



Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION



**REGIONAL MEMORANDUM**

ORD-2024- 750

**TO : SCHOOLS DIVISION SUPERINTENDENTS**

**FROM : JOCELYN DR ANDAYA**  
 Director IV

**SUBJECT : ADDITIONAL GUIDELINES ON THE ADMINISTRATION OF THE NATIONAL CAREER ASSESSMENT EXAMINATION (NCAE)**

**DATE : July 29, 2024**

1. This is in reference to the attached Advisory dated July 26, 2024, from Janir T. Datukan, Assistant Secretary and Officer-in-Charge, Bureau of Education Assessment relative to the above-captioned subject for information and appropriate action.
2. Immediate dissemination of this Memorandum is desired.



Address: 6 Misamis St., Bago Bantay, Quezon City  
 Email address: ncr@deped.gov.ph  
 Website: depedncr.com.ph



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Republic of the Philippines  
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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.



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**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:

<b>Test Proper Time Allotment</b>	<b>Test Booklet (TB)</b>	<b>Answer Sheet (AS)</b>
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



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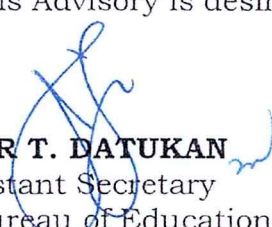
16. Each examinee shall use one (1) TB per day. For Day 1, the first 15 examinees shall use TB1, while the remaining 15 examinees shall use TB2. For Day 2, the first 15 examinees shall use TB2, while TB1 shall be used by the remaining 15 examinees.
17. The seating arrangement of the examinees must be 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](mailto: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