



Republic of the Philippines
Department of Education

16 JUL 2015

DepEd MEMORANDUM
No. **76**, s. 2015

**NATIONAL CONFERENCE ON THE STANDARDIZED ADMINISTRATION
OF NATIONAL CAREER ASSESSMENT EXAMINATION (NCAE) AND TEST
OF ENGLISH PROFICIENCY FOR TEACHERS (TEPT) AND PROCESS
SKILLS TEST (PST) IN SCIENCE AND MATHEMATICS
FOR THE SCHOOL YEAR (SY) 2015-2016**

To : Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division 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), will conduct the **National Conference on the Standardized Administration of National Career Assessment Examination (NCAE) and Test of English Proficiency for Teachers (TEPT) and Process Skills Test (PST) in Science and Mathematics for the School Year (SY) 2015-2016** for all Regional Testing Coordinators (RTCs), Division Testing Coordinators (DTCs) and Private School Supervisors (PSSs) by cluster in the following regions:

Cluster	Region
1	VI, VII and VIII
2	IX, X and Autonomous Region in Muslim Mindanao (ARMM)
3	XI, XII and XIII (Caraga)
4	I, II and Cordillera Administrative Region (CAR)
5	III and National Capital Region (NCR)
6	IV-A (CALABARZON), IV-B (MIMAROPA) and V

The dates and venues shall be announced later in a DepEd Advisory.

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 Occupations by Industry per Region; and
 - Financial Matters Relative to Test Administration.

3. Authorized to attend (in designated venues and dates) are RTCs from each region, one DTC from each schools division, and one PSS from each schools division that has at least 20 private schools.

4. DTCs are directed to bring the actual enrolment of Grade 9 students for School (SY) 2015-2016, both public and private secondary schools. The enrolment data to be submitted should be based on **July 1, 2015** and beyond, in soft and hard copies in 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	2015-2016 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 in Grades 5 and 6 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 NETRC Funds, subject to the usual accounting and auditing rules and regulations.

8. Immediate dissemination of this Memorandum is desired.


BR. ARMIN A. LUISTRO FSC
 Secretary

References:

DepEd Order: (Nos. 9, s. 2015; 53, s. 2003)
 DepEd Memorandum Nos.: 153, s. 2011; 12 and 31, s. 2012
 : 78, s. 2014; 222 and 111, s. 2013

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

CONFERENCES
 EXAMINATIONS
 LEARNING AREA, MATHEMATICS
 SCHOOLS

STUDENTS
 SCIENCE EDUCATION
 TEACHERS
 TEST