



Republic of the Philippines  
**Department of Education**  
**MIMAROPA REGION**  
**SCHOOLS DIVISION OF MARINDUQUE**

Department of Education  
Division of Marinduque

**RECORDS SECTION**  
**RELEASED**

Name: 002786

Signature: [Signature]  
Date: AUG 14 2024

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

TO: Asst. Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads, Public and Private Secondary Schools/SUC  
All Others Concerned

*[Handwritten initials]*

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

SUBJECT: **MONITORING THE ADMINISTRATION OF NATIONAL CAREER ASSESSMENT EXAMINATION (NCAE) FOR GRADE 10**

DATE: August 12, 2024

1. Pursuant to DepEd Order No. 31, s. 2024 titled "Administration of the National Career Assessment Examination", this Office informs all concerned on the administration of NCAE 2024 for Grade 10 on August 15-16, 2024. All currently enrolled Grade 10 learners in private and public schools shall take the test through a paper-based modality.
2. This national assessment shall be monitored by Education Program Supervisors, Public Schools District Supervisors, Private School Focal Person, and Division Testing Coordinators.
3. School assignment of Room Examiners/Supervising Examiners can be accessed at <https://tinyurl.com/2024MarNCAE>. This shall serve as the Locator Slip of all personnel involved in the administration of the said assessment.
4. Transportation expenses by the Room Examiners/Supervising Examiners shall be charged against their school MOOE while that of the Monitoring Personnel shall be charged against Program Support Fund of NASBE subject to the usual accounting and auditing rules and regulations.
5. Health and safety protocols must be followed in all activities to be done in relation to the national test administration.

*"DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead."*



Malusak, Boac, Marinduque  
Email: [marinduque@deped.gov.ph](mailto:marinduque@deped.gov.ph)  
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611  
Facebook Page: DepEd Tayo Marinduque

6. Attached is the Monitoring Tool on Administration of NCAE and shall be submitted to SMM&E Personnel on August 20, 2024.
7. Should there be any questions or need further information, please contact Dr. Fretzie P. Alcantara, Senior Education Program Specialist /Division Testing Coordinator and/or Mr. Rey R. Raymundo, Education Program Specialist II, of the School Management, Monitoring & Evaluation (SMM&E) Section.
8. For widest and immediate dissemination.

/SGOD-SMM&E-FA

*"DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead."*



Malusak, Boac, Marinduque  
Email: [marinduque@deped.gov.ph](mailto:marinduque@deped.gov.ph)  
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611  
Facebook Page: DepEd Tayo Marinduque

**MONITORING TOOL  
NATIONAL CAREER ASSESSMENT EXAMINATION (NCAE) FOR GRADE 10**

<b>Purpose and Scope</b>	To supervise and monitor the conduct of National Career Assessment Examination (NCAE)
<b>Data Collection and Management</b>	Conduct onsite visit to quality assure the process on the administration of NCAE
<b>Data Analysis</b>	The consolidated data shall be analyzed and interpreted by the Division Testing Coordinator
<b>Dissemination, Reporting, Utilization</b>	The analyzed and interpreted consolidated report shall be presented to the Top Management during the Management Committee (MANCOM) Meeting.  Submission shall be two (2) days after the conduct of the activity.

School:	
Type of School:	_____ Public _____ Private
School Head:	
Date of Test Administration:	

**I. Number of Test Takers**

Number of Enrolled Examinees			Number of Actual Examinees			Number of Absents		
Male	Female	Total	Male	Female	Total	Male	Female	Total

**II. Test Administration**

Please check the appropriate column for each indicator.

Indicators	Evident	Not Evident	Comments/ Observations
<b>A. Testing Center Requirements</b>			
1. There are enough testing rooms to accommodate all the examinees.			
2. The distribution room is accessible to all testing rooms to facilitate the release and retrieval of test materials.			
3. The testing rooms are well-ventilated and well-lighted, free from any kind of noise that may distract the examinees while taking the test.			

*"DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead."*



Malusak, Boac, Marinduque  
 Email: [marinduque@deped.gov.ph](mailto:marinduque@deped.gov.ph)  
 Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611  
 Facebook Page: DepEd Tayo Marinduque

4. The List of Examinees are posted in each testing room.			
5. The list posted are in alphabetical order, regardless of gender.			
6. The first and last rows of seats are close to the classroom walls to ensure enough spacing between rows.			
7. Seats of absentees are left vacant.			
8. A comfort room is accessible to the examinees and testing personnel in the area.			
9. Each testing rooms have the following materials a. Test materials enough for all examinees in the room in sealed boxes/packs. b. Table and chair for room examiner c. Enough seats (30) for the examinees d. Name grid e. Board work f. Pencils g. Extra sheets of paper for computation			
10. There is a visible presence of PTA Officials, Baranggay Officials, Baranggay Tanod and PNP to provide assistance, support, and security.			
<b>B. Test Accommodation for Learners with Special Needs</b>			
1. There is a separate, accessible testing room for learners with special needs (those with difficulty in seeing, hearing, remembering, concentrating, walking/moving/climbing steps, communicating) situated at the ground floor near clean and accessible classrooms.			
2. The time allotment for taking the test is doubled. This is to give ample time to read and answer the test.			
3. The school implements flexible rules such as allowing test takers to stand once in a while or get out of the room for those who have difficulty in concentrating.			
4. There is a designated personal assistance to help those with difficulty walking/moving/climbing steps.			
5. There are appropriate test furniture such as table and chairs.			
<b>C. Test Administration</b>			
1. The test is administered to target learners in the public and private schools.			

*“DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead.”*



Malusak, Boac, Marinduque  
Email: [marinduque@deped.gov.ph](mailto:marinduque@deped.gov.ph)  
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611  
Facebook Page: DepEd Tayo Marinduque

2. Examinees are alphabetically arranged regardless of gender.			
3. Each examinee has a Learner Reference Number (LRN).			
4. Rooms are arranged with six rows by five lines of armchairs.			
5. A maximum of 30 examinees per testing room is seated in alphabetical order.			
6. The seats are spaced far enough from each other to discourage unnecessary talking among examinees.			
7. To monitor the going in and out of the testing room, only one door is kept open.			
8. All examinees are provided with their own test booklet and answer sheet.			
9. All belongings of the examinees are placed/organized in front.			
10. Electronic devices such as calculator, mobile phones and smart watch are not allowed in the testing room.			

### III. Problems Encountered / Critical Incidents

General Findings / Observations / Problems Encountered	Actions Taken	Recommendation

Monitored by:

\_\_\_\_\_  
Signature Over Printed Name

Position/Designation:

Date:

\_\_\_\_\_  
\_\_\_\_\_

/SGOD-SMM&E-FA

*"DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead."*



Malusak, Boac, Marinduque

Email: [marinduque@deped.gov.ph](mailto:marinduque@deped.gov.ph)

Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611

Facebook Page: DepEd Tayo Marinduque