



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF VIGAN CITY

August 2, 2024

Division Memorandum
 No. 237 2024

ORIENTATION ON THE ADMINISTRATION OF 2024 NATIONAL CAREER ASSESSMENT EXAMINATION(NCAE)

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

1. In line with DepEd Memorandum No. 31 s, 2024 or Administration of the National Career Assessment Examination (NCAE), this office hereby informs public and private schools in Vigan City on the conduct of division orientation on the administration of the National Career Examination at the SDO Conference Hall on August 6, 2024, at 10:30 in the morning.
2. The activity aims to orient the participants on the test administration guidelines and the responsibilities of the testing personnel in the school.
3. The participants of the said activity shall be the Chief Examiners and School Testing Coordinators in both public, private and SUCs schools.
4. The administration of the NCAE to all officially enrolled Grade 10 learners will be conducted on August 13-14, 2024. Enclosed are DM No. 31, s, 2024 (Administration of the National Career Assessment Examination) and the Advisory on the Additional Guidelines on the Administration of the National Career Assessment Examination (NCAE) for reference.
5. This memorandum shall serve as the locator slip of all the participants.
6. For inquiries contact Ms. Grace Castaneda, Division Testing Coordinator 0906-2371-1256.
7. Immediate dissemination of this memorandum is desired.

VILMA D. EDA, CESO V
 Schools Division Superintendent



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
 Telephone No: (077) 722-20-23 / (077) 632-05-33
 Email Address: vigan.city@deped.gov.ph
 Website: www.depedvigancity.com

Your Feedback is important to us. Visit this link bit.ly/SDOViganCityCSM





Republic of the Philippines
Department of Education

JUN 18 2024

DepEd MEMORANDUM
No. **031**, s. 2024

ADMINISTRATION OF THE NATIONAL CAREER ASSESSMENT EXAMINATION

To: Undersecretaries
Assistant Secretaries
Minister, Basic, Higher, and Technical Education, BARRM
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Secondary School Heads
All Others Concerned

1. 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 National Career Assessment Examination (NCAE) in School Year 2024-2025 within a five-day testing window, two weeks after the opening of classes pursuant to DepEd Order (DO) No. 55, s. 2016, titled Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program.

2. The NCAE shall be administered in two consecutive days within the testing window through a paper-based modality. It will be administered to all Grade 10 learners who are currently enrolled in public schools and private schools with a government permit or recognition.

3. The testing dates, within the testing window, shall be determined by the SDOs in coordination with the regional office (RO).

4. The NCAE is designed to provide guidance to individual learners for their future educational and career choices and to provide a basis for profiling learners' aptitude in the four senior high school (SHS) Tracks: Academic, Technical-Vocational-Livelihood, Sports, and Arts and Design. The results of the NCAE are utilized to support the national framework on career guidance and for entry assessment to the specific SHS tracks/strands in all public and private schools.

5. The NCAE assessment covers the following domains: General Scholastic Aptitude (GSA), Academic Track, and Occupational Interest Inventory (OII). The GSA covers Reading Comprehension, Mathematical Ability, Verbal Ability, Scientific Ability, and Logical Reasoning Ability. The Aptitude for SHS Tracks contains: (a) Academic, which includes Humanities and Social Sciences (HUMSS), Science, Technology, Engineering and Mathematics (STEM), and Accountancy Business and Management (ABM); (b) Technical-Vocational-Livelihood (TVL); (c) Sports; and (d) Arts and Design. The OII is an inventory/checklist of occupational interests which provides an assessment on inclinations/preferences for comprehensive career guidance.

6. Test accommodations shall be given to learners with disabilities (LWDs) who will be participating in the assessment activity following the provision stated in Section 9 of DO 55, s. 2016.
7. BEA will manage the national implementation of the NCAE with the assistance of the ROs and SDOs. BEA will conduct a virtual orientation for Regional Testing Coordinators, Division Testing Coordinators, and SDO Private School Supervisors on the test administration guidelines and details for the Program Support Funds. The schedule and meeting details will be sent through a separate advisory.
8. An authorized forwarder will deliver and retrieve the test materials to and from the SDOs.
9. Health and safety protocols must be followed in all activities to be done in relation to the national test administration.
10. For more information, please contact the Bureau of Education Assessment-Education Assessment Division, Department of Education Central Office through email at bea.ead@deped.gov.ph or at telephone number (02) 8631-2589.
11. Immediate dissemination of this Memorandum is desired.

By Authority of the Secretary:



[Signature]
GINA O. GANONG
 Undersecretary

References:

DepEd Order (Nos. 003, s. 2024; and 55, s. 2016)

To be indicated in the Perpetual Index
 under the following subjects:

ASSESSMENT
 CONFERENCE
 EXAMINATION
 LEARNERS
 PROGRAMS
 RULES AND REGULATIONS
 SCHOOLS
 TEST



Republic of the Philippines
Department of Education
 BUREAU OF EDUCATION ASSESSMENT

Office of the Director

July 26, 2024

ADVISORY

Additional Guidelines on the Administration of the National Career Assessment Examination (NCAE)

In reference to DepEd Memorandum No. 031, s. 2024 titled *Administration of the National Career Assessment Examination*, this advisory provides additional guidelines for the conduct of the NCAE.

