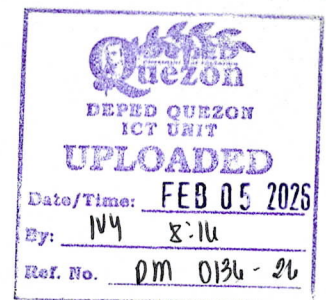




Republic of the Philippines
Department of Education
REGION IV-A - CALABARZON
SCHOOLS DIVISION OF QUEZON PROVINCE



03 February 2026

DIVISION MEMORANDUM

No. 0136, s. 2026

**SUBMISSION OF TEST PARAPHERNALIA AND CONSOLIDATED MONITORING REPORTS
FOR THE 2025 COMPUTER-BASED NATIONAL CAREER ASSESSMENT
EXAMINATION (CB-NCAE)**

To: Assistant Schools Division Superintendents
Division Chiefs
Division Testing Committee
District Testing Coordinators
Public Schools District Supervisors
Private and Public Secondary Schools
All Others Concerned

1. In preparation for the proper documentation and post-administration requirements of the **2025 Computer-Based National Career Assessment Examination (CB-NCAE)**, this Office, through the School Governance and Operations Division – School Management Monitoring and Evaluation (SGOD-SMME), advises all concerned public and private secondary schools on the submission of test paraphernalia and consolidated monitoring reports.
2. At the end of the test administration in each school, all required test paraphernalia submitted by the Test Administrator (TA) to the School Head shall be consolidated. These documents shall include the following:
 - a. Signed Oath of Confidentiality
 - b. Copy of the signed Parental Consent Forms (if applicable)
 - c. Form 3 (List of Examinees)
 - d. Form 4 (Attendance Sheet)
 - e. Form 5 (Evaluation Report)
 - f. Login credentials of all learners
3. All required documents shall be placed **inside a long brown envelope**, properly arranged, sealed, and affixed with **three (3) signatures of the School Head across the flap**. The envelope shall be properly labeled following the prescribed CB-NCAE format. Please see the attached file for the format.
4. To facilitate an organized and systematic submission, the **District Testing Coordinators (DTCs)**, in coordination with the **Public Schools District Supervisors (PSDSs)**, shall

DEPEDQUEZON-TM-SDS-04-009-003



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facilitate the collection of the test paraphernalia from all participating schools within their respective districts. Submission shall be done **by district**, with a **proper indorsement signed by the PSDS**, certifying the completeness and correctness of the submitted documents.

5. All district-level submissions shall be forwarded to the SGOD-SMME through the Records Section for proper receipt and tracking. Submission of test paraphernalia shall be undertaken **only after all schools in the district have completed the CB-NCAE administration**.
6. In addition to the physical submission of test paraphernalia, all districts are required to submit a **consolidated report on the status of the CB-NCAE administration** through the official online reporting link: **tinyurl.com/SummaryReport-CBNCAE26**. The consolidated report shall reflect the completion status of participating schools.
7. For wide dissemination and strict compliance.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

smemgd02/03/2026

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Enclosure to DM No. 0194, s. 2026

**Prescribed Label Format for the Submission of CB-NCAE Test Paraphernalia
(For Long Brown Envelope)**

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: _____

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