



Republic of the Philippines  
**Department of Education**  
Region XII  
**Division of Sarangani**  
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**Division Memorandum**  
**No. 397, s. 2014**

To : **Division Education Program Supervisors / Coordinators**  
**District Heads**  
**Secondary School Principals / School Heads both Public and Private**  
**Integrated Schools School Heads (with Grade 9)**  
**School Testing Coordinators**

From : *for deep*  
**ISAGANI S. DELA CRUZ, CESO V**  
Schools Division Superintendent

Subject : **Conduct of 2014 National Career Assessment Examination (NCAE);**  
**Number of Testing Rooms; List of Chief Examiners, Room Supervisors**  
**and Room Examiners; and 2014 NCAE Division Monitoring Assignment**

Date : **November 10, 2014**

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1. Pursuant to **DepEd Memo No. 78, s. 2014** and advisory from **National Educational Testing and Research Center (NETRC)**, the **2014 National Career Assessment Examination (NCAE)** will be administered to **Grade 9 High School Students in both public and private** (with permit to operate) schools on **November 19, 2014**.
2. Test materials will be picked up by the **Chief Examiner, i.e. School Principal/School Head OR School Testing Coordinator** from the Division Testing Coordinator on **November 18, 2014**, and return it on **November 20, 2014**.
3. School Principal/School Head are hereby directed to do the following:
  - a) Prepare adequate testing rooms as indicated in enclosure 1;
  - b) Identify teachers who will serve as Room Supervisor(s) - if necessary; and Room Examiner(s);
  - c) Orient the teachers identified in b.) of the test administration guidelines; and
  - d) Ensure confidentiality, validity and reliability of the conduct of 2014 NCAE.
4. Attached hereto are the Number of Testing Rooms; List of Chief Examiners, Room Supervisors and Room Examiners.
5. Division Supervisors / Coordinators are assigned to monitor their respective assigned district during the monitoring of the opening of classes.
6. Immediate and widest dissemination of this Memorandum is earnestly desired.

