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

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10 December 2025

DIVISION MEMORANDUM
DM No. 1258, s. 2025

CONDUCT 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

1. Pursuant to DepEd Advisory No. 034, s. 2025 on the **Administration of the Computer-Based National Career Assessment Examination (CB-NCAE)** for School Year 2025–2026, this Office issues the following schedules for the conduct of the said assessment:

Schools	Schedule of Administration
Public Schools	January 12-30, 2026
Private schools	January 12-16, 2026

2. Specific dates per school shall be issued through a separate Memorandum.

3. In preparation for the administration of the CB-NCAE, all schools, through their ICT and Testing Coordinators, are required to accomplish the **CB-NCAE Form 2** not later than **December 15, 2025** and submit it to the Division Office via **tinyurl.com/CB-NCAEForm2** to facilitate the registration and enrollment of learners in the Learning Management System.

4. 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**.

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5. To ensure that all concerned personnel are properly oriented and prepared, an **online orientation** on the administration of the CB-NCAE shall be conducted on **December 16, 2025**. The activity shall be attended by the Public Schools District Supervisors, School Heads, School Testing Coordinators, and ICT Coordinators.

6. The schedule of the online orientation is as follows:

Congressional Districts	Schedule
1st and 3rd Congressional Districts	9:00 a.m. – 12:00 p.m.
2nd and 4th Congressional Districts	1:00 p.m. – 4:00 p.m.

7. Zoom meeting credentials shall be forwarded through the official Facebook Messenger group of the concerned participants **a day before** the scheduled orientation.

8. For complete details and guidelines on the administration of the CB-NCAE for SY 2025–2026, please refer to the attached documents.

9. Immediate and strict compliance is desired.

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Schools Division Superintendent

LORENA S. WALANGSUMBAT, EdD.
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Republic of the Philippines
Department of Education
BUREAU OF EDUCATION ASSESSMENT

Office of the Director

Advisory No. 1258, s. 2025 24 November 2025

ADVISORY

Additional Guidelines on the Administration of the Computer-Based National Career Assessment Examination (CB-NCAE) for School Year 2025-2026

The guidelines aim to ensure smooth, secure, and equitable testing while maximizing available resources and minimizing disruptions to school operations.

ASSESSMENT PLATFORM

1. The examinees shall use the DepEd Regional Learning Management System (LMS).
2. The platform can accommodate up to **3,000 examinees for each testing session per region**.
3. To access the test, it is required to install the **Safe Exam Browser (SEB)**.
4. Stable internet connection is required.

TEST ADMINISTRATION PLAN

1. **Region-Level**
   1.1. The CB-NCAE shall run from **December 9, 2025 to January 30, 2026** to all regions and divisions.
   1.2. The *Regional Testing Coordinator* (RTC), in coordination with the *Regional Information Technology Officer* (RITO), is responsible for managing platform capacity and developing the testing schedule scheme to oversee the CB-NCAE test administration across all SDOs, by allocating the prescribed total number of examinees per day by division.
   1.3. The examinees shall be grouped by division and school to evenly distribute the daily capacity limit of 3,000 per session.
   1.4. The regional scheduling system shall be provided by the RTCs with the following information to the respective division:

Division	
Testing Center/School	
Mock Test Schedule	
Testing Date	
No. of Testing Session	
No. of Learners per Session	

1.5. RTCs shall submit the Test Administration Plan to BEA through this link: https://tinyurl.com/CBNCAE-Schedule1

Note: Regions may use the following options:

a. Selected schools across all divisions per day with a total of 6,000 test takers

b. One or two divisions per day with 6,000 test takers

2. Division-Level

2.1. The Division Testing Coordinator (DTC), in coordination with the *Division Information Technology Officer* (DITO), is responsible for cascading the testing schedule to respective schools.

2.2. The DTCs shall map all schools with computer laboratory facilities along with their capacity, internet stability, and power reliability.

2.3. The DTCs shall submit the **Form 1 - Test Administration Plan** containing the mapped schools' resources and school ICT coordinators to the RTC.

