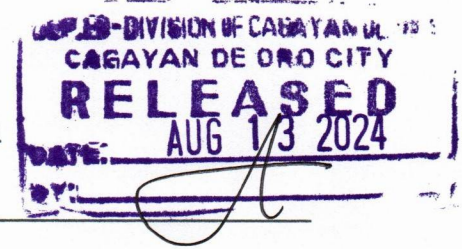




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



August 09, 2024

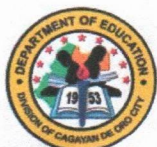
DIVISION MEMORANDUM

No. 572 s. 2024

**TESTING PERSONNEL, PROCTORS ASSIGNMENT AND TEST MATERIALS
REALLOCATION PLAN FOR THE ADMINISTRATION OF THE NATIONAL
CAREER ASSESSMENT EXAMINATION (NCAE)**

TO: Assistant Schools Division Superintendent
Chief Education Supervisor - CID
Chief Education Supervisor - SGOD
Education Program Supervisors
Public Schools District Supervisors
Division Testing Coordinator
Division Testing Personnel
School Heads, Public Secondary Schools
School Heads, Private Secondary and Senior High Schools

1. The National Career Assessment Examination (NCAE) for SY 2024-2025 shall be conducted on **August 15-16, 2024**. It is a **two-day exam** to be taken by **ALL CURRENTLY ENROLLED GRADE 10 LEARNERS IN BOTH PRIVATE AND PUBLIC SCHOOLS**.
2. To ensure compliance to the guidelines, below are the testing personnel and school partners for the Room Examiners and Room Supervisors assignment in Table 1.
3. The School Head as the Chief Examiner of the school shall receive the test materials on the first day of the actual test date. The venue for the distribution of test materials shall be at the **Division Office**, Division of Cagayan de Oro City, KM5, Fr. William Masterson Ave., Upper Balulang, Cagayan de Oro City. **Distribution of the test materials start at 5:30 AM on the first day of the exam, August 15, 2024. The said testing materials shall be returned on the second day, August 16, 2024 starting 1PM at the same venue.**
4. The participating schools are requested to conduct school-based orientation to prepare the testing personnel and the target takers on the guidelines. Schools are also encouraged to conduct sessions to strengthen the target takers' readiness through test taking strategies and simulation.



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5. In adherence to Equal Opportunity Policy (EOP), inclusive and fair treatment are accorded to all concerned regardless of age, gender, sexual orientation, disability, religion and ethnicity.
6. Immediate dissemination and compliance to this memorandum is required.


ROY ANGELO E. GAZO
Schools Division Superintendent

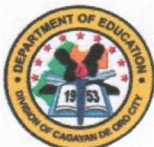
Encl: as stated

Reference: None

To be indicated in the Perpetual Index
under the following subjects:

TESTING NCAE

ECHR/DM-Testing
August 09, 2024



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Table 1.

DIVISION TESTING PERSONNEL
August 15-16, 2024

Schools Division Superintendent	Roy Angelo E. Gazo
Asst. Schools Division Superintendent	Audie S. Borres
Chief – SGOD	Rosalio R. Vitorillo
Chief – CID	Jean S. Macasero
Division Testing Coordinator	Eleanor Consejo H. Rollan
BEA Funds Processing Incharge	Arnel Calubag, Accountant Romiel Vallente, Budget Officer Gemma Pajayon, Cashier
Support Staff (Distribution and Retrieval of Testing Materials, housekeeping)	Amor Radaza Ryan Sambaan Gemma Pajayon Lilibeth Logronio Ignacio Gabule Gleven Chito Manaug Noelfred Balarote Agustin Patlunag Ferdinand Ramoso Jimbo Casinillo Jason Rabanes Division Office Utility personnel
Monitoring	Public Schools District Supervisors Education Program Supervisors SGOD Personnel



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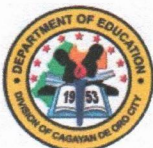


Republic of the Philippines
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REGION X
DIVISION OF CAGAYAN DE ORO CITY

