender, civil status, disability, religion, or other similar factors/personal circumstances that run counter to the principles of equal opportunity.
10. Immediate and widest dissemination of this Memorandum are desired.


MARSETTE D. SABBALUCA, CESO VI
Schools Division Superintendent

The number of pages including this document: 4
Encl: As stated
Reference: DepEd Memorandum No. 031, s. 2024
To be indicated in the perpetual index
Under the following subjects:

ASSESSMENT GRADE 10

SGOD/nbzamora/M&E
August 5, 2024



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Enclosure 1 of Division Memorandum No. ____, s. 2024

LIST OF TESTING PERSONNEL

NAME	DESIGNATION	OFFICE/SCHOOL
1. Nova B. Zamora	Division Testing Coordinator	SDO-Sagay City
2. Inger S. Pacheco	Support Staff	SDO-Sagay City
3. Feliciano D. Mercurio Jr.	EPS-in-charge of the Private School	SDO-Sagay City
4. Rosalie Delenia	Principal 2	Bato National High School-Sec
5. Lito P. Opena	TIC	Patricio Baviera National High School
6. Jovito H. Fernandez, Jr. (representative)	Head Teacher 2	Campo Bago National High School
7. Loramie Banyola	Head Teacher 1	Sewahon National High School
8. Menalyn Borce	TIC	Gloria Poblador Dela Paz National HS
9. Rene M. Encabo	Principal 2	Eusebio Lopez Memorial IS-Sec
10. Jocelyn Ortega	Head Teacher 1	Molocaboc IS-JHS
11. Jerson F. Donasco	OIC	Sagay City Ecozone Farm School
12. Willyn D. Montaña	Head Teacher 1	Himogaan Baybay IS-JHS
13. Ronnie Boy Sanipa	TIC	B. Mahilum Extension-JHS
14. Bernie N. Florendo	Principal 1	Serafin V. Aguilar IS-JHS
15. Jerry C. Zaragoza	Head Teacher 3	Colonia Divina Integrated School
16. Freddie B. Digno	Principal 3	Sagay National High School
17. Decelyn C. Doletin	TIC	Sagay City Farm School
18. Amie Rose P. Villar	TIC	Trinidad Lopez De Gonzaga NHS
19. Rene Boy L. Lagoyo	Principal 1	Old Sagay National High School
20. Jessa V. Lobaton	Principal 2	Vito National High School
21. Jogie Sumugat	Principal 1	Bulanon Farm School
22. Erlinda T. Pabuaya	TIC	Bulanon Farm School-Onofre Ext.
23. Noemi G. Osal	Principal 1	Sherman Hill IS
24. Glenda Fernandez	School Principal	Holy Family School
25. Shiello Dadula	School Principal	MDM College, Inc.
26. Rev. Jesus Valencia Jr.	School Principal	Sagay Christian Academy
27. Beulah Porras	School Principal	Abounding Life Christian Academy
28. Roco Descartin	School Principal	Open Door Christian Academy
29. Rev. Benigno A. Sungayab	School Principal	Emmanuel Christian Academy



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Enclosure No. 2 of Division Memorandum No. ____, s. 2024

Monitoring TEAM	Personnel
Team A	1. Alma M. Mirasol 2. Marilyn B. Gamboa 3. Marlon L. Solivio 4. Feliciano Mercurio 5. Nova B. Zamora
Team B	1. Elizabeth Romo 2. Romeo B. Santillan 3. Richard Rubin 4. Jordan Beleganio 5. Inger S. Pacheco
Team C	1. Cesar Demafiles 2. Analee Buhayan 3. Glendame Flores 4. Benito Aquino