3. School-Level

3.1. Identify the number of functional computer units available.

3.2. Prepare the needed testing resources following the technical requirements.

3.3. Strictly follow the assigned testing date and session.

3.4. Submit the Form 1- Test Administration Plan containing the school's resources to the DTC.

ASSESSMENT PLATFORM WALKTHROUGH

1. A video of platform walkthrough shall be provided by BEA as supplementary material for learners and testing personnel.
2. To familiarize with the platform, **all Grade 10 learners** shall attend the **Assessment Platform Walkthrough and Test Orientation** to be conducted starting **December 1, 2025**, by schedule, at least a week prior to the actual administration of CB-NCAE in the respective division/school.
3. Schools should evaluate the readiness in the CB-NCAE administration by checking the following information:
   3.1. All examinees have working accounts,
   3.2. All computer units function properly,
   3.3. The internet connection is stable,
   3.4. The Test Administrator and ICT Coordinator are familiar with their roles and testing procedure,
   3.5. The examinees understand the interface of the assessment platform.

TESTING SESSION

1. A fixed daily testing window shall be implemented to ensure standardization and technical monitoring. Each testing center may implement:

   1.1. **Two (2) sessions per day**
   - Morning Session: 6:30 a.m. to 11:30 a.m.
   - Afternoon Session: 12:00 n.n. to 5:00 p.m.
   - Daily Maximum: 3,000 test takers per session x 2 sessions = 6,000 test takers per day

   1.2. **One (1) session per day**
   - Either morning or afternoon session
   - Daily Maximum: 3,000 test takers per day

   Note: Mid-session (e.g. 9:00 a.m. to 3:00 p.m.) is not allowed as this will affect the fixed schedule of other schools.

2. The schedule of the test includes preliminaries, practice test, test proper, posttest, and allowance in case of interruptions.

TECHNICAL REQUIREMENTS

1. **Hardware**
   1.1. The 1:1 examinee-to-computer ratio per session is required.
   1.2. There should be 5-10 buffer computer units.
   1.3. The server should be tested before the platform walkthrough and actual test administration.
   1.4. Use at least **30 working computer units** per session when available. If fewer, maximize available resources and ensure all examinees complete the test within the testing period.

2. **Connectivity**
   2.1. A minimum of 10 Mbps stable connection per 30-40 computer units is recommended.
   2.2. At least 2 router/extender per computer room is recommended.

3. **Power**
   3.1. A generator or UPS is recommended as back up in case there will be unexpected power interruptions.
   3.2. An automatic voltage regulator per computer unit is recommended.

USER REGISTRATION

1. **Division-Level**
   1.1. The DTC and DITO shall give the instructions to the schools on the mode of submission of the CB-NCAE Form 2- User Registration Form (URF).
   1.2. The DTC shall enroll the examinees in the CB-NCAE course which will be accessible on December 04, 2025.
   1.3. The DITO shall enroll the examinees in the LMS by creating a user account which will be accessible on December 04, 2025.
   1.4. The DTC and DITO shall inform the schools about the status of the examinees' enrollment and give a copy of the user accounts.

2. **School-Level**
   2.1. The School ICT Coordinator or School Testing Coordinator shall verify the existence and accessibility of the user accounts of the examinees.
   2.2. The CB-NCAE Form 2- User Registration Form (URF) shall be completed by the School ICT Coordinator or School Testing Coordinator. Instructions on how to accomplish this are indicated in the file.
   2.3. The Form 2 shall be submitted to the Division Testing Coordinator (DTC) and Division Information Technology Officer (DITO), either through email or forms.

TRANSFER OF TESTING RESOURCES

1. The school may request testing resources from nearby schools if:
   1.1. There are insufficient working computer units.
   1.2. The backup equipment is unavailable *(e.g. routers)*.
2. Transfers must not disrupt regular school operations in both schools.
3. Transfers must be within the division and endorsed by the DTC and must be approved by the School Division Superintendent (SDS).
4. The DTC verifies the need and identifies the nearest school with available resources and coordinates with both schools on the transfer arrangement.
5. Transfers should be accessible and minimal travel distance, preferably within the same school district. Information and Communication Technology Coordinator of both schools.
6. The borrowing school is fully responsible for the borrowed equipment for pick up and return.
7. The use of personal devices may be allowed for schools with limited computer resources with the following conditions:
   7.1. The use of personal devices is voluntary and not required.

