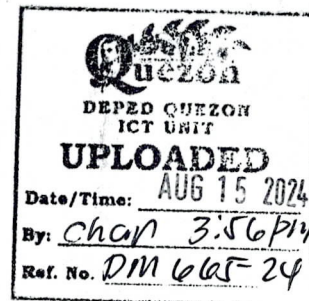




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



14 August 2024

**DIVISION MEMORANDUM**  
DM No. 665, s. 2024

**TECHNICAL WORKING COMMITTEE IN THE RETRIEVAL OF NATIONAL CAREER ASSESSMENT EXAMINATION (NCAE) TEST MATERIALS**

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

1. In reference to **Division Memorandum No. 591, s. 2024** (Administration of the National Career Assessment Examination [NCAE]), the following personnel will serve as members of the Technical Working Committee in the retrieval of NCAE test materials on **August 17, 2024**, at Pagbilao Central Elementary School.

| Name                           | Position/Designation          |
|--------------------------------|-------------------------------|
| Michelle G. Duma               | SEPS, SGOD-SMME               |
| Mary Joyce P. Salamat          | EPS-II, SGOD-SMME             |
| Oscar R. Duma, Jr.             | SEPS, SGOD-PAR                |
| Mark Angelo "Margel" M. Tuisan | PDO-I, SGOD-YFS               |
| Edna G. Adel                   | Head Teacher III, Talipan NHS |
| Rowena P. Albaran              | Head Teacher III, Talipan NHS |
| Gloria F. Magtibay             | AO II, Pagbilao District      |

2. 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

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Commission (CSC) and Department of Budget Management (DBM) Joint Circular No. 2, 2004 on Non-Monetary Remunerations for Overtime Service Rendered.

3. Transportation allowance and other expenses of the school and division office personnel in the retrieval of the NCAE test materials shall be charged against the Program Support Fund (PSF) of the NCAE, subject to its existing guidelines.
4. For information and strict compliance of all concerned.

  
**ROMMEL CABAUTISTA, CESO V**  
Schools Division Superintendent 

smemgd8/14/2024

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