



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

August 12, 2024

DIVISION MEMORANDUM
SGOD No. 018 s. 2024

To: Assistant Schools Division Superintendent
Chief EPS (CID & SGOD)
Education Program Supervisors
SGOD Unit Heads
Public/Private/SUCs Secondary Schools
This Division

**ADDENDUM ON THE CONDUCT OF THE NATIONAL CAREER ASSESSMENT
EXAMINATION (NCAE)**

1. This has reference to Division Memorandum SGOD No. 012 S. 2024 on the Conduct of the National Career Assessment Examination on August 13-14, 2024 in all secondary schools both public and private in the City Schools Division Office of Tacurong City, City of Tacurong.
2. Anent this, all monitors are required to be in their school assignment during the test. The main objective of the monitoring is to ensure that all guidelines and standards in the administration of the tests are followed by all testing personnel.
3. Health and Nutrition Unit in partnership with DRRM shall ensure that all participating schools adhere to the safety protocol and standards.
4. The annexes are provided for your ready reference and compliance.
5. Accomplished Monitoring Report shall be submitted to **Mrs. Mohani A. Paguita, SEPS for M&E** for consolidation. Findings shall be submitted to the Office of the Schools Division Superintendent. For inquiries, you can email **Ms. Ernie P. Pama**, Division Testing Coordinator through ernie.pama@deped.gov.ph.
5. For the information, dissemination, and strict compliance.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosures: As stated
Reference:
Allotment: NASBE 2024
perpetual Index under
ASSESSMENT CURRICULUM SCHOOLS
EPP/PRS/SGOD/DM/ ADMINISTRATION OF NATIONAL CARRER ASSEMENT EXAMINATION/AUGUST 12,2024



Address: Alunan Highway, Poblacion, Tacurong City 9800
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Annex 1: Monitoring Form

NCAE MONITORING FORM

Testing Program: _____ Date: _____

School/Testing Center: _____ Time: _____

Number of Testing Room: _____

Total Number of Registrants: _____

Actual Number of Takers: _____

Time when test materials were distributed to Room Examiners: _____

Time the Room Examiners' Started: _____

Time the Room Examiners' Ended: _____

1. For Chief Examiner (Asks the CE on the sufficiency of Testing Materials)

Test Materials	Sufficient	Insufficient	Number of Needed TMs	Classroom with insufficient TM
Test Booklet				
Scannable AS				
Seat Plan				
Examiners, Handbook				



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2. Report on the Readiness of Testing Rooms (Indicated how many rooms are evidently observed with the following indicators)

Indicator	Evident	Not Evident
1. Well-lighted, clean and conducive for testing		
2. Seats are arranged based on the handbook		

3. Observed the Room Examiners' performance on the following aspects.

Indicator	Evident	Not Evident
1. Testing discipline is strictly imposed		
2. Did not allow cellular phones in the testing rooms. (Only clean paper, pencils and sharpener are allowed)		
3. Bags and other things of examinees are placed in the designated area (Front beneath the blackboard)		
4. Seat assignment is based on the seat plan		
5. Seats of late comers/absentees were left vacant		
6. No unnecessary noise while the exam is going on (Cheating in any forms like talking to co-examinees, copying answers from other is strictly prohibited)		
7. Reading and copying of test items in the test booklet.		
8. Explaining/translating of examinee word/s in the test booklet		
9. Examiners keep custody of the unused test booklet and answer sheet.		
10. Examiners checked the test booklets, answer sheets before the examinees leave the room.		
11. The Examiners retrieve all the materials, packed it accordingly and submit it to the Chief Examiner		

4. Other findings/observations: *If needed please use extra sheet)*

Name of Monitoring Official/Signature



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Annex 2: School Assignment

LIST OF MONITORS/SCHEDULE AND SCHOOL ASSIGNMENT

Testing Program	Schedule	Name of Monitor	School Assignment
NCAE	August 13-14, 2024	Jonald S. Cadio	AS Bernardo NHS
		Bernard Antolo	Good Shepherd
		John Bayugos	SKSU
		Janice P. Suboc	ND Siena
		Ma. Dianne Joy R. Dela Fuente	San Emmanuel NHS
		Junaflor Sucaldito	Upper Katungal NHS
		Rona N. Tacot	NDTC
		Mary Ann C. Umadhay	SCMCTI
		Mohani A. Paguita	San Pablo NHS
		Frank T. Nawal	VF Grino NHS
		Mayflor D. Romualdo	Tacurong NHS
		Arlene Rosa G. Arquiza	Tacurong NHS
		Randy E. Porras	Rockfort
		Agnes G. Muyco	SMIT/St. Benedict
		Rona L. Bred	VMC
		Julius Celetaria	Rajah Muda NHS
Joseph R. Pilotos	Abang-Suizo IS		
Ivy P. Lamintao	VF Grino MNHS		
Ernie P. Pama	Siloam/St. John		



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