7.2. The learners may use the following devices, subject to school approval:
- Laptops *(Windows, macOS, Linux)*
- Tablets *(Android, iPadOS)*

7.3. The School ICT Coordinator should conduct device compatibility checks at least one week before the test.

7.4. The devices must be inspected by the School ICT Coordinator before entry to the testing room.

7.5. The device shall only be used for test related activity during the examination.

7.6. The school must ensure that any temporary files/cache created during testing are cleared.

7.7. The learners and parents/guardians assume responsibility for the safety and condition of personal devices.

8. A transportation subsidy for the test materials can be used for the transfer of testing resources that was included in the downloaded Program Support Funds (PSF). The guidelines for the use of the PSF may be accessed through this link: tinyurl.com/NASBEPSFfirstandsecondtranches.
9. Local funds may also be utilized to supplement the PSF for the transportation.

TRANSFER OF LEARNERS

1. Examinees may be transferred if:
   1.1. The school does not have enough computer units to accommodate all examinees within the given schedule.
   1.2. The internet access is not available in the school location.
   1.3. The testing resources cannot be brought to the school location.
2. Transfers should prioritize the safety of learners.
3. Transfers should be allowed only if the receiving school is within the same district.
4. Transfers should be endorsed by the DTC and approved by the Schools Division Superintendents.
5. The school should ensure compliance with parental consent prior to the test administration schedule traveling to the testing center.
6. Examinees must travel in groups with assigned teachers for class management.
7. Local funds may be utilized to supplement the PSF for the transportation of the learners.

RESCHEDULING OF TEST

The following unforeseen circumstances are to be considered in rescheduling the test:

1. The learner/s is/are sick.
2. Natural calamities *(e.g. earthquake, typhoon, pandemic)*
3. Unexpected power and internet interruption.
4. System downtime or server malfunction.
5. The rescheduled test will be conducted until the day after the schedule of the last school in the division.

PROGRAM SUPPORT FUNDS

1. The allotment is a subsidy for the data collection in schools on the administration for NCAE. It only includes the Orientation and Testing Center Preparation Subsidy.
2. The Orientation and Testing Center Preparation subsidy shall be provided to the required testing personnel as compensation for their attendance. Each personnel shall receive an amount of Eight Hundred Pesos (PhP800.00) based on approved authority.
3. The one day in-person Division-wide orientation and testing center preparation is required to be attended only by the following testing personnel:

Designation	No. of Pax
Schools Division Superintendent (SDS)	1
Division Testing Coordinator (DTC)	1
Private School Supervisor (PSS)	1
School Head or representative of the testing center	1
Support Staff (per SDO)	2

Note: The Division Information Technology Officer (DITO) shall automatically be considered as one of Support Staff as cited in the PSF guidelines.

4. A contingency for other administrative expenses is included in the downloaded funds. This fund may be used to pay other administrative expenses for national-assessment-related activities such as supplies and materials (e.g., pens and adhesive tapes), communication expenses, and additional human resources for logistics, technical, and administrative support during the test registration and administration.

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5. Other details about the use of the PSF is outlined in **BEA-2025-10-2893**.

For any clarifications, you may contact the Education Assessment Division of this Bureau through bea.ead@deped.gov.ph or call (02) 8631-2589.

Immediate dissemination of and compliance with this Advisory are desired.

KEVIN CARL P. SANTOS, PhD
Director IV

Attachment: Summary of CB-NCAE Forms to be submitted

Summary of CB-NCAE Forms

All Forms are available in the CB-NCAE Orientation Materials drive.

FORMS		WHEN	TO BE PREPARED BY	TO BE SUBMITTED TO
1	Test Administration Plan	*Pretest*	Regional Testing Coordinator (RTC)	Bureau of Education Assessment (BEA)
			Division Testing Coordinator (DTC)	RTC
			School Heads	DTC
2	User Registration Form and User Accounts	*Pretest*	DTC and Division Information Technology Officer (DITO)	Schools
	Verification of Accounts	*Pretest*	School Information Technology Coordinator	DTC and Division Information Technology Officer (DITO)
3	List of Examinees	*Pretest*	Test Administrator	DTC
4	Attendance Sheet	*Test Proper*	Test Administrator	DTC
5	Evaluation Report	*Posttest*	Test Administrator/ School Head	DTC
	Consolidated Evaluation Report**	*Posttest*	DTC	BEA
6	Monitoring Form	*Posttest*	DTC	RTC
	Consolidated Monitoring Report**	*Posttest*	RTC	BEA

***To be accomplished through Google Form*

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