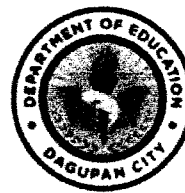




Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region I  
**SCHOOLS DIVISION OFFICE**  
**DAGUPAN CITY**



**DIVISION MEMORANDUM No. 343, s. 2018**

**To:** Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Public and Private Secondary School Heads  
 Public Elementary School Heads  
 All Others Concerned

**RELEASED**  
 DEFED  
 DATE: 10-02-18  
 5:00  
 T#1795

**From:** Office of the Schools Division Superintendent

**Subject:** Administration of NCAE 2018


**Date:** October 2, 2018

1. The administration of the **National Career Assessment Examination for Grade 9 students**, SY 2018 – 2019, is tentatively scheduled this November, 2018.
2. Public and private secondary school heads are hereby required to submit the report on enrolment for Grade 9 and the list of school testing team members following the template below:

Enrolment in Grade 9 SY 2018-2019	Chief Examiner (School Head) Contact Number	School Testing Coordinator Contact Number	Room Examiners Contact Number	Reserved Room Examiners Contact Number

3. The number of Room Examiners can be determined by using the following formula:  

$$\frac{\text{Grade 9 Enrolment}}{30}$$
4. Public and private secondary schools should likewise submit the names of reserved room examiners as our contingency during the actual administration of NCAE 2018. For public schools, two (2) reserved room examiners are needed while for the private schools, one (1) reserved room examiner is required.
5. Submit the report to the Schools Division Office (SDO), Dagupan City c/o Isagani D. Rosario, SEPS/Division Testing Coordinator (DTC), on or before **October 15, 2018**.
6. Immediate and widest dissemination of the contents of this Memorandum is enjoined.

  
**DR. LORNAG. BUGAYONG, CESO VI**  
 Schools Division Superintendent