



Office of the City Schools
Division Superintendent

Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



Tel. (082) 553-8375 |
553-8376 | 553-8396
Fax. (082) 553-8376

August 2, 2019

DIVISION MEMORANDUM

No. 582, series of 2019

2019 NATIONAL CAREER ASSESSMENT EXAMINATION (NCAE) FOR GRADE 9 LEARNERS

TO: Chief Education Supervisors (CID & SGOD)
Public Schools District Supervisors
Division Testing Coordinator
School Heads Concerned (Public&Private)
All Others Concerned

1. Pursuant to DepEd Order No. 55, s. 2016 which is the Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program, DepEd Regional Office XI will conduct Monitoring and Evaluation (M&E) on the National Career Assessment Examination (NCAE) for Grade 9 learners in random public and private schools on **August 28-29, 2019**.

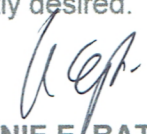
2. The names mentioned-below are the Regional Monitors:

Mr. Jenielito S. Atillo	Education Program Supervisor - QAD
Dr. George Wong	Education Program Supervisor - CLMD

3. The Regional teams shall be accompanied with a representative from the Curriculum and Implementation Division (CID) and School Governance and Operations Division (SGOD) of the Schools Division assigned.

4. Travel expenses will be charged to local funds subject to the existing accounting and auditing rules and regulations.

5. Immediate dissemination of this Memorandum is earnestly desired.


WINNIE E. BATON, EdD
Officer-In-Charge

Office of the Schools Division Superintendent

Encls:
References: As stated
To be indicated in the Perpetual Index under the following subjects:
GOVERNANCE TESTING 2019 NCAE

ROM: 2019 NCAE for Grade 9 Learners
02 August, 2019

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
38426
DATE: 02 AUG 2019 TIME: 11:31
BY: 



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION XI
Davao City



Address: F. Torres St., Davao City (8000)
Contact/Telefax Numbers: (082) 291-1665/(082) 221-6147

Email: region11@deped.gov.ph
DepEd Schools Division Office of Digos City

RECORDS SECTION

MEMORANDUM

To : Schools Division Superintendent

Subject: 2019 NATIONAL CAREER ASSESSMENT EXAMINATION
(NCAE) FOR GRADE 9 LEARNERS

Date : July 24, 2019

RECEIVED 38426
DATE: 01 AUG 2019 TIME: 12:11
BY:

Pursuant to DepEd Order No. 55, s. 2016 which is the Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program, this Office will conduct Monitoring and Evaluation (M&E) on the National Career Assessment Examination (NCAE) for grade 9 learners in random public and private schools on August 28 – 29, 2019 in the Eleven (11) Schools Division with the following teams indicated below:

Name	Division and Date August 28-29, 2019)
1. Dr. Maflor J. Dingal - QAD	Mati City, Davao Oriental & Compostela Valley
2. Ms. Mary Jane M. Mejorada - CLMD	
1. Dr. Brenda B. Belonio - QAD	Davao del Norte, Panabo City, IGACOS & Tagum City
2. Ms. Jesselyn B. Dela Cuesta - CLMD	
1. Dr. Isidora R. Cermeno - QAD	Davao City – 1 st , 2 nd & 3 rd Districts
2. Dr. Maricel S. Langahid - CLMD	
1. Mr. Jenielito S. Atillo - QAD	Davao Occidental, Davao del Sur & Digos City
2. Dr. George Wong - CLMD	

The Regional teams shall be accompanied with a representative from the Curriculum and Instruction Division (CID) and School Governance and Operations Division (SGOD) of the Schools Division assigned.

Monitoring teams are directed to submit a consolidated report or findings and recommendations to the Quality Assurance Division (QAD), Regional Office XI, attn.: Regional Testing Coordinator (RTC) not later than September 13, 2019.

Expenses incurred in the conduct of the said activity shall be chargeable to their local funds subject to the usual accounting and auditing rules and regulations.

