



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

To: CID Chief, Division Testing Coordinator and Division ITO
Education Program Supervisors
Public School District Supervisors
Secondary School Heads
School Testing Coordinators
ICT Coordinators
All Others Concerned

SUBJECT: **VIRTUAL ORIENTATION ON THE ADMINISTRATION OF THE
COMPUTER-BASED NATIONAL CAREER ASSESSMENT
EXAMINATION (CB-NCAE) FOR SCHOOL YEAR 2026-2027**

Date: August 28, 2026

1. Pursuant to DepEd Order No. 55, s. 2016, titled "*Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program*," the Schools Division Office shall conduct a **Virtual Orientation on the Administration of the Computer-Based National Career Assessment Examination (CB-NCAE) for School Year 2026-2027**. All Secondary School Heads, School Testing Coordinators, and ICT Coordinators of public schools and private schools with government recognition are hereby enjoined to attend the virtual orientation on **September 2, 2026**, according to the following schedule:

School	Time	Venue/Meeting Link
Public Schools	9:00-12:00 AM	https://tinyurl.com/cb-ncae-privateschools
Private Schools	2:00-5:00 PM	https://tinyurl.com/cb-ncae-publicschools

2. The **Computer-Based National Career Assessment Examination (CB-NCAE)** shall be administered to qualified **Grade 9 and Grade 10 learners** from public schools and private schools with government recognition, in accordance with the prescribed testing window and guidelines to be issued by the Department of Education through the appropriate DepEd Memorandum.
3. The orientation aims to capacitate all School Heads, School Testing Coordinators, and ICT Coordinators on the policies, procedures, technical requirements, testing schedules, and their respective roles and responsibilities in administering the CB-NCAE. It shall likewise provide guidance on the necessary preparations to ensure the smooth, secure, accurate, and efficient conduct of the assessment in all participating schools.
4. Specifically, the orientation shall provide participants with the necessary information and guidance on the following:



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- a. administration policies, procedures, and protocols for the CB-NCAE;
 - b. assignment and implementation of the testing schedule and testing sessions;
 - c. access to and use of the **DepEd Learning Management System (LMS)** as the assessment platform;
 - d. installation and use of the required examination software, particularly the **Safe Exam Browser (SEB)** for Windows and Mac devices and the **Full Exam Kiosk (FEK)** for Android devices, as applicable;
 - e. preparation and validation of available testing devices, stable internet connectivity, and other technical requirements;
 - f. conduct and participation in the prescribed **mock test** and other preparatory activities;
 - g. discussion on the roles and responsibilities of School Heads, School Testing Coordinators, ICT Coordinators, and other concerned personnel before, during, and after the administration of the assessment; and
 - h. discussion of the procedures for reporting and coordinating technical, administrative, and other concerns that may arise during the administration of the CB-NCAE.
5. In preparation for the actual administration, all concerned school personnel are expected to ensure their respective schools are ready, including the availability and functionality of testing devices, internet connectivity, required examination software, and other necessary resources. Schools shall likewise ensure that concerned personnel and learners are properly informed of the approved testing schedule and participate in the required preparatory activities.
6. All participants are expected to attend the virtual orientation for the entire duration of their scheduled session and actively participate in the discussions, demonstrations, and other activities. School Heads are requested to ensure the attendance and active participation of their respective School Testing Coordinators and ICT Coordinators.
7. For clarifications and concerns regarding the administration of the CB-NCAE, participants may coordinate with the **Division Testing Coordinator** and **Division Information Technology Officer** through the appropriate communication channels of the Schools Division Office.
8. Immediate and wide dissemination of, and strict compliance with, this Division Letter is hereby enjoined.


CECILIA E. VALDERAMA, PhD., CESO VI
Schools Division Superintendent

DIVISION LETTER

No. 093 s. 2026



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