



Republic of the Philippines  
Department of Education



**Tanggapan ng Kalihim**

Office of the Secretary

JAN 12 2007

DepED MEMORANDUM

No. 26 s. 2007

GUIDELINES FOR IMPLEMENTATION OF INFORMATION  
DISSEMINATION MEASURES ON THE NATIONAL CAREER  
ASSESSMENT EXAMINATION (NCAE)

To: Director, National Education Testing and Research Center (NETRC)  
Department of Education Action Center  
Officer-in-Charge, Technical Service Division  
Regional Directors  
Schools Division/City Superintendents

1. In preparation for an effective and efficient nationwide dissemination of information on the National Career Assessment Examination (NCAE) on 17 January 2007, the above-mentioned officials shall be responsible to carry out specific functions to ensure the effective conduct and administration of this test.

2. The Regional Directors are hereby instructed to conduct the following:

2.1. OVER-ALL COORDINATION

2.1.1. The Regional Directors shall be responsible for the over-all overseer of the implementation of the NCAE in their respective regions.

2.2. MEDIA RELATIONS

2.2.1. To liaise and coordinate with local tri-media outfits to assist in the dissemination of various information regarding the preparations and actual conduct of the NCAE. This shall include distributing press releases and information bulletins forwarded by DepEd Central Office to the regional offices, as well as making themselves available for radio and television interviews and appearances.


2.2.2. Instruct their respective designated education and information staff to draft press and information releases to local media outfits before, during and after the actual conduct of the examination.

- 2.3.1. A monitoring and feedback system shall be established that will check the status of preparations for the implementation of the NCAE before and during the actual conduct of the examinations.
  - 2.3.2. Regional and Division Testing Coordinators shall monitor problems arising as a result of the preparations and actual conduct of the NCAE.
  - 2.3.3. Such issues and concerns should be reported to the DepEd Central Office through the Task Force NCAE of the National Education Testing and Research Center (NETRC) and the Department of Education Action Center.
  - 2.3.4. On the actual testing date of the NCAE, the Regional and Division Testing Coordinators will report to the DepEd Central Office the actual number of students who took the examination in schools/testing centers, on a periodic basis. Likewise, it shall inform the DepEd Central Office, after checking with the Chief Examiner the specific time when the examination has formally commenced in the schools. As stated in previous guidelines on the NCAE, the test shall commence not earlier than 7:30 in the morning, but not later than 9:00.
- 2.4. CREATION OF A DEPED ACTION CENTER AT THE CENTRAL OFFICE
- 2.4.1. A DepEd NCAE Action Center shall be physically established at the Central Office to be chaired by the NCAE Task Force of the National Education Testing and Research Center (NETRC) and supported by the Department of Education Action Center and the Technical Service Division.
  - 2.4.2. The Task Force NCAE shall provide information regarding the list of all schools that will participate in the said examination, including the target number of students per school who will take the examination.
  - 2.4.3. The DepEd Action Center shall take note of all inquiries and complaints, and refer these to the Task Force NCAE for immediate action and response.

2.4.3. The DepEd Action Center shall take note of all inquiries and complaints, and refer these to the Task Force NCAE for immediate action and response. Confirmed replies on such inquiries and complaints shall be sent back through text messages either to the regional offices or directly to the divisions where such complaints originated. The DepEd Action Center shall also collect and synthesize data to be included in their periodic release of news bulletins nationwide. The first news bulletin is expected to be disseminated before lunchtime of the said day.

2.4.4. The Technical Services Division shall take care of the logistical requirements needed for the physical set-up of the DepEd NCAE Action Center such as, but not limited to additional telephone lines, facsimile machines, personal computers and PC projectors. The said division, in coordination with NETRC, will also set up a monitoring chart that will show the number of students who took the examination in every school, the time they started, sufficiency of testing materials. These data and information shall be included in the periodic news bulletins that will be released by the DepEd Action Center.

3. Immediate dissemination of this Memorandum is desired.

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

Reference: DepED: Memorandum: No. 18, s. 2007

Allotment: 1—(D.O. 50-97)

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