



Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
DIVISION OF CAVITE
Trece Martires City



MEMORANDUM

TO: Assistant Schools Division Superintendent
OIC, Assistant Schools Division Superintendent
Chiefs, CID/SGOD
Education Program/District Supervisors
Public/Private Secondary School Heads

FROM: 
CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent

SUBJECT: **DIVISION MONITORING OF THE 2015 NATIONAL CAREER ASSESSMENT EXAMINATION (NCAE) FOR GRADE 9 STUDENTS**

DATE: August 19, 2015

Pursuant to DepEd Memorandum No. 75, s. 2015, the 2015 National Career Assessment Examination (NCAE) for Grade 9 students, this Office will conduct monitoring of both Public and Private Secondary Schools on August 26, 2015.

This activity aims to ensure the proper implementation of the set of National Education Testing and Review Center NETRC guidelines in the administration of the NCAE. It is encouraged that monitoring officials exhaust all means to cover as many school as possible in their assigned municipalities.

The following are the monitoring officials per municipalities.

MUNICIPALITIES	EDUCATION PROGRAM SUPERVISORS	PUBLIC SCHOOL DISTRICT SUPERVISORS
Trece Martires City	Dr. Elpidia B. Bergado	Josefa T. Co
Amadeo	Cresencia P. Nazareno	Amelita P. Peñalba
Tagaytay City		
Rosario		Diana P. Topacio Merle A. Baybay
Silang	Dr. Carmencita P. Tosco	Eleuteria M. Pasiolan Irma O. Ejanda Liberato Rogacion Nancy S. Marasigan
Carmona		Cecilia A. Alvarez
GMA	Dr. Eduarda M. Zapanta	Milagros Baldoviso Amelita Buenavente
Alfonso		Milagros H. Norcio Susan A. Aquino
Maragondon	Dr. Rodolfo D. Cruz	Rowena A. Bobadilla Marcela Z. Dela Cruz

Indang	Arnel P. Zapanta	Divina A. Rosarda Marcos I. Ramos Carolina Magallanes
Naic		Elsa De Leon Saturnino Hernandez
Kawit	Estrellita M. de Vera	Yolanda R. Penales
Noveleta		Gerardo Umali
Gen. Emilio Aguinaldo	Emily R. Quintos	Florencia Gloriani
Tanza		Ma. Jovy P. Legazpi Edelisa Catacutan
Gen. Trias	Dr. Romeo E. Endraca	Edna A. Bayot Laura O. Garcia
Mendez		Ma. Victoria B. Maligayo
Magallanes	Wenifreda S. Diquit	Mary Ann Batino
Ternate		Gloria R. Mojica

Attached is the monitoring tool to be utilized by the monitoring officials during the activity.

For your information and guidance.



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION IV-CALABARZON



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2014 NATIONAL CAREER ASSESSMENT EXAMINATION (NCAE)
Monitoring Form

Testing Program: NCAE (Grade 9)
Division: _____

Date of Testing: _____
Testing Center: _____

1. Number of Testing Room: Morning session _____ Afternoon session _____
2. Total Enrolment/registrants of (grade/year): _____
Male _____ Female _____ Total _____
3. Total Number of examinees: AM session: _____ PM session: _____
4. Total Number of absences: AM session: _____ PM session: _____
5. Time when the test materials were distributed to Room Examiners
AM session: From _____ to _____
PM session: From _____ to _____

Pre-test Activities on Examination Day

Describe the pre-test activities in terms of the following:	Sufficient	Insufficient	Number of Needed additional copies	Room number with Insufficiency
1. Sufficiency of Test Materials				
1.1 Test Booklet				
1.2 Scannable Answer Sheet				
1.3 Seat Plan				
1.4 Examiners Handbook				

	Yes	No
2. Was there a problem met on the used school ID in the packing of test materials? If yes, state the problem met _____		

	Evident	Not Evident
3. Testing Rooms are ready: 3.1 The first and the last row of seats are close as possible to the walls to allow enough space 3.2 Lists of Examinees at the door of each testing room are posted already		

Test Proper

Rate the examiners based on the following aspects:	Evident	Not Evident
1. Testing discipline is imposed strictly. 1.1 No unnecessary noise while the exam is in progress 1.2 Cheating in any form is strictly prohibited (e.g. talking to co-testees, use of dictionary, cell phone, calculator, and the like		
2. Refraining from the following are strictly followed: 2.1 Reading/copying test items in the test booklet 2.2 Explaining/translated to the examinees certain words/used in the item		
3. Room Examiners keep custody of the TBs and ASs		

Other Findings/Observations:

Monitoring Official