



**CORRECTED COPY**

JUL 15 2009

DepED MEMORANDUM  
No. **317**, s. 2009

ADDITIONAL GUIDELINES ON THE ADMINISTRATION OF THE SY 2009-2010  
NATIONAL CAREER ASSESSMENT EXAMINATION (NCAE)

To: Regional Directors  
Schools Division/City Superintendents  
Heads, Public and Private Secondary Schools

1. To simplify and ensure the smooth administration of the National Career Assessment Examination (NCAE) on **August 26, 2009** in all public and private secondary schools as announced in DepED Memorandum No. 241, s. 2009, the following guidelines are set forth:

- a. For public schools, School Heads who shall serve as Chief Examiners must be assigned in another public school and teachers who shall serve as Room Examiners must be assigned in another public school different from their School Head's assignment. On the other hand, the School Testing Coordinator (STC) shall remain in his/her school.
- b. For private schools, teachers who shall serve as Room Examiners must be assigned in another private school. Both the School Head who shall serve as Chief Examiner and the School Testing Coordinator (STC) shall remain in their own school.
- c. Regional Directors and Regional Testing Coordinators shall monitor the test in their respective regions, expenses to be charged against local funds.

3. Immediate dissemination of this Memorandum is desired.

  
JESLI A. LAPUS  
Secretary

Reference: DepED Memorandum: (No. 241, s. 2009)

Allotment: 1- -(D.O. 50-97)

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

CHANGE  
EXAMINATIONS  
SECONDARY SCHOOLS

STUDENTS  
TESTS