



Republic of the Philippines  
**Department of Education**

28 SEP 2016

DepEd MEMORANDUM  
No. **154** s. 2016

**NATIONAL CONFERENCE ON THE STANDARDIZED ADMINISTRATION OF NATIONAL CAREER ASSESSMENT EXAMINATION, PHILIPPINE EDUCATIONAL PLACEMENT TEST, TEST OF ENGLISH PROFICIENCY FOR TEACHERS AND PROCESS SKILLS TEST IN SCIENCE AND MATHEMATICS FOR SCHOOL YEAR 2016-2017**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public and Private Elementary and Secondary Schools Heads  
All Others Concerned

1. The Department of Education (DepEd), through the Bureau of Education Assessment (BEA), will conduct the **National Conference on the Standardized Administration of National Career Assessment Examination (NCAE), Philippine Educational Placement Test (PEPT), Test of English Proficiency for Teachers (TEPT) and Process Skills Test (PST) in Science and Mathematics for the School Year (SY) 2016-2017** by cluster on the following dates with respective venues:

Cluster	Region	Date	Venue
	<b>Luzon</b>		
1	I and III	October 4, 2016	Vigan
2	II, CAR and V	October 6, 2016	Tanza, Cavite
3	IV-A, IV-B and NCR	October 7, 2016	Tanza, Cavite
	<b>Visayas and Mindanao</b>		
1	NIR and VI	October 18, 2016	Bacolod City
2	VII, VIII and IX	September 7, 2016	Cebu City
3	Caraga and ARMM	September 8, 2016	Cebu City
4	X, XI and XII	September 15, 2016	Davao City

2. The following topics shall be discussed in the said conference:
- Standard Procedures on the Conduct/Administration of the Tests;
  - Security of Test Materials, Delivery, and Retrieval Scheme
  - Allocation of Test Materials;
  - Interpretation of the NCAE National Results;
  - The Results of the Occupational Interest Inventory for Students in Secondary Schools (OISSS) vis-à-vis Highly In-Demand Occupation by Industry per Region; and
  - Financial Matters Relative to Test Administration

3. Authorized to attend the Conference (in designated venues and dates) are Regional Testing Coordinators (RTCs) from each region, one Division Testing Coordinator (DTC) from each schools division, and one Private Schools Supervisor (PSS) from each schools division that has at least 70 private schools.

4. DTCs are directed to bring the actual enrolment of Grade 9 students for SY 2016-2017 in both public and private secondary schools. The enrolment data to be submitted should be based on **August 31, 2016** for public and private schools in soft and hard copies in Microsoft Excel as shown in the format below:

Region	Division	City/ Municipality	Legislative District	Division Code	Type of School (Public or Private)	School ID	Name of School	2016-2017 Enrolment (Grade 9)

5. Further, the DTCs are required to bring a report containing the data of the actual number of permanent public school teachers teaching Mathematics and Science in Grades 7 and 8 for the allocation of test materials.

6. The participants must attend only on the date and at the venue where their respective regions are clustered. Conference proper will start at exactly 8:00 a.m. Participants can be accommodated on the evening before the scheduled conference.

7. Travel expenses and allowable expenses shall be charged to BEA Funds, subject to the usual accounting and auditing rules and regulations.

8. Immediate dissemination of this Memorandum is desired.

  
**LEONOR MAGTOLIS BRIONES**  
 Secretary

Encl.:  
None

References:  
 DepEd Order: (Nos. 9, s. 2105 and 53, s. 2003)  
 Deped Memorandum: (Nos. 78, s. 2014; 111, s. 2013  
 12 and 31, s. 2012; and 153, s. 2011)

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

CONFERENCE	SCHOOLS
EXAMINATIONS	TEACHERS
LEARNERS	TESTS