Testing Schedule

1. The testing window for the administration of the NCAE shall be on **August 12 to 16, 2024**.
2. Should there be any unexpected/unforeseen circumstances (e.g., fire, flood, some difficulties due to inclement weather conditions, a transportation strike, or other related temporary reason), an official correspondence (e.g., memorandum/letter) from the Regional Office (RO) shall be sent to the Bureau of Education Assessment (BEA) requesting for the reschedule of test administration and attach the supporting documents as evidence subject for evaluation and approval. The said correspondence shall be addressed to:

JANIR T. DATUKAN

Assistant Secretary

Officer-in-Charge, Bureau of Education Assessment

Participating Learners and Schools

3. The test shall be administered to all Grade 9 completers who were enrolled in public schools and private schools with government permit or recognition in School Year 2023-2024; hence, all officially enrolled **Grade 10 learners** as of August 9, 2024, in public and private schools shall take the NCAE. Learners with disabilities (LWDs) may also be assessed provided that the test accommodations stipulated in Section 9 of DepEd Order No. 55, s. 2016 are met.
4. Only **private schools operating with a government permit or recognition** for SY 2023-2024 shall be included in the NCAE.
5. **Newly established schools** in SY 2023-2024 shall participate in the NCAE.
6. Schools shall serve as testing centers.



Republic of the Philippines
Department of Education
BUREAU OF EDUCATION ASSESSMENT

Office of the Director

Test Booklets (TBs)

7. The Test Booklets (TBs) are **reusable** and may be reallocated within the Division should there be insufficiency. This means that a school may borrow TBs from schools **within the Division**. After the test, the borrowed TBs must be returned to the original box.
8. **Photocopying of the TB is NOT allowed.**
9. Maintain the integrity of the test before, during, and after the test administration.

Answer Sheets (ASs)

10. The examinees must be provided with the following information prior to the test:
 - Grade 9 Class Size (Estimate the number of learners in your class when you were in Grade 9.)
 - Grade 9 Final Grades in Math, English, Science, TLE, and MAPEH
 - Region Code, Division Code, and School ID of the testing center
 - Type of School (testing center)

If answer sheets are insufficient, the following strategies may be applied **within the region**:

11. **Pool** the ASs from schools with decreased enrollment from SY 2023-2024 to SY 2024-2025 and **distribute** these to those schools with increased enrollment.
12. **Use** the ASs from schools that are temporarily/permanently closed.
13. **Photocopying of the AS is NOT allowed.**
14. Learners who will not be able to take the test because of the unavailability of ASs shall not be sanctioned for not taking the test.

Distribution Scheme of Test Materials

15. The distribution scheme for the NCAE is as follows:

Test Proper Time Allotment	Test Booklet (TB)	Answer Sheet (AS)
Half-day only Day 1: 4 hours and 25 minutes Day 2: 4 hours and 25 minutes	1 pack of TBs = 15 TB1 15 TB2 30 examinees per testing room	1 AS : 1 examinee



Republic of the Philippines
Department of Education
BUREAU OF EDUCATION ASSESSMENT

Office of the Director

16. Each examinee shall use one (1) TB per day. For Day 1, the first 15 examinees shall use TB1, while the remaining 15 examinees shall use TB2. For Day 2, the first 15 examinees shall use TB2, while TB1 shall be used by the remaining 15 examinees.
17. The seating arrangement of the examinees must be in alphabetical order, regardless of sex. Other appropriate seating arrangement may be implemented for some communities with cultural considerations in the groupings and physical arrangement of individuals in relation to sex.

School Header

18. Newly established schools in SY 2023-2024 shall have their school header. **A photocopied School Header for these schools shall be allowed.**
19. In lieu of the variables for Grade 9, the School Head must provide the following information for SY 2023-2024:
 - Number of Grade 10 enrollees (aggregated by sex)
 - Number of Actual Grade 10 examinees

Contact Information of the Forwarder

20. For the delivery and retrieval of test materials, Division Testing Coordinators (DTCs) are advised to contact **Ximex Delivery Express**, the official forwarder of BEA, through its official contact numbers:
 - 0917 812 7122
 - 0917 638 2329
 - 0917 561 6503
21. For the successful implementation of the NCAE, Regional Offices (ROs) and Schools Division Offices (SDOs) are requested to coordinate with the Bureau of Education Assessment - Education Assessment Division (BEA-EAD) through the following contact details: (02) 8631-2589 and bea.ead@deped.gov.ph.
22. Immediate dissemination of this Advisory is desired.


JANIR T. DATUKAN

Assistant Secretary
Officer-in-Charge, Bureau of Education Assessment