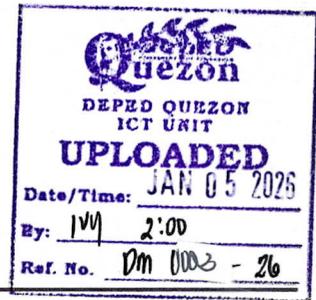




Republic of the Philippines  
**Department of Education**  
 Region IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE



05 January 2026

**DIVISION MEMORANDUM**

No. 0003, s. 2026

**ADMINISTRATION OF THE COMPUTER-BASED NATIONAL  
 CAREER ASSESSMENT EXAMINATION (CB-NCAE)  
 FOR SCHOOL YEAR 2025-2026**

**To:** Assistant Schools Division Superintendents  
 Division Chiefs  
 Public Schools District Supervisor  
 Public and Private Secondary School Heads  
 District Testing and ICT Coordinators  
 School Testing and ICT Coordinators  
 All Others Concerned

- Pursuant to DepEd Order No. 55, s. 2016, "Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program," and DepEd Memorandum No. 108, s. 2025 titled Administration of the Computer-based National Career Assessment Examination for School Year 2025-2026, this office shall conduct the Administration of the Computer-Based National Career Assessment Examination (CB-NCAE) for School Year 2025-2026 in SDO Quezon for private and public secondary schools, as follows:

SCHOOL	TESTING WINDOW	LINK TO THE CB-NCAE TEST PROPER SCHEDULE
Private Schools	January 12-16, 2026	<a href="https://tinyurl.com/PrivateSchoolsNCAESched">https://tinyurl.com/PrivateSchoolsNCAESched</a>
Public Schools	January 12-30, 2026	<a href="https://tinyurl.com/PublicSchoolsNCAESchedule">https://tinyurl.com/PublicSchoolsNCAESchedule</a>

- The National Career Assessment Examination (NCAE) for SY 2025–2026 will be conducted as a computer-based assessment. Participation is mandatory for all Grade 10 students currently enrolled in both public and private secondary schools.

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3. Mock tests may be conducted from **January 6 to 9, 2026**, to ensure technical readiness, physical environment safety, and system stability, as well as administrative compliance and security. The specific schedule of these mock tests is at the **discretion of the School Heads**, provided they are conducted within school hours.
4. In preparation for the administration of the CB-NCAE, all schools, through their ICT and Testing Coordinators, are reminded to accomplish the CB-NCAE Form 2 and submit it to the Division Office via [tinyurl.com/CBNCAEForm2](https://tinyurl.com/CBNCAEForm2) to facilitate the registration and enrollment of learners in the Learning Management System.
5. All other forms to be accomplished **before, during, and after** the administration of the CB-NCAE may be accessed through this link: [tinyurl.com/CB-NCAEForms25](https://tinyurl.com/CB-NCAEForms25).
6. Attached to this memorandum are **Enclosures 1 and 2**, which contain the list of Division and School Testing Personnel assigned to administer this year's **CB-NCAE**, as well as the designated Division Monitoring Officials. Assigned monitors will communicate school visit schedules directly to the districts concerned. For schools not included in the Division's itinerary, the respective **Public Schools District Supervisors (PSDSs)** shall provide the necessary monitoring and technical assistance.
7. Please be informed that the onsite monitors shall be guided by the attached monitoring tool (See attached Enclosure 3). Soft copy can be accessed through <https://tinyurl.com/NCAEMonitoring26>. To ensure that all concerns/issues on the administration of NCAE will be properly recorded and addressed by the Division, all onsite monitors are requested to upload their monitoring report through the link above on or before February 2, 2026.
8. For concerns regarding the Learning Management System (LMS), you may reach the Division IT Officer, **Wilbert Porteza**, via Facebook Messenger (**FB Name: Wil Porteza**). For inquiries regarding the CB-NCAE schedule and other assessment operations,

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please contact the Division Testing Coordinator, **Carla Jobelle J. Culajara**, at **carlajobelle.culajara@deped.gov.ph**

9. Transportation, meals, and other incidental expenses of the onsite monitors in the conduct of the said activity shall be charged against the Division MOOE, subject to usual accounting rules and regulations.

