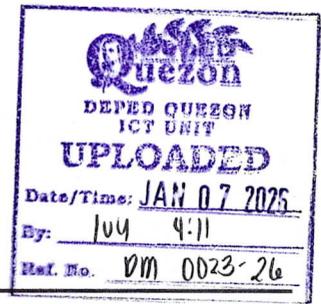




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



06 January 2026

DIVISION MEMORANDUM
No. 0023, s. 2026

**ADDENDUM TO DIVISION MEMORANDUM NO.003 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 Supervisors
Public and Private Secondary School Heads
District Testing and ICT Coordinators
School Testing and ICT Coordinators
All Others Concerned

1. Pursuant to Division Memorandum No. 003, s. 2026, titled “*Administration of the Computer-Based National Career Assessment Examination (CB-NCAE) for School Year 2025–2026*,” this Office hereby provides all concerned personnel with supplemental information regarding the conduct of the said activity.
2. To assess the readiness of schools prior to the administration of the CB-NCAE, School Heads must accomplish and submit the Preparation Checklist to report the status of their respective schools on or before January 9, 2026. Furthermore, School Heads are required to complete Form 5 (Evaluation Form) to document the actual attendance of examinees, the technical sufficiency of computer units **during** the assessment, and the suitability of the testing environment. This can be accessed through the following link: <https://tinyurl.com/ForSHMonitoringNCAE> .
3. Public Schools District Supervisors (PSDS) are requested to oversee the schools within their respective districts to verify their preparedness for the Computer-Based NCAE, both during the preparatory phase and the actual administration of the assessment.
4. School ICT Coordinators and Test Administrators are required to submit a signed and accomplished Oath of Confidentiality, which can be accessed through this link: <https://tinyurl.com/CBNCAEOathConfidentiality>.
5. All monitoring reports accomplished by School Heads and ICT Coordinators must be submitted via this link: <https://tinyurl.com/NCAEMonitoring26> .

DEPEDQUEZON-TM-SDS-04-009-003



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6. Regarding the Mock Test, this activity shall be conducted to facilitate the technical setup of devices, specifically for the utilization of LMS accounts, system diagnostics, and peripheral checks (e.g., monitor/screen functionality, keyboards, and microphones).
7. On the day of the examination, in the event of any technical issues or unforeseen disruptions, School Heads and Testing Coordinators must immediately notify the Division Testing Coordinator (DTC) and Division Information Technology Officer (DITO) by filing an incident log through this link: <https://tinyurl.com/CBNCAEIncidentLog> .
8. Moreover, for schools that are unable to participate in the CB-NCAE due to technical difficulties, School Heads must submit the following:
 - 5.1. Justification Letter signed by School Head and PSDS
 - 5.2. Documentation Report (such as pictures, internet speed test, power infrastructure etc.)
 - 5.3. Technical Inspection Report (TIR) by the School Testing Coordinator (Total number of functional computers vs. total number of test-takers; The specific technical specs of the computers (to show they don't meet the NCAE software requirements and/or Log of recent internet outages or "dead spots" in the testing area.
 - 5.4. Inventory of Resources (Table Format) see example below:

<i>Resource Category</i>	<i>Required for NCAE</i>	<i>Actual Status at School</i>	<i>Gap/ Shortfall</i>
<i>Computer Units</i>	<i>30 units</i>	<i>5 units</i>	<i>25 units</i>
 - 5.5. Certification from External Authorities (If Applicable): Internet Provider: A ticket or notice regarding "area-wide network maintenance" or "low signal coverage; and/or Certification from the LGU attesting that the schools cannot participate in the CB-NCAE due to lack of school capability.

6. Means of verifications regarding the justification must submit via email : [**carlajobelle.culajara@deped.gov.ph**](mailto:carlajobelle.culajara@deped.gov.ph)
7. To ensure a seamless workflow for the said assessment, the summary of actions, links and responsibilities is provided below:

<i>Phase</i>	<i>Person Responsible</i>	<i>Action/ Link</i>
Preparation	School Heads and Testing Coordinators	Preparation Checklist https://tinyurl.com/ForSHMonitoringNCAE
	Test Administrator/School ICT Coordinator/Chief/Assistant Examiner	CB NCAE Oath of Confidentiality https://tinyurl.com/CBNCAEOathConfidentiality
	School ICT Coordinator Test Administrator	Form 2 – User of Registration Form Form 3 -List of Examinees

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Test Proper	Test Administrator	Form 4 – Attendance Sheet
	School Head/Chief Examiner	Monitoring Report https://tinyurl.com/NCAEMonitoring26
	School Head	Incident Log https://tinyurl.com/CBNCAEIncidentLog School Head Contextual Questionnaire https://forms.gle/7HPhap4fuHd4x2AY6 Note: This shall be accomplished during the actual exam.
Post-Test	School Head	CB NCAE Form 5 https://tinyurl.com/NCAEMonitoring26
	School Head/Test Administrator	At the end of each test administration session, the Test Administrator (TA) shall submit the following documents to the Chief Examiner (School Head): <ul style="list-style-type: none"> • Signed Oath of Confidentiality • Copy of the Signed Parental Consent Forms (if applicable) • Form 3 – List of Examinees • Form 4 – Attendance Sheet • Form 5 – Evaluation Report • Login credentials of all learners

After the entire test administration is complete in the school, the SH shall submit the consolidated files from the TA to the DTC. All test paraphernalia must be placed inside a long brown envelope, affixed with three signatures of the SH across the flap, with the following label:

2025 Computer-Based National Career Assessment Examination (CB-NCAE)

REGION: _____ DIVISION: _____
 SCHOOL: _____ SCHOOL ID: _____
 NAME OF SCHOOL HEAD: _____

Schedule of Test Administration: _____
 Number of Testing Sessions per Day: _____

Expected Number of Learners: Male: _____ Female: _____ Total: _____
 Actual Number of Learners: Male: _____ Female: _____ Total: _____

- For concerns regarding the Learning Management System (LMS) and user accounts, 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, please contact the Division Testing Coordinator, **Carla Jobelle J. Culajara**, at carlajobelle.culajara@deped.gov.ph
- Immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
 Schools Division Superintendent

Sgod.cjc/06/01/2026

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