



MAY 27 2009

DepED MEMORANDUM
No. **241**, s. 2009

**ADMINISTRATION OF THE NATIONAL CAREER ASSESSMENT
EXAMINATION (NCAE) FOR FOURTH 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 division, public and private secondary school personnel shall administer the National Career Assessment Examination (NCAE) in all public and private secondary schools on August 26, 2009.
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 forwarder/courier shall deliver the test materials at least two (2) weeks before the test administration except for NCR Divisions which shall be delivered (5) 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 of the authorized forwarder/courier.
5. Relative to this, the NETRC shall conduct a Seminar-Workshop on the Standardized Administration of the National Career Assessment Examination to all Division Testing Coordinators (DTCs) and Private Schools Supervisors (PSSs).
6. Each division is authorized to send one (1) DTC and one (1) PSS only.
7. DTCs are directed to bring the actual enrollment of Fourth Year high schools students for SY 2009-2010, both public and private schools in soft and hard copies.

8. The following shall be discussed in the said Orientation:
- Proper conduct/administration of the test;
 - Security of test materials, delivery, retrieval scheme;
 - Allocation of test materials;
 - Information derived from the individual Certificate of Rating; and
 - Financial matters relative to test administration.
9. Dates and venues for the Orientation shall be announced by NETRC at a later date.
10. Traveling expenses and allowable expenses shall be charged to NETRC funds subject to the usual accounting and auditing rules and regulations.
11. All participants are advised to check in at 12:00 noon on the first day and check out at 12:00 noon the following day.
12. Immediate and wide dissemination of this Memorandum is desired.



JESLI A. LAPUS
Secretary

Reference:

DepED Memorandum: No. 301, s. 2008

Allotment: 1- (D.O. 50-97)

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

EXAMINATIONS
SECONDARY EDUCATION
STUDENTS
TESTS

R-Maricar/DM-NCAE
05-18-09