



Republic of the Philippines

Department of Education

Region VII, Central Visayas

**DIVISION OF CEBU PROVINCE**

Sudlon, Lahug, Cebu City



December 3, 2018

**DIVISION MEMORANDUM**

No. 858 s. 2018

**ORIENTATION OF NATIONAL CAREER ASSESSMENT AND EXAMINATION  
( NCAE) for GRADE 9**

**TO : Assistant Superintendent  
Chiefs, CID and SGOD  
Education Program Supervisors/Coordinators  
SEPS and EPS II  
District Supervisors/Secondary School Heads  
Heads, Private Schools**

1. The field is hereby informed of the schedule for the Orientation of the National Career Assessment and Examination (NCAE) for **GRADE 9 on December 10, 2018 at the Minglanilla Central Elementary ( Minglanilla 1) School Gabaldon Building.**
2. Participants to the said orientation are the SCHOOL HEADS of all Public and Private Secondary Schools of this Division.
3. School Heads required to report to the venue on time and are further advised to bring the following during the orientation:
  - List of Takers ( 30 in a room and arranged alphabetically regardless of gender)
  - List of Examiners
4. The orientation is scheduled in the following manner:
  - SOUTH DISTRICTS - MORNING SESSION
  - NORTH DISTRICTS -AFTERNOON SESSION
5. District Supervisors concerned are directed to supervise the preparation of the conduct of the said examination in their respective schools and districts.
6. Test materials will be distributed right after the orientation at Lipata Central Central Elementary School.

7. Travelling expenses, morning and afternoon snacks of the participants shall be charged against **BEA Funds**, subject to its availability and the usual accounting and auditing rules and regulations.

8. This memorandum serves as participants' **Authority to Travel**.

9. Immediate dissemination of and strict compliance with this Memorandum is directed.

  
**RHEA MAR A. ANGTUD, Ed.D., CESO VI**  
Schools Division Superintendent 

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|  |                |
|--|----------------|
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