

## DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City

**DIVISION MEMORANDUM**  
No. 620 s.2014

NOV 13 2014

**REITERATING DEPED ADVISORY RE: CONDUCT OF THE  
2014 NATIONAL CAREER ASSESSMENT (NCAE),  
DISTRIBUTION AND RETRIEVAL  
OF TEST MATERIALS**

**TO: Assistant Superintendents  
Division Supervisors/Coordinators  
Secondary School Heads  
Heads, Private Secondary Schools**

1. To reiterate the DepEd Advisory of the Office of Undersecretary Francisco M. Varela, dated September 18, 2014, the conduct of the **SY 2014 -2015 National Career Assessment Examination (NCAE) will be on November 19, 2014 (Wednesday)**.
2. Relative to this, this Office announces the schedule of the distribution and retrieval of the test materials at Lipata Central Elementary School, Minglanilla, Cebu on the following dates;

### DISTRIBUTION

**November 14 - 15, 2014** \_\_\_\_\_ **Municipalities of Island Schools**

**November 17 - 18, 2014** \_\_\_\_\_ **Municipalities of Mainland Schools**

### RETRIEVAL

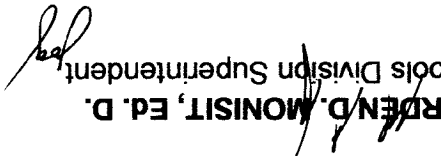
**November 19 - 21, 2014** \_\_\_\_\_ **Municipalities of Mainland Schools**

**November 21 - 22, 2014** \_\_\_\_\_ **Municipalities of Island Schools**

3. Distribution and retrieval of test materials shall be done by municipalities through the secondary lead school principals with the secondary school lead guidance counselors.

4. Secondary lead principals are enjoined to coordinate, arrange and manage the distribution and retrieval of test materials in their respective areas.
5. All school heads/school testing coordinators are held responsible in the proper and smooth conduct of the national career assessment examination.
6. School heads are reminded that the submission of the List Of Examiners W/ School Assignment is a **must**. The submission/acceptance of the said list is extended until the dates for distribution or retrieval of test materials.
7. Immediate and wide dissemination of this Memorandum is desired.

ARDEN D. MONISIT, Ed. D.  
 Schools Division Superintendent



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