



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

January 14, 2026

DIVISION MEMORANDUM

SGOD No. 007, s. 2026

ADDENDUM TO DIVISION MEMORANDUM SGOD NO. 002, S. 2026

TO: Asst. Schools Division Superintendent
Chiefs, Curriculum Implementation and
School Governance Operations Divisions
Education Program Supervisors
M&E Unit
Division Testing Coordinator
Information and Communications Technology Unit
Secondary School Heads (Public, Private & SUC)
This Division

1. In line with the administration of the Computer-Based National Career Assessment Examination (NCAE) for School Year 2025-2026, this Memorandum is hereby issued to inform all concerned personnel of the approved schedule of the examination per school, including the assignment of monitors.
2. All School Heads are directed to ensure the readiness of their respective schools, particularly the availability and functionality of ICT facilities, stable internet connectivity, and the presence of designated technical support personnel. Proper orientation of examinees, test administrators, and proctors shall be conducted prior to the examination.
3. The Division Testing Coordinator, in coordination with the Information and Communication Technology (ICT) Unit, shall conduct an ocular inspection prior to the administration of the Computer-Based National Career Assessment Examination (CB-NCAE) to ascertain the readiness of all secondary schools and ensure compliance with the standardized guidelines for online assessment administration. They shall oversee and monitor the Division-Wide Administration of the CB-NCAE.
3. To ensure the orderly, credible, and efficient conduct of the computer-based NCAE, designated personnel from CID and SGOD shall be deployed to assigned testing centers. The M&E personnel shall be responsible for supervising the conduct of the examination, validating compliance with testing protocols, documenting observations, and submitting the required monitoring reports.



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Website: depedtacurong.org



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4. See attached annexes for your guidance and reference.
5. For inquiries or further information, you may contact *Ms. Ernie P. Pama*, Education Program Supervisor, at (064) 562-4880 or via email at ernie.pama@deped.gov.ph
6. Immediate and wide dissemination of this Memorandum is desired.

GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

EPP/SGOD/DM/ CORRIGENDUM TO DIVISION MEMORANDUM SGOD NO. 002, S. 2026/JANUARY 14, 2026



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Annex 1: Schedule of CB-NLCA per School and Monitors

School	Schedule	Name of Monitors
TACURONG NHS	Jan. 12-15, 19, 2026	Arlene Rosa G. Arquiza
ABANG-SUIZO IS	Jan. 20-22, 2026	Rona N. Tacot
RAJAH MUDA NHS	Jan. 20-21, 2026	Ronald A. Pelitro
AS BERNARDO NHS	Jan. 20-21, 2026	Cesar Q. Antolin
VF GRINO NHS	Jan. 20-23 & 26, 2026	Bernard F. Antolo
SAN PABLO NHS	Jan. 21-23, 2026	Mohani A. Paguita
SAN EMMANUEL NHS	Jan. 22-23 & 26-27, 2026	Joseph R. Pilotos
UPPER KATUNGAL NHS	Jan. 22-23 & 26, 2026	Mary Ann C. Umadhay
ROCKFORT EDUCATIONAL INSTITUTE, INC.	Jan. 27, 2026	Mayflor D. Romualdo
NOTRE DAME-SIENA COLLEGE OF TACURONG, INC.	Jan. 23-24 & 26, 2026	Randy E. Porras
SOUTH CENTRAL MINDANAO COLLEGE OF SCIENCE AND TECHNOLOGY, INC.	Jan. 27-28, 2026	Junaflor R. Sucaldito
NOTRE DAME OF TACURONG COLLEGE, INC	Jan. 28-30, 2026	Agnes G. Muyco
SOUTHERN MINDANAO INSTITUTE OF TECHNOLOGY, INC	Jan. 26-27, 2026	Jonald S. Cadiao
TACURONG ST. BENEDICT LEARNING CENTER AND VALUES SCHOOL, INC.	Jan. 26, 2026	Janice P. Suboc
VMC ASIAN COLLEGE FOUNDATION, INC.	Jan. 28-30, 2026	Ma. Dianne Joy R. dela Fuente
ST. JOHN EARLY LEARNING CENTER, INC.	Jan. 27-29, 2026	Ivy P. Lamintao
CHILDREN'S GRACE OF MARY TUTORIAL AND LEARNING CENTER, INCORPORATED	Jan. 26, 2026	Jonald S. Cadiao
TACURONG SILOAM ABC LEARNING CENTER INC.	Jan. 26, 2026	Alejandro S. Reginaldo, Jr.
SULTAN KUDARAT STATE UNIVERSITY SCIENCE LABORATORY	Jan. 28, 2026	John A. Bayugos



