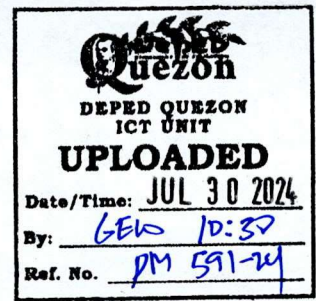




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



29 July 2024

DIVISION MEMORANDUM
 DM No. 591, s. 2024

ADMINISTRATION OF THE NATIONAL CAREER ASSESSMENT EXAMINATION (NCAE)

To: Assistant Schools Division Superintendents
 Division Chiefs
 Public Schools District Supervisor
 District Testing Coordinators
 All Others Concerned

1. Pursuant to DepEd Memorandum No. 031, s. 2024, titled **Administration of the National Career Assessment Examination (NCAE)**, the Department of Education (DepEd), through the Bureau of Education Assessment (BEA), with the assistance of schools division offices (SDOs) and secondary schools personnel, will administer the NCAE in School Year 2024-2025 within a five-day testing window, two weeks after the opening of classes.
2. The NCAE shall be administered in **two consecutive days** through a paper-based modality to **all Grade 10 learners** currently enrolled in public schools, including private schools with government permit or recognition.
3. In relation, this Office informs all concerned regarding the following schedules of distribution and retrieval of NCAE test materials, and the administration of the said examination.

Schedule	Activity	Persons Involved
August 6, 2024 8:00 a.m. – 3:00 p.m. (1 st and 3 rd District)	Distribution of NCAE Test Materials	District School Heads In-Charge of Testing (DSIT)
August 7, 2024 8:00 a.m. – 3:00 p.m. (2 nd and 4 th District)	(Pagbilao Central Elementary School, Pagbilao Quezon)	

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164,
 (042) 784-0391, (042) 784-0321



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www.depedquezon.com.ph



quezon@deped.gov.ph



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August 15 - 16, 2024	Administration of NCAE	Public and Private Secondary School Heads School Testing Coordinators Select Room and Chief Examiners
August 17, 2024 8:00 a.m. – 4:00 p.m. (All Congressional Districts)	Retrieval of NCAE Test Materials (Pagbilao Central Elementary School, Pagbilao Quezon)	District School Heads In-Charge of Testing (DSIT)

4. For easier distribution and retrieval, only the **District School Heads in charge of the Testing Program** shall receive and return the Test Materials (TMs) of their respective district on their scheduled date.
5. The **School Heads (SHs)/School Testing Coordinators (STCs)** shall prepare the final list of actual examinees and submit it to the Division, through the SGOD-SMME for consolidation at **sgodsmme24@gmail.com** not later than August 16, 2024. Please follow the file naming format: **District_School** (e.g. Pagbilao 1_Talipan NHS). Please see Enclosure No. 1 for the template to use.
6. The consolidated final list of actual examinees in each school prepared by the Division shall be forwarded to the Region.
7. The Public Schools District Supervisors/Education Program Supervisors shall monitor the conduct of the NCAE administration following its corresponding guidelines.
8. The list of **Division Technical Working Committee members** involved in the NCAE-related activities is attached herewith. Kindly see Enclosure No. 2 for reference.
9. In addition, all school and division personnel who will be involved in the retrieval activity on August 17, 2024 (Saturday) shall be granted **Compensatory Time-Off (CTO)** per Civil Service Commission (CSC) and Department of Budget Management

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(DBM) Joint Circular No. 2, 2004 on Non-Monetary Remunerations for Overtime Service Rendered.

10. Transportation allowance and other expenses of the school and division office personnel in the administration of the NCAE shall be charged against the Program Support Fund (PSF) allotted for the administration of the NCAE, subject to its existing Sub-ARO guidelines.

11. For information and strict compliance of all concerned.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

smemgd7/29/2024

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Enclosure No. 2 to DM No. 591, s. 2024

DIVISION TECHNICAL WORKING COMMITTEE MEMBERS

Schedule	Activity	Persons Involved
August 6, 2024 8:00 a.m. – 3:00 p.m. (1 st and 3 rd District)	Distribution of NCAE Test Materials (Pagbilao Central School, Pagbilao Quezon)	Michelle G. Duma <i>SEPS, SGOD-SMME</i> Mary Joyce P. Salamat <i>EPS-II, SGOD-SMME</i>
August 7, 2024 8:00 a.m. – 3:00 p.m. (2 nd and 4 th District)		Edna G. Adel <i>Head Teacher III, Talipan NHS</i> Rowena P. Albaran <i>Head Teacher III, Talipan</i>
August 17, 2024 8:00 a.m. – 4:00 p.m. (All Congressional Districts)	Retrieval of NCAE Test Materials (Pagbilao Central School, Pagbilao Quezon)	Michelle G. Duma <i>SEPS, SGOD-SMME</i> Mary Joyce P. Salamat <i>EPS-II, SGOD-SMME</i> Oscar R. Duma, Jr. <i>SEPS, SGOD-PAR</i> Mark Angelo “Margel” M. Tuisan <i>PDO-I, SGOD-YFS</i> Edna G. Adel <i>Head Teacher III, Talipan NHS</i> Rowena P. Albaran <i>Head Teacher III, Talipan</i>

[Nothing follows.]

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