



JUL 20 2010

DepEd MEMORANDUM
No. **319**, s. 2010

**NATIONAL ORIENTATION -WORKSHOP ON THE STANDARD ADMINISTRATION
OF THE NATIONAL CAREER ASSESSMENT EXAMINATION (NCAE)**

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

1. The Department of Education (DepEd) through the National Education Testing and Research Center (NETRC), in coordination with the Division Testing Coordinators (DTCs) and the officials/personnel from public and private secondary schools, will administer the National Career Assessment Examination (NCAE) to all fourth year students both from public and private secondary schools on **August 25, 2010** pursuant to DepED Memorandum No. 368, s. 2006 and DepEd Order No. 26, s. 2010.

2. To ensure the smooth conduct of this activity, the NETRC shall hold the National Orientation -Workshop on the Standard (synchronized) Administration of the NCAE for all Division Testing Coordinators (DTCs) and to Private Schools Supervisors (PSSs) who handle ten (10) or more private secondary schools. Dates and venues shall be announced at a later date. The following shall be discussed in the said orientation:

a. Proper conduct/administration of the test;

- (1) Only private secondary schools with permit to operate from the Department shall be included in the conduct of the test.
- (2) In case of absences due to sickness or any force majeure, students must write a letter, noted by their parents or guardian and submit it to the Division Office. NETRC shall then schedule a special test.

b. Security of test materials, delivery, retrieval scheme;

- (1) NETRC's authorized forwarder/courier shall deliver the test materials at least two (2) weeks before test administration except for NCR divisions which shall be delivered five (5) days before test administration.
- (2) The same forwarder/courier shall retrieve all the test materials one (1) week after test administration. Hence, all Divisions are instructed to ensure that test materials are ready for pick-up/retrieval of the authorized forwarder/courier.


c. Allocation of test materials;

d. Contents and utilization of individual Certificate of Rating (COR); and

e. Financial matters relative to test administration.



3. Each division is authorized to send one (1) DTC and one (1) PSS for divisions with ten (10) or more private secondary schools. DTCs are directed to bring soft and hard copies of the actual enrollment of fourth year high schools students for SY 2010-2011 both from public and private schools using the enclosed format.
4. Traveling expenses and other allowable expenses shall be charged to NETRC funds subject to the usual accounting and auditing rules and regulations.
5. 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.
6. For more information, please contact the Office of the Director, NETRC at telephone nos.: (02) 631-6921/633-7254.
7. Immediate dissemination of this Memorandum is desired.


BR. ARMIN A. LUISTRO FSC
Secretary

Reference:

DepEd Order: (No. 26, s. 2010)
DepED Memorandum: (No. 368, s. 2006)
DepEd Memorandum: No. 241, s. 2009

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

EXAMINATION
SCHOOLS
STUDENTS

R-JBM/MCR/DM-NCAE
07-05-10/07-07-10