



Republic of the Philippines
Department of Education
 REGION XI
 SCHOOLS DIVISION OF PANABO CITY

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 SDO PANABO CITY
 BY 



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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

TESTING CENTERS	MONITORS
1. A. O. Floirendo NHS	Iryhn Petalcorin
2. Sindaton NHS	
3. Don Manuel AJMNHS	Avelino Bitang
4. Nanyo NHS	Ma. Nenita Tuazon
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	Marissa Manginsay
11. Cagangohan NHS	
12. Little Panay NHS	Joylyn Martinez
13. Malativas NHS	Rey Deocampo
14. Mabunao NHS	
15. Panabo City NHS	Jaime Carlom
16. San Vicente NHS	Ma. Perpetua Angelita Suelto
17. Quezon NHS	
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.	Elden Orbeta
23. North Davao Colleges, Inc.	
24. Northern Paramedical & Technological College of Panabo, Inc.	Ylcy Manguilimotan
25. Panabo Christian School	
26. Panabo Faith Mission Academy, Inc.	Peter Mijares
27. Panabo SDA Learning Center, Inc.	

===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:

Supervisor

Conformed:

School Head