




DepED MEMORANDUM  
No. 18, s. 2007

JAN 11 2007

GUIDELINES IN THE IMPLEMENTATION OF THE SCHOOL YEAR 2006-2007  
NATIONAL CAREER ASSESSMENT EXAMINATION (NCAE)

To: Regional Directors  
Schools Division/City Superintendents

1. In preparation for an effective and efficient administration of the National Career Assessment Examination (NCAE) on January 17, 2007, all implementing officials are reminded of their duties and responsibilities in the administration of this test.
2. The enclosure provides the guidelines in the administration of the NCAE which were discussed in a National Orientation conducted by the NETRC as per DepED Memorandum No. 368, s. 2006.
3. All private secondary schools with pending application for Permit to Operate in DepED Division/Regional Offices shall be included in the administration of the National Career Assessment Examination (NCAE) on January 17, 2007.
4. Review classes can be conducted to prepare the examinees on the process of taking standardized tests and the correct procedure of filling up the answer sheets. Simulated sessions may be conducted.
5. Immediate dissemination of this Memorandum is desired.

  
**TEODOSIO C. SANGIL, JR.**  
Undersecretary  
Officer-in-Charge

Encl.:  
As stated

References:  
DepED Memoranda: (No. 368, s. 2006) and No. 433, s. 2007

Allotment: 1—(D.O. 50-97)

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

EXAMINATIONS  
POLICY

SECONDARY EDUCATION  
STUDENTS

Madel:c:NCAE

**Guidelines in the Implementation of the  
National Career Assessment Examination (NCAE)  
SY 2006 - 2007**

Guidelines in the implementation of the NCAE for Fourth Year in school year 2006-2007 are hereby enumerated for the guidance of all concerned.

**1. Implementing Officials**

- 1.1. The implementation of the National Test to graduating students in the secondary schools shall be undertaken by officials in three levels: Region, Division, and School.
- 1.2. In the regional level, a regional supervisor shall act as the Regional Implementing and Coordinating Official.
- 1.3. In the division level, the Schools Division Superintendent, the General Education Supervisor designated as Division Testing Coordinator, and the Division Supervisor for private schools shall act as the Division Implementing and Coordinating Officials.
- 1.4. In the school level, the School Principal, Assistant School Principal, or Head Teacher shall act as Chief Examiner; the Department Head/s, Guidance Counselor/s, as Room Supervisor/s; and the Classroom Teacher/s as Room Examiner/s of other high schools.

**2. Functions and Responsibilities**

**2.1 The Regional Supervisor shall:**

- 2.1.1 oversee the delivery and retrieval of test materials to and from the Division Offices within the region or distribution center for cluster divisions. The delivery destinations/schemes are: (1) cross region/division destination for Visayas and Mindanao, (2) distribution by cluster of divisions in Luzon, and (3) special for island/district division schools (please see pages 6 to 11);
- 2.1.2 coordinate with the Printer, the AFP, and the NETRC representative regarding the delivery and retrieval of test materials;
- 2.1.3 attend national orientation seminar-workshops and/or conference on the delivery/retrieval of test materials for the administration of the national test; and
- 2.1.4 identify the specific distribution center in the region or division cluster as depository of test materials.

**2.2 The Schools Division Superintendent shall:**

- 2.2.1 oversee the implementation of the testing program in the division;
- 2.2.2 provide the National Education Testing and Research Center (NETRC) a list of public and private high schools and the number of enrollees in the fourth year level; and
- 2.2.3 receive from and deliver to the regional office or distribution center for cluster divisions all the test materials

**2.3 The Division Testing Coordinator shall:**

- 2.3.1 coordinate with the NETRC activities such as: submission of report on number of examinees per school, orientation conference and test administration in the division level;
- 2.3.2 attend national orientation seminar-workshops and/or conference on the administration of the national test;
- 2.3.3 conduct an echo division orientation conference to school heads who will act as chief examiners;
- 2.3.4 help facilitate the delivery to and retrieval from the schools all test materials;
- 2.3.5 accomplish NETRC Form 6, Report on the Number and Percentage of NCAE Examinees by School to be submitted to NETRC; and
- 2.3.6 perform related jobs which the Schools Division Superintendent may assign to her/him relative to the implementation of the testing project.

