



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



## DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City

### DIVISION MEMORANDUM

25 AUG 2017

No. 541 s. 2017

### **ORIENTATION ON THE ADMINISTRATION OF THE NATIONAL CAREER ASSESSMENT EXAMINATION (NCAE) FOR GRADE 9 STUDENTS SY 2017-2018**

To: Assistant Superintendents  
Chief, SGOD, CID  
Education Program Supervisors/Coordinators  
District Supervisors  
Secondary School Heads  
Heads, Private Secondary Schools

1. This Office announces the conduct of **Orientation On The Administration Of The National Career Assessment Examination (NCAE) for Grade 9 students this school year 2017- 2018 in all public high schools and private secondary schools with DepEd permit to operate on August 29, 2017 at Lipata National High School, Lipata Minglanilla, Cebu at 8:00 to 12:00 in the morning.**
2. In the absence of the school head, the school guidance counselor may attend as recognized alternate School Testing Coordinator.
3. 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
4. Participants are required to bring their list of NCAE examiners wherein the school assignment shall be determined during the orientation.

5. Test materials will be distributed/released after the orientation.
6. Travel, food expenses of participants, rental of venue and other incidental expenses incurred in the said orientation, is chargeable against Bureau of Education Assessment (BEA) funds, subject to the usual accounting and auditing rules and regulations.
7. Immediate and wide dissemination of this Memorandum is desired.

  
**RHEA MAR A. ANGTUD, Ed. D., CESO VI**  
Schools Division Superintendent 

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