



Republic of the Philippines
Department of Education
Region VII, Central Visayas



DIVISION OF CEBU PROVINCE
Sudlon, Lahug, Cebu City

August 20, 2015

Division Memorandum
No. 515 s. 2015

**DISTRIBUTION AND RETRIEVAL OF 2015 NATIONAL CAREER
ASSESSMENT EXAMINATION (NCAE) TEST MATERIALS**

**To: Assistant Superintendent
Education Supervisors/Coordinators
Secondary School Heads
Heads, Private Secondary Schools**

1. In line with the conduct of the SY 2015 – 2016 National Career Assessment Examination (NCAE) on August 26, 2015 (Wednesday), this Office announces the schedule of the distribution and retrieval of the test materials at the Division Office, Sudlon, Lahug, Cebu City on the following dates:

DISTRIBUTION

August 22, 2015 ----- Municipalities of Island Schools

August 24 – 25, 2015 ----- Municipalities of Mainland Schools

RETRIEVAL

August 27 – 28, 2015 ----- Municipalities of Mainland Schools

August 29 – 30, 2015 ----- Municipalities of Island Schools

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

4. All school heads/school testing coordinators are held responsible in the proper and smooth conduct of the national career assessment examination.
5. Secondary lead school principals are advised to coordinate, arrange and manage the distribution and retrieval of test materials in their respective areas.
6. School heads shall submit the List Of Chief Examiners W/ School Assignment on or before the distribution of test materials.
7. Immediate and wide dissemination of this Memorandum is desired.


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