**2.4 The Division Supervisor for Private Schools shall:**

- 2.4.1 coordinate with the Division Testing Coordinator activities such as: delivery and retrieval of test materials to and from the private high schools, submission of report on the number of examinees in the private high schools, and orientation conference and test administration at the division level;
- 2.4.2 perform related jobs which the Schools Division Superintendent may assign to her/him relative to the implementation of the testing project; and
- 2.4.3 attend national orientation seminar-workshops and/or conference on the administration of the national test.

**2.5 The Chief Examiner shall:**

- 2.5.1 designate the Room Supervisor to supervise the administration of the test in five testing rooms. If there are less than five testing rooms in one testing center the Chief Examiner shall act as the Room Supervisor. If there are no personnel with designations enumerated in Section 1.4. as Room Supervisor, this function should be assigned to a member/members of the teaching staff who has/have the highest number of years experience in national standardized testing;
- 2.5.2 designate the Room Examiners from among those in his/her school to act as Room Examiners of other high schools, as assigned by the Division Office;
- 2.5.3 in agreement with other school principals within a district, exchange assignment of Room Examiners with those from other schools, provided that transportation expenses of these Room Examiners are charged to local funds;

- 2.5.4 inform the examinees through their class adviser/s to ask their parents about their family's yearly/annual income (as response to one of the information asked in the student's questionnaire), bring their pencils, blank sheet of paper for computation in mathematics, and snacks/lunch on examination day;
  - 2.5.5 assign testing rooms and post the list of examinees who will be tested in each room;
  - 2.5.6 orient Room Examiners on standard administration of the test;
  - 2.5.7 receive and acknowledge receipt of the test materials from the Division Office;
  - 2.5.8 secure the test materials under his/her custody before and after testing;
  - 2.5.9 distribute to and retrieve from the Room Examiners the test materials;
  - 2.5.10 monitor and supervise the administration of the test in the testing center, and fill up the NETRC Form 4, the Chief Examiner's Report Form;
  - 2.5.11 write the name of the school on the space provided for examinee name and shade the corresponding letters in each box, shade the school ID information, and write the total number of used AS in the space for examinee number in the Scannable Answer Sheet with different color (red), used as **SCHOOL HEADER**;
  - 2.5.12 fill up the NETRC Form 5, Routing Form for Retrieval of Test Materials to be submitted to the DTC; and
  - 2.5.13 accomplish NETRC Form 6A, Report on Number and Percentage of NCAE Examinees to be submitted to the DTC.
- 2.6 The Room Supervisor shall:**
- 2.6.1 monitor and supervise the conduct of the test in the rooms assigned to her/him in the testing center; and
  - 2.6.2 assist the Chief Examiner in distributing to and retrieving from the Room Examiners the test materials.
- 2.7 The Room Examiner shall:**
- 2.7.1. receive the test booklets (TBs) and answer sheets (ASs) from the Chief Examiner;
  - 2.7.2. account for the TBs and ASs he/she receives before proceeding to his/her room assignment;
  - 2.7.3 prepare the board work showing a replica of the AS;
  - 2.7.4 give the general directions to the examinees before distributing the TBs and ASs;
  - 2.7.5. distribute the TBs and ASs to the examinees;
  - 2.7.6 administer the test according to the Examiner's Handbook;
  - 2.7.7 during the test proper, check whether the examinees shaded the school ID correctly;

2.7.8 retrieve from the examinees the TBs and AS simultaneously, and

2.7.9 return the TBs and ASs to the Chief Examiner.

### 3. Testing Center, Testing Rooms, and Testing Session

- 3.1. Testing centers shall be the public and private high schools where the fourth year high school students are enrolled.
- 3.2. Whenever possible, testing rooms in the testing center should be located in one building or in adjacent buildings to facilitate the distribution and retrieval of test materials and the monitoring of test administration.
- 3.3. There shall be thirty students in one testing room.
- 3.4. Testing session shall start not later than 7:30 in the morning.