10. Immediate dissemination of this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent 

*Sgod.cjc/05/01/2026*

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(Enclosure No. 1 to Division Memorandum No. 0003 s. 2026)

**DIVISION TESTING PERSONNEL**

Rommel C. Bautista, CESO V	Schools Division Superintendent
Roselyn Q. Golfo, PhD	Asst. Schools Division Superintendent
Lorena S. Walangsumbat, EdD	OIC-Asst. Schools Division Superintendent
Aris S. Barrago, PhD	OIC-Asst. Schools Division Superintendent
Juanito A. Merle, EdD	Chief, SGOD
Walter F. Galarosa, PhD	Chief, CID
Paul Clifford N. Marquez	SEPS/Private Schools Coordinator
Wilbert S. Porteza	Division IT Officer
Carla Jobelle J. Culajara	EPS II/Division Testing Coordinator

**SCHOOL TESTING PERSONNEL**

Principal/School Head of the Testing Center  
School Testing Coordinator  
School IT Coordinator  
Test Administrators  
Support Staff

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(Enclosure No. 2 to Division Memorandum No. 0003 s. 2026)

MONITORING OFFICIALS FOR THE ADMINISTRATION OF THE  
CB-NCAE (PUBLIC AND PRIVATE)

<b>FIRST CONGRESSIONAL DISTRICT</b>	
BURDEOS	Public Schools District Supervisor
GENERAL NAKAR I	Public Schools District Supervisor
GENERAL NAKAR II	Public Schools District Supervisor
INFANTA	Public Schools District Supervisor
MAUBAN NORTH	Public Schools District Supervisor
MAUBAN SOUTH	Public Schools District Supervisor
PAGBILAO I	Public Schools District Supervisor
PAGBILAO II	Public Schools District Supervisor
JOMALIG	Public Schools District Supervisor
POLILIO	Public Schools District Supervisor
REAL	Public Schools District Supervisor
SAMPALOC	Public Schools District Supervisor
PANUKULAN	Public Schools District Supervisor
LUCBAN	Public Schools District Supervisor
<b>SECOND CONGRESSIONAL DISTRICT</b>	
CANDELARIA EAST	Public Schools District Supervisor
CANDELARIA WEST	Public Schools District Supervisor
DOLORES	Public Schools District Supervisor

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SARIAYA EAST	Public Schools District Supervisor
SARIAYA WEST	Public Schools District Supervisor
SAN ANTONIO	Public Schools District Supervisor
TIAONG I	Public Schools District Supervisor
TIAONG II	Public Schools District Supervisor
<b>THIRD CONGRESSIONAL DISTRICT</b>	
AGDANGAN	Public Schools District Supervisor
BUENAVISTA I	Public Schools District Supervisor
BUENAVISTA II	Public Schools District Supervisor
CATANAUAN I	Public Schools District Supervisor
CATANAUAN II	Public Schools District Supervisor
GENERAL LUNA	Public Schools District Supervisor
MACALELON	Public Schools District Supervisor
MULANAY I	Public Schools District Supervisor
MULANAY II	Public Schools District Supervisor
PADRE BURGOS	Public Schools District Supervisor
PITOGO	Public Schools District Supervisor
SAN ANDRES	Public Schools District Supervisor
SAN FRANCISCO I	Public Schools District Supervisor
SAN FRANCISCO II	Public Schools District Supervisor
SAN NARCISO I	Public Schools District Supervisor
SAN NARCISO II	Public Schools District Supervisor

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UNISAN	Public Schools District Supervisor
<b>FOURTH CONGRESSIONAL DISTRICT</b>	
ALABAT	Public Schools District Supervisor
ATIMONAN I	Public Schools District Supervisor
ATIMONAN II	Public Schools District Supervisor
CALAUAG EAST	Public Schools District Supervisor
CALAUAG WEST	Public Schools District Supervisor
GUINAYANGAN NORTH	Public Schools District Supervisor
GUINAYANAGN SOUTH	Public Schools District Supervisor
GUMACA EAST	Public Schools District Supervisor
GUMACA WEST	Public Schools District Supervisor
LOPEZ EAST	Public Schools District Supervisor
LOPEZ WEST	Public Schools District Supervisor
PEREZ	Public Schools District Supervisor
PLARIDEL	Public Schools District Supervisor
QUEZON	Public Schools District Supervisor
TAGKAWAYAN I	Public Schools District Supervisor
TAGKAWAYAN II	Public Schools District Supervisor

*[ Nothing follows.]*

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(Enclosure No. 3 to Division Memorandum No. 0083 s. 2026)

**FORM 6: MONITORING FORM**  
**NCAE Computer-Based Monitoring Form**

**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:**

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**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.

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

**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.

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- 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.

**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: \_\_\_\_\_

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