2024 NCAE ROOM EXAMINER ASSIGNMENT

TESTING CENTER (PUBLIC SCHOOLS)	NO. OF ROOM EXAMINERS NEEDED	NO. OF ROOM SUPERVISORS NEEDED	PARTNER SCHOOL WHO WILL PROVIDE ROOM EXAMINERS TO THE TESTING CENTER
Agusan NHS	14	1	Lapasan NHS-15
Lapasan NHS	14	1	Agusan NHS-15
Gusa RSHS	8		East Gusa NHS-8
East Gusa NHS	18	2	Gusa RSHS- 14, FS Catanico-6
FS Catanico Annex	2		East Gusa NHS-2
Camansi Extension	1		FS Catanico Annex-1
Puerto NHS	11	1	Balubal-5, Tablon-6
Tablon NHS	6		Puerto NHS-6
Balubal NHS	6		Tablon NHS-6
Bugo NHS	14	1	Cugman NHS-15
Cugman NHS	12	1	Bugo NHS-13
Pagatpat NHS	5		San Simon NHS-3, Baikingon NHS -2
San Simon NHS	1		Pagatpat NHS-1
Bulua NHS	25	3	Carmen NHS -13, Iponan NHS -15
Patag Annex	5		Carmen NHS-5
Carmen NHS	16	1	Bulua NHS-18
Iponan NHS	13	1	Bulua NHS-14
PN Roa Sr. HS	16	1	Canitoan NHS-8 Balulang NHS-9
Canitoan NHS	10	1	PN Roa Sr. HS-11
Balulang NHS	7		Canitoan NHS-7
Indahag NHS	14	1	Camaman-an NHS-7, CDOJHS-8
Camaman-an NHS	7		Indahag NHS-7
Macapaya Extension	1		Indahag NHS-1
CDONHS-JHS	34	3	Macasandig NHS-18, Camaman-an NHS- 19
Macasandig NHS	9		CDONHS-JHS-9
Kauswagan NHS	17	1	Bayabas NHS-10, Bonbon NHS-8
Bayabas NHS	6		Kauswagan NHS-6
Bonbon NHS	5		Kauswagan NHS-5
Macabalan NHS	8		Puntod NHS-4, Angeles Sisters NHS-4
Puntod NHS	6		Macabalan NHS-6
Angeles Sisters NHS	4		Macabalan NHS-4
Lumbia NHS	19	2	Pagalungan NHS- 4, Pigsag-an NHS- 3 Taglimao NHS -4, Tagpangi NHS -3 Tuburan NHS -3, Tumpagon NHS- 3
Pagalungan NHS	1		Lumbia NHS-1
Pigsag-an NHS	2		Lumbia NHS-2
Taglimao NHS	1		Lumbia NHS-1
Tagpangi NHS	2		Lumbia NHS-2
Tuburan NHS	2		Lumbia NHS-2
Tumpagon NHS	3		Lumbia NHS-2
Bayanga NHS	3		Mambuaya NHS-3



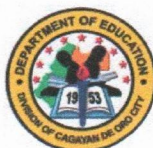
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Mambuaya NHS	6	Bayanga NHS-6
Tignapoloan NHS	1	Dansolihon NHS-1
Besigan NHS	2	Cadayonan IS-1, Dungguan IS-1
Dansolihon NHS	3	Tignapoloan NHS-3
Man-Ai NHS	2	Magayad IS-1
Baikingon NHS	2	Pagatpat NHS-2
Palalan NHS	1	Tablon NHS-1
IBA IS	1	Balongkot IS-1
Midkiwan IS	1	Mambuaya NHS-1
Magayad IS	1	Man-ai NHS-1
Dungguan IS	1	Besigan NHS-1
Cadayonan IS	1	Besigan NHS-1
Balongkot IS	1	Iba IS-1



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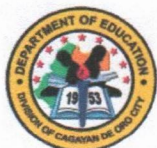


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REGION X
DIVISION OF CAGAYAN DE ORO CITY