### 4. Test Materials

- 4.1. **Test Booklets (TB).** A test booklet contains the test items in eight subtests: Reading Comprehension, Manipulative Skills, Mathematical Ability, Clerical Ability, Scientific Ability, Verbal Ability, Non Verbal Ability, and Entrepreneurial Skills. Test items per subtest always start with Number 1.
- 4.2. **Answer Sheets (AS).** The AS is scannable and can be scanned only if pencil is used to blacken/shade the bubbles/circles.
- 4.3. **Pencil.** Only lead pencil is used to blacken/shade the bubbles/circles in the AS. This is to be provided by each examinee.
- 4.4. **Examiner's Handbook.** This booklet enumerates the procedures in administering the tests, instructions in filling out the Scannable AS, forms to be accomplished by each testing personnel, and reports to be submitted to specific testing personnel. It also includes the general instructions to be read verbatim by the Room Examiner.
- 4.5. TBs and ASs are packed in sealed plastic bags. Each pack has 30 ASs. The same holds true in the pack of TBs. The packs of ASs and TBs for a school are also packed in bigger plastic bags or boxes.

### 5. Reports/Forms to Accomplish

- 5.1. **Room/Chief Examiner's Transmittal Report Envelope (RCETRE).** This is an envelope to be accomplished either by the Room Examiner or the Chief Examiner, as the case may be. In the envelope accomplished by the Room Examiner, the forms to be placed therein are: *used Answer Sheets*, *NETRC Form 1 (List of Examinees)* and *Form 2 (Seat Plan)*, which are in one sheet printed back to back. In the envelope accomplished by the Chief Examiner reports to be placed therein are: *unused Answer Sheets of all rooms in the testing center*, *NETRC Form 3 (Test Materials Accounting Form)*, *NETRC Form 4 (Chief Examiner's Report)*, and *the School ID header (different colored AS)*. The *NETRC Form 5 (Routing Form for Retrieval of Test Materials)* shall be submitted to the Division Office.

## 6. Delivery of Test Materials

- 6.1. Test materials for the schools division shall be delivered to the Regional Office by an authorized courier/forwarder together with an AFP and an NETRC representative
- 6.2. Test materials for the public and private secondary schools shall be delivered by the Division Office
- 6.3. The Packing Guide and Forwarder Delivery Receipt that go with the test materials are the references in determining the number of test booklets and answer sheets delivered/received. These should be checked against the actual number of boxes delivered and received. Any discrepancy should be documented
- 6.4. Test materials delivered to the Division Office one week before the testing day should be deposited in a safe and well-secured place
- 6.5. Test materials shall be delivered to public and private secondary schools which are not easily accessible by land transportation not earlier than two days before testing day; for those which are accessible by land transportation or schools are within the vicinity of the Division Office, delivery shall be done on examination day before 7:00 am.
- 6.6. Boxes of test materials shall be opened in the testing centers on examination day in the presence of room examiners. Chief Examiners are advised not to tamper the labels or tear out the sides of boxes because these will be used for repacking the same test materials.
- 6.7. All test materials received by the regional office, division office or school shall be checked against the Delivery Receipt. Any discrepancy noted must be properly documented by the Chief Examiner.

## 7. Retrieval of Test Materials

- 7.1. All test materials shall be repacked in their original boxes immediately after the test and made available for retrieval by the Division Office. Before packing they must be counterchecked with the delivery receipts to ensure that the number of test materials to be retrieved tally with those delivered. These should be properly indicated in the Delivery Receipt. Any discrepancy must be properly documented by the Chief Examiner
- 7.2. Test materials shall be retrieved from the schools by the Division Office together with the NETRC Form 5, Routing Form for Retrieval of Test Materials. This form should be verified correct and signed by the signatories.
- 7.3. Retrieval of Answer Sheets shall be given top priority by the Division and Regional Offices. The authorized forwarder/courier shall be notified as soon as these are ready for pick up or retrieval

