



Republic of the Philippines

# Department of Education

REGION XI

SCHOOLS DIVISION OF PANABO CITY

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**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

CID-2024-0426

To : Chief of Curriculum Implementation Division (CID)  
 Chief of School Governance and Operations Division (SGOD)  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Public and Private Secondary School Heads

Subject : **MONITORING OF THE NATIONAL CAREER ASSESSMENT EXAMINATION (NCAE)**

Date : August 13, 2024

Relevant to the administration of the National Career Assessment Examination (NCAE) on August 15-16, 2024, the Curriculum Implementation Division Chief and all the Education Program Supervisors and Public Schools District Supervisors are enjoined to conduct appropriate monitoring and evaluation before and during the test schedule to ensure that the schools are ready and that the test standards are strictly implemented and complied with.

Please refer to the inclosure for the list of monitors with their respective assignments and the NCAE monitoring form.

Transportation and meal expenses incurred during the administration day may be charged against Division MOOE and other local funds subject to the usual accounting and auditing rules and regulations.

Please be guided accordingly.

  
**JINKY B. FIRMAN PhD, CESO VI**  
 OIC - Schools Division Superintendent

Enclosed: As stated.  
 CID/jey/dca

**RELEASED**

**AUG 13 2024**

RECORDS SECTION 600 PANABO CITY  
 BY 



Schools Division Office of Panabo City  
 City Hall Compound, Km 31, Panabo City  
 Telephone No: (084) 823-1469  
 Email: panabocity.division@deped.gov.ph

**DepEd Panabo:**  
**Empowering Champions in Education**   
 through Journeying, Blending and Fostering commitment in  
 providing quality education, MATATAG for all.

**National Career Assessment Examination (NCAE)**  
**DIVISION TESTING PERSONNEL AND MONITORS**

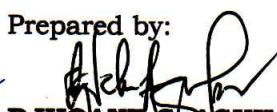
August 15-16, 2024

Chairman: SDS JINKY B. FIRMAN PhD, CESO VI  
 Co-Chairman: ASDS BASILIO M. MANA-AY, JR. CESO VI  
 Division Testing Coordinator: DJHOANE C. AGUILAR  
 Private School Supervisor: JULIET D. RAGANAS  
 Support Staff: CHRISTOPHER U. GONZALES, MAY H. ZARATE

<b>TESTING CENTERS</b>	<b>MONITORS</b>
1. A. O. Floirendo NHS	Iryhn Petalcorin
2. Sindaton NHS	Avelino Bitang
3. Don Manuel AJMNHS	Ma. Nenita Tuazon
4. Nanyo NHS	
5. Southern Davao NHS	
6. Desiderio F. Dalisay Sr. NHS	John Visillas
7. Manay NHS	
8. Kauswagan NHS	Mary Ann Revilla
9. Kasilak NHS	Antonio Pasquito
10. LT Concepcion IS	
11. Cagangohan NHS	Marissa Manginsay
12. Little Panay NHS	Joylyn Martinez
13. Malativas NHS	Rey Deocampo
14. Mabunao NHS	
15. Panabo City NHS	Jaime Carlom
16. San Vicente NHS	
17. Quezon NHS	Ma. Perpetua Angelita Suelto
18. Christian Academy of Lion Lamb, Inc.	Avelino Bitang
19. Francisco Adlaon Learning Institute	Antonio Pasquito
20. Good Shepherd Baptist School	Joylyn Martinez
21. Lifeword Montessori School, Inc.	Mary Ann Revilla
22. Maryknoll College of Panabo, Inc.	
23. North Davao Colleges, Inc.	Elden Orbeta
24. Northern Paramedical & Technological College of Panabo, Inc.	
25. Panabo Christian School	Ylcy Manguilimotan
26. Panabo Faith Mission Academy, Inc.	
27. Panabo SDA Learning Center, Inc.	Peter Mijares

====nothing follows====

Prepared by:

  
**DJHOANE C. AGUILAR**  
 Education Program Supervisor  
 Division Testing Coordinator

**M&E TOOL FOR NATIONAL ASSESSMENTS  
NATIONAL CAREER ASSESSMENT EXAMINATION (NCAE)**

Name of School: \_\_\_\_\_ Date: \_\_\_\_\_  
 School Address: \_\_\_\_\_  
 Government Permit/ Recognition # (Private School) \_\_\_\_\_ School ID #: \_\_\_\_\_

Number of Registrants			Actual Examinees			% of Actual Takers
Male	Female	Total	Male	Female	Total	

**Instruction:** Tick ( / ) next to the items if observed using the indicator below.

**YES** - if observed    **NO** - if not observed

NO.	INDICATORS	YES	NO	REMARKS
1.	The testing venue has enough testing rooms to accommodate the examinees.			
2.	The testing venue has a distribution room for the test materials to ensure the security and confidentiality of the test and it must be accessible to all testing rooms to facilitate the release and retrieval of test materials.			
3.	The testing rooms are well-ventilated and well-lighted and free from any kind of noise that may distract the examinees while taking the test.			
4.	The List of Actual Examinees is posted in each testing room the day before the examination and should be in alphabetical order, regardless of gender.			
5.	The first and last rows of seats are closed to the classroom walls to ensure enough spacing in between rows.			
6.	The seats of absentees are left vacant.			
7.	There is a comfort room accessible to the examinees and testing personnel in the area.			
8.	Instructional materials posted on the classroom walls are covered.			
9.	Each testing room has the following materials: (Test materials enough for all examinees in the room in sealed boxes/packs, tables and chairs for the room examiner, enough seats for the examinees, board work, pencils, and extra sheet of paper for computation)			
10.	The School Head serves as the Chief Examiner and oversees the conduct of the test in the school.			
11.	The School Testing Coordinator (STC) assists the Chief Examiner in the overall conduct of the test.			
12.	The teacher from another school serves as the Room Examiner (RE) and conducts the test following the standardized test administration guidelines.			

TOTAL (Yes): \_\_\_\_\_

**Key to Rating Scale:**

Range	Descriptive Rating	Interpretation
1-5	Need Improvement	Requires significant and immediate action
6-7	Fair	Numerous improvements needed
8-9	Satisfactory	Some improvements needed
10-11	Very Satisfactory	Few improvements needed
12	Outstanding	Meets the DepEd standard requirements

**Issues/Concerns/Critical Incidents Encountered:**

### **Actions Taken:**

### **Suggestions for Improvement:**

Monitored by:

Conformed:

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**Supervisor**

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*School Head*

