



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



November 14, 2016

DIVISION MEMORANDUM

No. 0139s. 2016

**DIVISION ORIENTATION FOR 2016 NATIONAL CAREER ASSESSMENT  
EXAMINATION (NCAE) ADMINISTRATION**

To: Assistant Schools Division Superintendent  
OIC, Assistant Schools Division Superintendent  
Chiefs, CID / SGOD  
Secondary School Heads  
Public and Private Schools

1. In preparation for the national administration of National Career Assessment Examination on December 7-8, 2016, there will be an orientation for secondary school heads on November 18, 2016 at the Division Library Hub ( Bulwagang Tanglaw) from 8:00 AM to 5:00 PM.
2. The participants will be the private school heads who will serve as chief examiners (1 only) and the public school heads with their school's testing coordinators (2 per school only) and one (1) public schools district supervisor (PSDS) per municipality.
3. In order to facilitate the orientation and meeting of school heads per municipality, the following schedule will be followed:
  - a. November 18, 2016 8:00 to 10:00 AM SOUTH UNIT SCHOOLS
  - b. November 18, 2016 10:00 to 12:00 AM EAST UNIT SCHOOLS
  - c. November 18, 2016 1:00 to 3:00 PM NORTH SCHOOLS with GEN. TRIAS SCHOOLS
  - d. November 18, 2016 3:00 to 5:00 PM SCHOOLS from TANZA, NAIC and TRECE M. C.
4. It is requested that the school heads will be submitting their updated number of grade nine students in hard copy upon registration.
5. Immediate dissemination and compliance to this Memorandum is highly expected.

*for dissemination*  
CHERRYLOU D. DEMESA *CD*  
OIC, Schools Division Superintendent