



Republic of the Philippines
Department of Education

DepEd MEMORANDUM
No. **115**, s. 2012

JUL 03 2012

**ADMINISTRATION OF THE NATIONAL CAREER ASSESSMENT EXAMINATION (NCAE)
TO THIRD YEAR HIGH SCHOOL STUDENTS**

To: Regional Directors
Schools Division/City Superintendents
Heads, Public and Private Secondary Schools
All Others Concerned

1. The Department of Education (DepEd) through the National Education Testing and Research Center (NETRC), with the assistance of divisions and public and private secondary school personnel shall administer the **National Career Assessment Examination (NCAE) to All Third Year High School Students** from all public and private secondary schools on August 29, 2012. This is pursuant to DepEd Memorandum No. 153, s. 2011 entitled "*Changes to DepEd Order No. 28, s. 2011 and DepEd Memorandum No. 270, s. 2007; and DepEd Order No. 26, s. 2012.*"
2. Only private secondary schools with permit to operate from the Department shall be included in the conduct of the test.
3. The NETRC's authorized forwarders/couriers shall deliver the test materials at least two (2) weeks before the test administration except for the National Capital Region (NCR) divisions which shall be delivered two (2) days before the test administration.
4. The same forwarder/courier shall retrieve all the test materials one (1) week after the test administration. Hence, all divisions are instructed to ensure that test materials are ready for pick-up/retrieval by the authorized forwarder/courier.
5. Relative to this, the NETRC shall conduct the **National Conference on the Standardized Administration of the National Career Assessment Examination to all Division Testing Coordinators (DTCs) and Private Schools Supervisors (PSSs)** by cluster on the following dates and venues:

| Cluster | Region | Date | Venue |
|---------|------------------------|----------------|------------------------------|
| 1 | VI and VII | July 31, 2012 | Ecotech, Lahug, Cebu City |
| 2 | VIII, X and ARMM | August 1, 2012 | |
| 3 | IX, XI, XII and Caraga | August 2, 2012 | |
| 4 | I, II and CAR | August 6, 2012 | GSP, Tagaytay City |
| 5 | III and NCR | August 7, 2012 | |
| 6 | IV-A, IV-B and V | August 8, 2012 | |

6. The following topics shall be discussed in the said conference:
 - a. Proper conduct/administration of the test;
 - b. Security of test materials, delivery and retrieval scheme;
 - c. Allocation of test materials;
 - d. Information derived from the individual Certificate of Rating;
 - e. Utilization and dissemination of findings; and
 - f. Financial matters relative to test administration.

7. Each division is authorized to send one (1) DTC and one (1) PSS with ten (10) or more private secondary schools.

8. The DTCs are directed to bring/send soft and hard copies of the actual enrolment of the Third Year High School students for School Year (SY) 2012-2013 from both public and private schools using the format below.

| Region | Division | City/Municipality | Legislative District | Division Code | Type of School (Public or Private) | School ID | Name of School | 2012-2013 Enrolment (Third Year) |
|--------|----------|-------------------|----------------------|---------------|------------------------------------|-----------|----------------|----------------------------------|
| | | | | | | | | |
| | | | | | | | | |

9. Traveling expenses and other allowable expenses shall be charged to NETRC Funds subject to the usual accounting and auditing rules and regulations.

10. Participants must attend the conference only on the date and venue specified for their regions. Conference proper will start at exactly 8:00 a.m. They are advised to check in at the venue in the afternoon before the scheduled conference.

11. Immediate dissemination of this Memorandum is desired.


BR. ARMIN A. LUISTRO FSC
Secretary

References:

DepEd Order: (Nos. 26, s. 2012 and 28, 2011)

DepEd Memorandum: (Nos. 153, s. 2011 and 270, s. 2007)

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

CONFERENCES
EXAMINATIONS
SECONDARY EDUCATION
STUDENTS
TESTS