



DepED MEMORANDUM  
No. **301**, s. 2008

JUN 24 2008

WORKSHOP ON THE STANDARDIZED ADMINISTRATION OF THE SY 2008-2009  
NATIONAL CAREER ASSESSMENT EXAMINATION (NCAE) FOR FOURTH  
YEAR HIGH SCHOOL STUDENTS

To: Bureau Directors  
Regional Directors  
Schools Division/City Superintendents  
Heads, Public and Private Secondary Schools

1. The National Education Testing and Research Center (NETRC) shall conduct a Workshop on the Standardized Administration of the National Career Assessment Examination (NCAE) for Fourth Year High School students in SY 2008-2009.
2. The National Career Assessment Examination (NCAE) for Fourth Year High School students shall be administered both in public and private schools on August 27, 2008.
3. The following shall be discussed in the workshop:
  - Proper conduct/administration of the test;
  - Security of test materials, delivery and retrieval scheme;
  - Allocation of test materials;
  - Information derived from and interpretation of the Individual Certificate of Rating; and
  - Financial issues relative to test administration such as the mode of transfer and utilization of financial requirements.
4. Authorized to attend are Regional Testing Coordinators (RTCs) and Division Testing Coordinators (DTCs).
5. DTCs are instructed to bring the actual enrollment of Fourth Year High School students (SY 2008-2009), both public and private schools in hard and soft (CD) copies.
6. The dates of the said workshop are as follows:

Clusters	Date/Venue	Venue
Regions IX and ARMM	July 3-4, 2008	Zamboanga City
Regions X, XI, XII and CARAGA (Agusan del Norte, Butuan City, Agusan del Sur, Surigao del Sur and Bislig City)	July 16-17, 2008	Davao City

Regions VI, VII, VIII , CARAGA (Surigao del Norte, Surigao City, Siargao and Dinagat Island) and X (Misamis Occ., Ozamis City, Tangub City and Oroquieta City)	July 22-23, 2008 – ECOTECH, Cebu
Northern Luzon Divisions	July 29-30, 2008 - Cavite
Southern Luzon Divisions and NCR	July 30-31, 2008 – Cavite

7. Traveling expenses, board and lodging of the participants shall be charged to NETRC funds subject to usual accounting and auditing rules and regulations.
8. Immediate and wide dissemination of this Memorandum is desired.

  
**JESLI A. LAPUS**  
 Secretary

Reference:  
None

Allotment: 1—(D.O. 50-97)

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

EXAMINATIONS  
STUDENTS  
TESTS  
WORKSHOPS

Madel: c: Workshop NCAE  
6-16-08