2024 NCAE ROOM EXAMINER ASSIGNMENT

TESTING CENTER (PRIVATE SCHOOLS)	NO. OF ROOM EXAMINERS NEEDED	NO. OF ROOM SUPERVISORS NEEDED	PARTNER SCHOOL WHO WILL PROVIDE ROOM EXAMINERS TO THE TESTING CENTER
Oladesca-Legaspi Little Me, Inc.	1		CUBED-1
Lourdes College (Capistrano)	3		Pilgrim Christian School-3
CUBED (Corrales)	2		Little Me-2, SPC-1
Pilgrim Christian College	3		OCGS-3
Shekinah Glory Christian Academy	1		Sacred Heart of Jesus Montessori School-1
Mindanao Christ Gospel Academy, Inc.	1		Angelicum-1
Oro Christian Grace School	3		LC BED-3
The Fisher Valley Academy	1		Nanuri -1
Corpus Christi School (Macasandig)	4		AIE-1, XUJHS-3
St. Mary's School	2		XUJHS-2
Nanuri International School	1		The Fisher Valley-1
Sacred Heart of Jesus Montessori (Borja)	2		Shekinah -1, Montessori de Oro-1
International School	1		SMA (Carmen)-1
King of Zion School	1		St. Joseph-1
Southern de Oro Phils College	1		CUBED-1
Kong Hua School	4		SMA (Carmen)-3, IS-1
Liceo de Cagayan University	7		XUJHS-7
COC-PHINMA (Carmen)	4		Kong Hua-4
Golden Heritage Polytechnic College	2		Immanuel MIS-1, Merry Child-1
Immanuel Mission International School	5		Summer Hill-2, Golden Heritage-2, Rosevale-1
Summer Hill School Foundation, Inc.	1		Immanuel MIS-1
Rosevale School	1		Immanuel MIS-1
XU-JHS	15	2	CCS (Macasandig)-4, CCS (Pueblo)-4, Liceo-7, SMS-2
Corpus Christi School (Pueblo)	4		XU-JHS-4
Merry Child School	3		Blessed Mother-1, IMIS-2
Blessed Mother College	1		Merry Child-1
Philippine Southfield School	2		Sacred Heart (Bugo)-2
Sacred Heart (Bugo)	2		Philippine Southfield-2
Millenium Christian Academy	1		Evangelical Achiever's Academy-1
CDO-Academy for International Education	1		Corpus Christi (Macasandig)-1
St. Mary's Academy of Carmen	4		COC Carmen-4
Mindanao Business College	1		Lapasan Baptist Christian College-1
Angelicum Learning Centre	1		Mindanao Christ Gospel Academy-1
Lapasan Baptist Christian Academy	1		Mindanao Business College-1
St. Joseph School (Bugo)	1		King of Zion-1
Starland International School, Inc.	1		Vita Basic ES-1
Evangelical Achiever's Academy	1		Millenium-1
Vita Basic Educational School	1		Starland IS, Inc.-1
Montessori de Oro	1		Sacred Heart of Jesus (Borja)-1



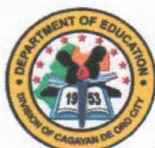
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NCAE TEST MATERIALS REALLOCATION PLAN
August 15-16, 2024

TESTING CENTER	TEST MATERIALS NEEDED	TO BORROW FROM
PUBLIC SCHOOLS		
Kauswagan NHS	1 TB2, 1 TB2, 1 AS	Bayabas NHS
Indahag NHS	5 TB1, 5 TB2, 9 AS	Macasandig NHS
Camaman-an NHS-Macapaya Extension	2 TB1, 2 TB2, 2 AS	Macasandig NHS
Baikingon NHS	6 TB1, 6 TB2, 11 AS	Iponan NHS
Canitoan NHS	3 TB1, 3 TB2, 5 AS	PN Roa NHS
Pigsag-an NHS	1 TB1, 1 TB2, 1 AS	Tumpagon NHS
San Simon NHS	1 TB1, 1 TB2, 2 AS	Iponan NHS
Tuburan NHS	6 TB1, 6 TB2, 11 AS	Taglimao NHS
Midkiwan IS	2 TB1, 2 TB2, 4 AS	Bayanga NHS
PRIVATE SCHOOLS		
COC-PHINMA	3 TB1, 3 TB2, 6 AS	Lourdes College
Corpus Christi School-Pueblo	4 TB1, 4 TB2, 7 AS	Corpus Christi School-Macasandig
Pilgrim Christian College	1 TB1, 1 TB2, 1 AS	Kong Hua School
Merry Child School	2 TB1, 2 TB2, 4 AS	Immanuel Mission School
St. Mary's School of CDO, Inc.	2 TB1, 2 TB2, 4 AS	Oro Christian Grace School
Olandesca-Legaspi Little Me Inc.	2 TB1, 2 TB2, 3 AS	Lourdes College
Summer Hill School Foundation, Inc.	1 TB1, 1 TB2, 2 AS	Millennium Christian Academy
CDO AIE	2 TB1, 2 TB2, 4 AS	Liceo de Cagayan University
Shekinah Glory Christian Academy	3 TB1, 3 TB2, 5 AS	Sacred Heart of Jesus Montessori
Nanuri International School	1 TB1, 1 TB2, 2 AS	The Fisher Valley Academy



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