



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XI



DIVISION OF DIGOS CITY
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
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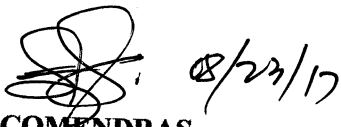
DIVISION MEMORANDUM

No. 552, s. 2017

TO : Chief Curriculum Implementation Division(CID)
Chief School Governance and Operations Division (SGOD)
Public Schools District Supervisors
Public and Private Secondary School Principals

FROM : **WINNIE E. BATOON, Ed.D.**
Officer-in-Charge
Office of the Schools Division Superintendent

For and in the absence of the SDS:


FRANCIS JUDE D. ALCOMENDRAS
Administrative Officer V

SUBJECT : **Orientation of Chief Examiners and Monitors on the Conduct of the National Career Assessment Examination (NCAE)**

DATE : August 23, 2017

1. Pursuant to **DepEd Order No. 55, s. 2016**, re: POLICY GUIDELINES ON THE NATIONAL ASSESSMENT OF STUDENT LEARNING FOR THE K TO 12 BASIC EDUCATION PROGRAM, the National Career Assessment Examination (NCAE) shall be administered to all Grade 9 students every last Wednesday and Thursday of August in both public and private secondary schools.
2. In this connection, the Division Office, through the Curriculum Implementation Division (CID), shall conduct an Orientation to all **Chief Examiners (School Heads) or School Testing Coordinators and Monitors on Thursday, August 24, 2017, 9:00 o'clock in the morning** at the Division Office Conference Room.
3. The following shall be discussed in the orientation:
 - * Proper conduct/administration of the test;
 - * Security of test materials, delivery, and retrieval scheme;
 - * Allocation of test materials
4. Travel expenses incurred during the orientation are chargeable against local funds subject to the usual accounting and auditing rules and regulations.
5. For your information, guidance and compliance.

DepEd Schools Division of Digo

RELEASED
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date: **AUG 23 2017** time: 9:41 am

By: 