For information, guidance and strict compliance.

DEPARTMENT OF EDUCATION ROXI
RECORDS SECTION
RELEASED

ROQ2/mjd

By:

8-1-19

Time: 7:45

Empowerment Adaptability Goal-oriented Leadership Excellence

EVELYN R. FETALVERO, CESO V
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director

Page 1 of 2

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Contact/Telefax Numbers: (082) 291-1665/(082) 221-6147

Email: region11@deped.gov.ph
Website: www.depedroxi.ph

**M&E TOOL FOR
NATIONAL CAREER ASSESSMENT EXAMINATION (NCAE)**
(DepEd Order No.55, s. 2016)

Division: _____ School Year: _____

Name of School: _____

Government Permit/ Recognition # (Private School) _____ School ID # : _____

School Address: _____

Objectives:

1. Ensure DepEd standard for the administration of NCAE will be followed, and
2. Observe proper protocols during the test administration.

Number of enrolled - Grade 9 learners			Actual examinees - Grade 9 learners			% of Actual Takers
Male	Female	Total	Male	Female	Total	

Instruction: Tick (/) next to the items if observed using the indicator below.

YES – if observed NO – if not observed

NO.	INDICATORS	YES	NO	REMARKS
1.	The testing venue must have enough testing rooms to accommodate the examinees.			
2.	The testing venue must have a distribution room for the test materials to ensure the security and confidentiality of the test and it must be accessible to all testing rooms to facilitate the release and retrieval of test materials.			
3.	The testing rooms must be well-ventilated and well-lighted, and free from any kind of noise that may distract the examinees while taking the test.			
4.	The List of Actual Examinees should be posted in each testing room the day before the examination and should be in alphabetical order, regardless of gender.			
5.	The first and last rows of seats should be close to the classroom walls to ensure enough spacing in between rows.			
6.	The seats of absentees is left vacant.			
7.	There must be a comfort room accessible to the examinees and testing personnel in the area.			
8.	Instructional materials/aids posted on the classroom walls should be covered.			
9.	Each testing room should have the following materials: (Test materials enough for all examinees in the room in sealed boxes/packs, tables and chairs for the room examiner, enough seats for the examinees, board work, pencils and extra sheet of paper for computation)			

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Email: region11@deped.gov.ph
Website: www.depedrox1.ph

NO.	INDICATORS	YES	NO	REMARKS
10.	The Schools Division Superintendent designated an Education Program Supervisors who shall serve as Division Testing Coordinator (DTC) and Private School Supervisor (PSS).			
11.	The DTC supervises the administration of the test.			
12.	The PSS or the Division Testing Coordinator Assistant (DTCA) supervises the administration of the test in the private schools.			
13.	The School Head serve as the Chief Examiner and oversee the conduct of the test in the school.			
14.	The Guidance Counselor / Department Head serve as the School Testing Coordinator (STC) and assist the Chief Examiner in the overall conduct of the test.			
15.	The teacher from other school serve as Room Supervisor (RS) and supervises 5 Examination Rooms with 30 examiners per room and conducted ocular inspection the day before the conduct of the test.			
16.	The teacher from other school serve as the Room Examiner (RE) and conduct the test in accordance with the standardized test administration guidelines.			
17.	The Support Staff (SS) assigned during the administration of the test shall provide any test-related assistance to the School Head (e.g. preparation of the testing rooms)			
Total				

Key to Rating Scale:

Range	Descriptive Rating	Interpretation
1-4	Needs Improvement	Requires significant and immediate action
5-8	Fair	Numerous improvements needed
9-12	Satisfactory	Some improvements needed
13-16	Very Satisfactory	Few improvements needed
17	Outstanding	Meets the DepEd standard requirements

Suggestions for Improvement:

Monitored by: _____

QAD EPS

CLMD EPS

ROQ2/mjd

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