



Republic of the Philippines  
**Department of Education**  
Region I  
**PANGASINAN SCHOOLS DIVISION OFFICE II**  
Canarvacanan, Binalonan

August 13, 2024

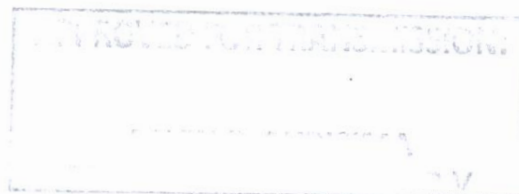
**DIVISION MEMORANDUM**  
NO. 396 s. 2024

**CONDUCT OF MONITORING FOR THE NATIONAL CAREER ASSESSMENT  
EXAMINATION (NCAE)**

To: Assistant Schools Division Superintendents  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
School Governance and Operations Division Personnel  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to the DepEd Memorandum No. 031, s. 2024, titled *Administration of the National Career Assessment Examination* for all Grade 10 learners of public and private schools, this Division shall administer the NCAE 2024 on August 14-15, 2024.
2. With this, Chief Education Supervisors, Education Program Supervisors, Public Schools District Supervisors, and select SGOD personnel are hereby instructed to monitor conduct of the assessment.
3. Attached are the monitoring tool and their monitoring area.
4. Monitoring reports are expected to be submitted to the School Management and Monitoring Unit on or before August 20, 2024.
5. Immediate dissemination of this Memorandum is desired.

  
**VIVIAN LUZ S. PAGATPATAN, CESO VI**  
OIC, Schools Division Superintendent





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**MONITORING AREA FOR THE NCAE 2024**

<b>ASSIGNED PERSONNEL</b>	<b>MONITORING AREA</b>
Redentor B. Aquino, PhD	4 <sup>th</sup> & 5 <sup>th</sup> District
Cornelio R. Aquino, EdD	6 <sup>th</sup> District
Eddie M. Raguindin, EdD	Pozorrubio, Laoac
Emeterio F. Soniega Jr., EdD	Alcala, Bautista
Enrique R. Macayan, EdD	Manaoag, San Jacinto, Binalonan
Eugene M. Torralba, PhD	Rosales, Sta. Maria, San Manuel
Gloria I. Pernes, EdD	Sison
Jupiter L. Petilla, EdD	Tayug, Asingan, San Quintin
Lilibeth A. Daus, EdD	San Nicolas, Natividad
Maybelene C. Bautista, EdD	Villasis, Sto. Tomas
Mike G. Dacasin, PhD	Mangaldan, San Fabian
Virgilio R. Barba	Umingan, Balungao
Hilario M. Olivo, Jr.	Private Schools (4 <sup>th</sup> & 5 <sup>th</sup> )
Erwin G. Dela Rosa	Private Schools (6 <sup>th</sup> )
PSDSs shall monitor the NCAE in their respective district	



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**MONITORING AND EVALUATION ON THE NATIONAL CAREER ASSESSMENT  
 EXAMINATION (NCAE)**

School Name: \_\_\_\_\_  
 School Head: \_\_\_\_\_

District: \_\_\_\_\_  
 Date of Monitoring: \_\_\_\_\_

	<b>August 14</b>				<b>August 15</b>			
	<b>Present</b>	<b>Absent</b>	<b>Late</b>	<b>Total</b>	<b>Present</b>	<b>Absent</b>	<b>Late</b>	<b>Total</b>
<b>Male</b>								
<b>Female</b>								
<b>TOAL</b>								

Check the appropriate column for each description and fill out remarks, if necessary.

<b>TEST MATERIALS</b>	<b>EVIDENT</b>	<b>NOT EVIDENT</b>	<b>REMARKS</b>
1. Prescence of printed test materials on the day of the test			
2. Sufficiency of test booklets			
3. Sufficiency of answer sheets			
4. Test materials are legible			
<b>TESTING CENTER &amp; ROOM</b>			
1. School announcing the assessment activity			
2. Chairs are arranged properly			
3. Chairs are appropriate and comfortable			
4. Testing room is well-ventilated and well-lighted			
5. Presence of board work			
<b>EXAMINEES</b>			
1. The learners started and ended on time			
2. The learners observed silence and worked independently			



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3.No learner/s was/were caught cheating			
<b>ROOM EXAMINER</b>			
1. Room examiner conducted preliminaries before starting the test			
2. Room examiner stated clearly directions in taking the test			
3. Room examiner follows the time allotment for each learning areas			
4. Room examiner facilitates the conduct of the test and collection of questionnaires and answer sheets (if any) appropriately			
<b>SCHOOL HEAD</b>			
1. The school head prepares communication announcing the conduct of the test			
2. School head conducted meeting with the room examiners before the actual conduct of the test			
3. School head is present during the conduct of the test			
4. School head visited the testing rooms during the conduct of the test			

**ISSUES & CONCERNS:**

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\_\_\_\_\_  
(Signature Over Printed Name of the School Head)

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(Monitoring Personnel Signature Over Printed Name)