



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas



## DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City

DIVISION MEMORANDUM

No. 467 s. 2014

SEP 22 2014

### ORIENTATION ON THE ADMINISTRATION OF THE 2014 NATIONAL CAREER ASSESSMENT EXAMINATION (NCAE) FOR GRADE 9 STUDENTS

To: Assistant Superintendents  
Education Supervisors/Coordinators  
Secondary School Heads  
Heads, Private Secondary Schools

1. Pursuant to DepEd Memorandum No. 78, s. 2014, this Office announces the conduct of the 2014 National Career Assessment Examination (NCAE) for Grade 9 students in all public high schools and private secondary schools with DepEd permit to operate on **October 7, 2014**.

2. Relative to this, there will be an **Orientation On The Administration Of The 2014 National Career Assessment Examination (NCAE) for school heads (School Testing Coordinators)**, from both public and private secondary schools with Grade 9 enrollees or examinees, on **Thursday, September 25, 2014** at Executive Dining Hall, Ecotech Center, Sudlon Lahug, Cebu City at 8: 00 o' clock in the morning to 5:00 o' clock in the afternoon.

3. In the absence of the school head, the school guidance counselor may attend as recognized alternate School Testing Coordinator.

4. The following will be discussed in the said orientation:

- standard procedures on the conduct/administration of the test
- security of test materials, delivery and retrieval scheme
- allocation of test materials
- NCAE Results on the Occupational Interest Inventory for Students in Secondary Schools (OISSS of Examinees vis – a – vis Highly In Demand Occupations by Industry
- Financial Matters relative to test administration

5. Participants are required to bring their list of NCAE examiners wherein the school assignment shall be determined during the orientation.
6. Travel, food expenses of participants, rental of venue and other incidental expenses incurred in the said orientation, are chargeable against NETRC funds, subject to the usual accounting and auditing rules and regulations.
7. Immediate and wide dissemination of this Memorandum is desired.

  
**ARDEN D. MONISIT, Ed. D.**  
Schools Division Superintendent



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