



Republic of the Philippines
Department of Education
 REGION III
 SCHOOLS DIVISION OF BULACAN

July 31, 2024

DIVISION MEMORANDUM

No. **321**, s.2024

DIVISION ORIENTATION ON THE ADMINISTRATION OF THE NATIONAL CAREER ASSESSMENT EXAMINATION (NCAE)

To: Assistant Schools Division Superintendents
 Division Chiefs
 Division Testing Coordinator
 Division Education Program Supervisors
 Public Schools District Supervisors
 Public and Private Secondary School Heads
 Heads and Administrators of Private Schools
 All Others Concerned

- In accordance with the DepEd Memorandum No.031, s.2024 and the Advisory from the Office of Bureau of Education Assessment (BEA) dated July 26, 2024, this Office informs all public and private schools that the Administration of the National Career Assessment Examination (NCAE) for School Year 2024-2025 shall be conducted on August 13-14, 2024.
- The NCAE shall be administered in two consecutive days through a paper-based modality. It will be administered to all **Grade 10 learners** who are currently enrolled in **public schools and private schools** with a government permit or recognition.
- The NCAE is designed to provide guidance to individual learners for their future educational and career choices and to provide a basis for profiling learners' aptitude in the four Senior High School (SHS) Tracks: Academic, Technical Vocational-Livelihood, Sports, and Arts and Design. The results of the NCAE are utilized to support the national framework on career guidance and for entry assessment to the specific SHS tracks/strands in all public and private schools.
- To efficiently administer the said assessment and to properly organize the pool of Room Examiners who will be selected from other schools, there will be an In-Person Division Orientation on the Administration of the National Career Assessment Examination (NCAE) on the schedule listed below:


Activity	Date and Venue	Batch	Target Participants
In-Person Orientation on NCAE Administration	August 7, 2024 (Wednesday) San Ildefonso NHS, Poblacion, San Ildefonso, Bulacan	Batch 1 8:30 a.m.	One (1) Representative per Public and Private School with JHS Grade 10 from EDDIS 1, 2, & 3
		Batch 2 1:00 p.m.	One (1) Representative per Public and Private School with JHS Grade 10 from EDDIS 4, 5, & 6



Address: Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan
Website: <https://bulacandeped.com>
Email: bulacan@deped.gov.ph



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5. The Bureau of Education Assessment (BEA) shall release Program Support Funds. Once these funds are already available, pertinent NCAE orientation and administration expenses shall be charged subject to the usual accounting and auditing rules and regulations.
6. Advance copies of NCAE Orientation and Examiner's Handbook can be accessed on the Google Drive link: <https://tinyurl.com/2s96x8ep> or on the QR Code: 
7. Queries, preparation, and implementation issues may be communicated directly to Dr. Jay Arr V. Sangoyo, the Division Testing Coordinator through his email: jayarr.sangoyo@deped.gov.ph.
8. Immediate and wide dissemination of this Memorandum is desired.


NORMA P. ESTEBAN, EdD, CESO V
Schools Division Superintendent

References:

DepEd Order No.003, s.2024; and 55, s.2016
DepEd Memorandum No.31, s.2024;
Regional Memorandum No.508, s.2024

To be indicated in the Perpetual Index under the following subjects:

ASSESSMENT
LEARNERS
EXAMINATION
PROGRAMS
RULES AND REGULATIONS
SCHOOLS
TEST

CID/Sangoyo-Division Memo – Division In-Person Orientation on NCAE Administration
0045/July 31, 2024



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Enclosure No. 1 to the Division Memorandum No. _____, s. 2024

A. Matrix of Activity

No.	Topics/Flow of the Activity
1.	a. Registration b. Opening Program c. Preliminary Activities
2.	Legal Basis and Guidelines on the Administration of the National Career Assessment Examination (NCAE)
3.	NCAE Testing Personnel: Roles and Responsibilities
4.	The NCAE Examiner's Handbook
5.	The Program Support Funds (PSF)
6.	Open Forum
7.	Organization and Distribution of Supervising Examiners (SEs) and Room Examiners (REs) to be assigned to all Public and Private Schools within the Municipality or Nearby Schools/Municipality
8.	Distribution of Certificate of Participation, Recognition as Resource Speakers and Members of the Technical Work Group (TWG)/Evaluation Proper

B. List of Resource Speakers/Facilitators/Technical Working Group

Name	School and District
Gregorio C. Quinto, Jr., EdD – SDO Bulacan	Jay-Arr C. Tayao, DBA-ITSM – SDO Bualcan
Jay Arr V. Sangoyo, PhD – SDO Bulacan	Joan T. Buluran – Sta. Peregrina HS
Dulce G. Ignacio – Cambaog NHS, Bustos	Melannie T. Sangoyo, PhD– Calumpit NHS
Francisco B. Macale – SDO Bulacan	Ma. Lourdes J. Patag – SDO Bulacan
Division Education Program Supervisors	Public Schools District Supervisors