2006 DELIVERY/RETRIEVAL OF NCAE CLASSIFIED MATERIALS

Priority #	Distribution Center	Division	Region	Mode of Transportation	Estimated size of Van	
<b>MINDANAO-VISAYAS CLUSTER</b>						
1	Butuan City	1	Butuan City*	CARAGA	Boat-trucking	20 footer
		2	Agusan del Norte	CARAGA		
		3	Agusan del Sur	CARAGA		
		4	Gingoog City	X		
		5	Bislig City	CARAGA		
		6	Surigao City	CARAGA		
		7	Surigao del Sur	CARAGA		
		8	Surigao del Norte	CARAGA		
		9	Siargao	CARAGA		
2	Davao City	10	Davao City*	XI	Boat-trucking	20 footer
		11	IGACOS	XI		
		12	Davao del Norte	XI		
		13	Tagum City	XI		
		14	Panabo City	XI		
		15	Compostela Valley	XI		
		16	Davao Oriental	XI		
		17	Davao del Sur	XI		
		18	Digos City	XI		
3	Gen. Santos City	19	Gen. Santos City*	XII	Boat-trucking	10 footer if available
		20	Sarangani	XII		
		21	Sultan Kudarat	XII		
		22	Koronadal City	XII		
		23	Tacurong City	XII		
		24	South Cotabato	XII		
4	Zamboanga City	25	Zamboanga City*	IX	Boat-trucking	10 footer if available
		26	Isabela City	IX		
		27	Basilan	ARMM		
		28	Sulu I	ARMM		
		29	Sulu II	ARMM		
		30	Tawi-tawi	ARMM		
5	Ozamiz City	31	Ozamiz City	X	Boat-trucking	20 footer
		32	Misamis Occ.	X		
		33	Oroquieta City	X		
		34	Tangub City	X		
		35	Pagadian City	IX		
		36	Zamboanga del Sur	IX		
		37	Zamboanga-Sibugay	IX		
		38	Dapitan City	IX		
		39	Dipolog City*	IX		
		40	Zamboanga del Norte	IX		

**2006 DELIVERY/RETRIEVAL OF NCAE CLASSIFIED MATERIALS**

Priority #	Distribution Center	Division	Region	Mode of Transportation	Estimated size of Van	
6	Cagayan de Oro City	41	Cagayan de Oro City*	X	Boat-trucking	20 footer
		42	Misamis Oriental	X		
		43	Camiguin	X		
		44	Bukidnon w/ (WAO Lanao Sur II)	X		
				ARMM		
		45	Valencia City	X		
		46	Lanao del Norte	X		
		47	Iligan City	X		
		48	Marawi City	ARMM		
49	Lanao Sur I	ARMM				
7	Cotabato City	50	Cotabato City*	XII	Boat-trucking	10 footer if available
		51	Cotabato	XII		
		52	Kidapawan City	XII		
		53	Maguindanao	ARMM		
		54	Lanao Sur II	ARMM		
8	Palawan	55	Palawan*	IV - B	Plane or Boat-trucking	10 footer if available
		56	Puerto Princesa City	IV - B		
9	Tacloban City	57	Tacloban City*	VIII	Boat-trucking	20 footer
		58	Leyte	VIII		
		59	Biliran	VIII		
		60	Eastern Samar	VIII		
		61	Samar	VIII		
		62	Calbayog City	VIII		
		63	Northern Samar	VIII		
		64	Ormoc City	VIII		
		65	Maasin City	VIII		
66	Southern Leyte	VIII				
10	Bohol	67	Bohol*	VII	Boat-trucking	10 footer if available
		68	Tagbilaran City	VII		
11	Bacolod City	69	Bacolod City*	VI	Boat-trucking	20 footer
		70	Negros Occ	VI		
		71	San Carlos City	VI		
		72	Sagay City	VI		
		73	Silay City	VI		
		74	Cadiz City	VI		
		75	Bago City	VI		
		76	Kabankalan City	VI		
77	La Carlota City	VI				



**2006 DELIVERY/RETRIEVAL OF NCAE CLASSIFIED MATERIALS**

Priority #	Distribution Center	Division	Region	Mode of Transportation	Estimated size of Van	
12	Dumaguete City	78	Dumaguete City*	VII	Boat-trucking Boat-trucking-boat	20 footer
		79	Negros Oriental	VII		
		80	Bayawan City	VII		
		81	Bais City	VII		
		82	Tanjay City	VII		
		83	Siquijor	VII		
13	Cebu	84	Cebu*	VII	Boat-trucking	20 footer
		85	Cebu City	VII		
		86	Talisay City	VII		
		87	Lapu-lapu City	VII		
		88	Mandaue City	VII		
		89	Danao City	VII		
		90	Toledo City	VII		
14	Iloilo	91	Iloilo*	VI	Boat-trucking	20 footer
		92	Iloilo City	VI		
		93	Guimaras	VI		
		94	Passi City	VI		
		95	Antique	VI		
		96	Aklan	VI		
		97	Roxas City	VI		
		98	Capiz	VI		
<b>LUZON CLUSTER BY DIVISION</b>						
15		99	Baguio city	CAR	Trucking Trucking	
		100	Benguet	CAR		
		101	Mt. Province	CAR		
		102	Ifugao	CAR		
		103	Tarlac	III		
		104	Tarlac City	III		
		105	Urdaneta City	I		
		106	Pangasinan II	I		
16		107	Cagayan	II	Trucking	
		108	Tuguegarao City	II		
		109	Kalinga	CAR		
		110	Apayao	CAR		
		111	Isabela	II		
		112	Cauayan City	II		
		113	Quirino	II		
		114	Nueva Vizcaya	II		

