

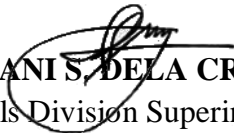


Republic of the Philippines
Department of Education
Region XII
Division of Sarangani
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Division Memorandum No. 223, s. 2013

To : Division Education Program Supervisors / Coordinators
District Heads
Secondary School Principals / School Heads both Public and Private
School Testing Coordinators

From :  **ISAGANI S. DELA CRUZ**
Schools Division Superintendent

Subject : **Conduct of 2013 National Career Assessment Examination (NCAE);
Number of Testing Rooms; List of Chief Examiners, Room Supervisors and
Room Examiners; and 2012 NCAE Division Monitoring Assignment**

Date : August 16, 2013

1. Pursuant to DepEd Memo No. 111, s. 2013, the 2013 National Career Assessment Examination (NCAE) will be administered to Third Year High School Students in both public and private - with permit to operate - schools on **August 28, 2013**.
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 **August 27, 2013**, and return it on **August 29, 2013**.
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 validity, reliability and confidentiality of the conduct of 2013 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.
6. Immediate and widest dissemination of this Memorandum is earnestly desired.