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Annex 2:
2025_CB-NCAE Form 6: Monitoring Form

FORM 6: MONITORING FORM (PDF TEMPLATE)

NCAE Computer-Based Monitoring Form

- **Introduction:** This form is the official tool used by the Division Testing Coordinator (DTC) to report on the quality of test administration across all monitored testing centers within the Division.
- **Objective:** To present an overall assessment of the Division's compliance with standardized computer-based testing protocols and national security measures.
- **Purpose:** To provide the Regional Testing Coordinator (RTC) with the primary consolidated evidence needed to verify the integrity and technical success of the assessment across the region.

Respondent: Division Testing Coordinator (DTC)

Frequency: One submission per Division (Summary of the entire Division)

Section 1 – Division Information

- Region: _____
- Division: _____
- Complete Name of Test Monitor: _____
- Date of Visit/s: _____

Section 2 - Aggregate Compliance Checklist

Directions: Based on all schools visited, indicate the general level of compliance.

Technical Readiness:

- [] All testing centers monitored successfully ran system diagnostics.
- [] Most testing centers had fully functional peripherals (mice/keyboards).
- [] Contingency plans (backup power/offline mode) were evident.
- **Physical Environment:**
 - [] Most testing centers had adequate ventilation and lighting.
 - [] Privacy partitions or sufficient spacing were consistently implemented.
- **Security & Process:**
 - [] Standard gadget collection protocols were followed in all testing centers.
 - [] Proctors were observed to be active and attentive division-wide.

- **Observations/Irregularities/Remarks:** _____

Annex 2:**2025_CB-NCAE Form 6: Monitoring Form****Section 3 - Division-Wide Test Monitor's Ratings**

Directions: Rate the testing center on a scale of 1 to 5 based on the rubrics below.

CRITERIA	RATING (1-5)	REMARKS / JUSTIFICATION
A. Technical Readiness		<i>(e.g., "Internet was slow, 2 units crashed")</i> <hr/> <hr/> <hr/>
B. Admin Compliance		<i>(e.g., "Proctors were attentive, phones secured")</i> <hr/> <hr/> <hr/>
C. OVERALL RATING		<i>(Average of A and B)</i> <hr/> <hr/> <hr/>

Criterion A: Technical Readiness & Stability

Focus: Hardware, Internet, Power, System Diagnostics, Data Submission

- 5 (Excellent): 100% smooth. No interruptions. Diagnostics passed. Fast submission.
- 4 (Very Satisfactory): Minor glitches (1-2 units) resolved instantly. No delay.
- 3 (Satisfactory): Intermittent lag or crashes, but all examinees completed and submitted the test.
- 2 (Poor): Significant delays. Power/Internet failure required shifting to offline mode or caused major stress.
- 1 (Critical Failure): Test cancellation, inability to submit data, or insufficient units for examinees.

Criterion B: Administrative Compliance & Security

Focus: Proctor behavior, Mobile phone confiscation, Testing environment, Schedule

- 5 (Excellent): Strict adherence to DO 55 s. 2016. Phones confiscated. Proctors are active. Quiet room.
- 4 (Very Satisfactory): General compliance. Minor lapses (e.g., Signage placement, seating arrangement) that didn't affect integrity.
- 3 (Satisfactory): Compliance evident but passive. Proctors chatting or not patrolling actively. Noise distractions.
- 2 (Poor): Security lapses (e.g., Examinees holding phones). Proctors are unfamiliar with guidelines.
- 1 (Critical Failure): Cheating incidents, leakage of test items, or unauthorized personnel inside the room.

Annex 2:

2025_CB-NCAE Form 6: Monitoring Form

Section 4 - Challenges and Solutions

Directions: Briefly describe the most significant challenges encountered during your test monitoring and how they were addressed at the division level.

- **Major Challenges Observed:** _____

- **Solutions/Interventions Provided:** _____

Section 5 - Recommendations

Directions: Provide high-level suggestions for future computer-based national assessments. These should focus on systemic improvements for the Division or Central Office.

Section 6: Certification

- **Attestation:** I certify that the attendance numbers above are accurate and ready for consolidation.
- Signature Over Printed Name: _____
- Date: _____