2006 DELIVERY/RETRIEVAL OF NCAE CLASSIFIED MATERIALS

Priority #	Distribution Center	Division	Region	Mode of Transportation	Estimated size of Van	
17		115	Abra	CAR	Trucking	
		116	Laoag City	I		
		117	Ilocos Norte	I		
		118	Ilocos Sur	I		
		119	Vigan City	I		
		120	Candon City	I		
		121	San Fernando City	I		
		122	La Union	I		
18		123	Pangasinan I	I	Trucking	
		124	Dagupan City	I		
		125	San Carlos City	I		
		126	Alaminos City	I		
19		127	Batanes	II	Plane	
20		128	Masbate	V	Boat	
		129	Masbate City	V		
21		130	Catanduanes	V	Trucking-boat-trucking	
22		131	Marinduque	IV-B	Trucking-boat-trucking	
23		132	Romblon	IV-B	Trucking-boat-trucking	
24		133	Mamburao, Occ. Mind	IV-B	Trucking-boat-trucking	
25		134	San Jose, Occ. Mindo	IV-B	Plane	
26		135	Looc, Occ. Mindoro	IV-B	pick up at NETRC by Supervisor	
		136	Lubang, Occ. Mindoro	IV-B		
27		137	Calapan City	IV-B	Trucking-boat-trucking	
		138	Oriental Mindoro	IV-B		
28		139	Quezon	IV - A	Trucking	
		140	Lucena City	IV - A		
		141	Camarines Norte	V		
		142	Camarines Sur	V		
		143	Naga City	V		

2006 DELIVERY/RETRIEVAL OF NCAE CLASSIFIED MATERIALS

Priority #	Distribution Center	Division	Region	Mode of Transportation	Estimated size of Van	
29		144	Iriga City	V	Trucking	
		145	Tabaco City	V		
		146	Ligao City	V		
		147	Legaspi city	V		
		148	Albay	V		
		149	Sorsogon	V		
		150	Sorsogon City	V		
30		151	Aurora	III	Trucking	
		152	Cabanatuan City	III		
		153	Nueva Ecija	III		
		154	Muñoz Science Ci	III		
		155	Gapan City	III		
31		156	Balanga City	III	Trucking	
		157	Bataan	III		
		158	Olongapo City	III		
		159	Zambales	III		
32		160	Lipa City	IV-A	Trucking	
		161	Tanauan City	IV-A		
		162	Batangas	IV-A		
		163	Batangas City	IV-A		
33		164	Sta. Rosa City	IV-A	Trucking	
		165	Calamba City	IV-A		
		166	Laguna	IV-A		
		167	San Pablo City	IV-A		
34		168	Cavite	IV-A	Trucking	
		169	Cavite City	IV-A		
35		170	Pampanga	III	Trucking	
		171	San Fernando City	III		
		172	Angeles City	III		
36		173	San Jose del Monte City	III	Trucking	
37		174	Malolos City	III		
		175	Bulacan	III		

**2006 DELIVERY/RETRIEVAL OF NCAE CLASSIFIED MATERIALS**

Priority #	Distribution Center	Division	Region	Mode of Transportation	Estimated size of Van	
38		176	Rizal	IV-A	} Trucking	
		177	Antipolo City	IV-A		
		178	Marikina City	NCR		
		179	Pasig/San Juan	NCR		
		180	Quezon City	NCR		
39		181	Taguig/Pateros	NCR	} Trucking	
		182	Muntinlupa City	NCR		
		183	Pasay City	NCR		
		184	Las Piñas City	NCR		
		185	Parañaque City	NCR		
40		186	Manila	NCR	} Trucking	
		187	Makati City	NCR		
		188	Mandaluyong City	NCR		
41		189	Caloocan City	NCR	} Trucking	
		190	Valenzuela City	NCR		
		191	Malabon/Navotas	NCR		