



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

MEMORANDUM

CID-2025-084

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public and Private Secondary School Heads
All Others Concerned

FROM: **LYNN G. MENDOZA, EdD**
OIC - Schools Division Superintendent

**SUBJECT: ADMINISTRATION OF THE COMPUTER-BASED NATIONAL
CAREER ASSESSMENT EXAMINATION (CB-NCAE)
FOR GRADE 10 FOR SCHOOL YEAR 2025-2026**

DATE: December 15, 2025

1. Pursuant to Regional Advisory No. 6138, s. 2025 and Memorandum CID-2025-078, s. 2025 dated November 27 and 28, 2025 respectively titled *Additional Guidelines on the Administration of Computer-Based National Career Assessment Examination (CB-NCAE)* for Grade 10 for School Year (SY) 2025-2026, this Office announces the conduct of the said activity from **January 5 to February 25, 2026** as the official testing window for all public and private secondary schools.
2. In connection with this, an **urgent in-person orientation** will be held on December 22, 2025 (Monday), from 8:30 AM to 11:30 AM at the SDO Conference Hall, Malusak, Boac, Marinduque.
3. The following participants are required to attend:
 - a. Division Testing Coordinator (DTC);
 - b. Education Program Supervisor- Focal Person for Private Schools;
 - c. Division Information Technology Officer (ITO);
 - d. Public Schools District Supervisors;
 - e. Secondary School Heads/School Administrators (Public and Private Schools); and
 - f. School ICT Coordinators.
4. Please note that sending a representative is strictly discouraged.



Address: T. Roque St., Malusak, Boac, Marinduque
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
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5. For more information, please contact the Curriculum Implementation Division (CID) Chief Education Supervisor **Mr. John M. Chavez** and Division Testing Coordinator, **Mr. Freddie M. Malabayabas** at CP No. 0950-270-3151.

6. For information and dissemination.



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ACTIVITY MATRIX

Activity	Person Responsible
Philippine National Anthem	AVP
Interfaith Prayer	AVP
Introduction of Participants	Mr. Freddie M. Malabayabas EPS – Mathematics/ Division Testing Coordinator
Welcome Remarks	Mr. John M. Chavez Chief Education Supervisor-CID
Message	Dr. Lynn G. Mendoza OIC-Schools Division Superintendent
Guidelines on the Administration of the CB-NCAE	Mrs. Florie M. Regencia EPS-Filipino, Private Schools Focal Person
Testing Personnel: Roles & Responsibilities	Mrs. Aurea L. Mazo Public District Supervisor-BND
Breach of Security in National Examinations & Corresponding Sanctions	Mrs. Florie M. Regencia EPS-Filipino, Private Schools Focal Person
CB-NCAE Test Administration Guidelines Form	Mr. Freddie M. Malabayabas EPS – Mathematics/ Division Testing Coordinator
Examinee’s Information for the CB-NCAE and Preliminary Activities of the Examinees/Testing Rules and Mechanics	Engr. David Zoleta Jr. Division Information Technology Officer (ITO)
Program Support Funds (PSF)	Mr. Freddie M. Malabayabas EPS – Mathematics/ Division Testing Coordinator
Open Forum	Facilitators/Participants
Master of Ceremony	Dr. Michelle M. Mutya EPSA II
Documenter	Charmain J. Mogol Division Librarian II