



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division
Superintendent

09 Aug 2024

DIVISION MEMORANDUM
SGOD No. **075** s. 2024

ADMINISTRATION OF THE NATIONAL CAREER ASSESSMENT
EXAMINATION (NCAE) 2024

To: Chief, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors/Principals In-Charge
Public and Private Secondary Administrators
Secondary Schools Cluster Heads
All Others Concerned

1. In reference to DepEd Memorandum No. 031, s. 2024 titled, **Administration of the National Career Assessment Examination (NCAE)**, this office through the School Management, Monitoring and Evaluation (SMME) shall facilitate the conduct of NCAE on August 15-16, 2024, through a paper-based modality to all Grade 10 learners who are currently enrolled in public schools and private schools with government permit or recognition.
2. The NCAE is designed to provide guidance to individual learners for their future educational and career choices and to provide a basis for profiling learners' aptitude in senior high school tracks.
3. Anent this, all secondary schoolheads are directed to accomplish the Google Sheet at <https://tinyurl.com/NCAE2024Personnel> on or before August 15, 2024 to account the total number of projected G10 learner examinees, room examiners, and other data needed. Only Grade 10 learners enrolled as of August 9, 2024, shall take the NCAE.
4. An online orientation shall be conducted by the division testing personnel to ensure the smooth conduct of the 2024 NCAE. Below is the schedule of distribution and retrieval of the test materials.

Activity	Date and Venue	Participants	Division Field Testing Personnel
NCAE Orientation (Online)	August 14, 2024	All Secondary School Heads or School Testing Coordinators	Rodel Catubay Jett Javellana Queenie Lorenzo Kate Abu
Distribution of Test Materials	August 13-14, 2024	Secondary School Heads	



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
Telephone Number: (083) 228-3801
Email Address: south.cotabato@deped.gov.ph



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Retrieval of Test Materials	August 16, 2024		
-----------------------------	-----------------	--	--

- Expenses incurred by the Division Testing Personnel relative to the conduct of the said activity shall be charged against Division MOOE/NASBE Funds while travelling expenses, snacks, meals, and other related expenses of school personnel during the conduct of the test shall be charged against their respective local funds/school MOOE/NASBE Funds subject to usual accounting and auditing rules and regulations.
- This memorandum shall also serve as travel authority of the identified personnel.
- Wide and immediate dissemination of and compliance with this memorandum are desired.

LEONARDO M. BALALA, CESO V
Schools Division Superintendent

Encl: N o n e
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

ASSESSMENT

LEARNERS

SCHOOLS

RHC/DM - administration of the 2024 national career assessment examination (NCAE)
0000/August 9, 2024