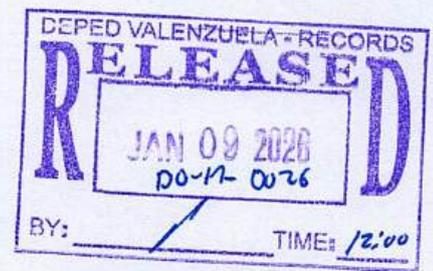




DepEd ICT Unit
Web Posted by: Ph
Control no.: 26-01B-031

Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF VALENZUELA CITY



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 0023 s. 2026

**ADMINISTRATION OF THE COMPUTER-BASED NATIONAL CAREER
ASSESSMENT EXAMINATION (CB-NCAE) FOR SCHOOL YEAR 2025-2026**

To: Assistant Schools Division Superintendent
CID and SGOD Chief Education Supervisors
Public and Private Secondary School Heads
Division and School Testing Coordinators
Division and School ICT Coordinators
All Others Concerned

1. The Computer-Based National Career Assessment Examination (CB-NCAE) for SY 2025-2026 shall be administered to all identified Grade 10 learners in both public and private secondary schools from January 12, 2026 to February 27, 2026.
2. All available DepEd-issued laptops in the schools shall be gathered and utilized as spare units for the entire duration of the examination. These laptops shall serve as backup units in case of technical issues, including power interruptions.
3. Learners may be allowed to voluntarily use their own tablets with a stable internet connection during the examination, subject to school validation and existing examination protocols.
4. To ensure a more stable internet connection during the administration of the CB-NCAE, schools are directed to temporarily disconnect internet access in non-testing offices. Internet connectivity in these offices shall be restored after the last day of the examination.
5. Schools are strongly encouraged to enhance their wired or wireless internet connectivity, particularly if the current bandwidth cannot accommodate the allocated number of examinees per testing session.
6. The Bureau of Education Assessment (BEA) and Division Representatives, in coordination with the Public Schools District Supervisors and Education Program Supervisors, shall monitor the conduct, administration, and implementation of the examination.
7. Attached for reference are the following:
 - a. List of Participating Schools;
 - b. General schedule mapping of each school with the allocated number of examinees per day;
 - c. List of Monitoring Team members; and
 - d. Monitoring tools and important reminders.



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8. Expenses incurred relative to the conduct of this activity shall be charged to downloaded funds and local funds, subject to the usual accounting and auditing rules and regulations.
9. Immediate and wide dissemination of this Memorandum is hereby enjoined.

NOEL D. BAGANO
Schools Division Superintendent

Encl.: List of Participating Schools, General Schedule Mapping, List of Monitoring Team Members, Monitoring Tools and Important Reminders

References: BEA Advisory No. 4, s. 2025

To be indicated in the Perpetual Index under the following subject
CB-NCAE ASSESSMENT

JUL/SGOD January 7, 2025



Republic of the Philippines
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SCHOOLS DIVISION OFFICE OF VALENZUELA CITY

Enclosure A: List of Participating Schools

PUBLIC SCHOOLS

| CONGRESSIONAL DISTRICT I - UNIT I | | |
|---|--------------------------|--------------------|
| SCHOOL | SCHOOL HEAD | CONTACT NO. |
| Arkong Bato NHS | Ms. Juliana T. Alvarez | 8260-7510 |
| Dalandanan NHS | Mr. Jonathan O. Lagdamen | 8373-0905 |
| Malanday NHS | Mr. Domingo A. Lozande | 8282-3455 |
| Malinta NHS | Mr. Cesar C. Villareal | 7121-6556 |
| Malinta NHS-SHS | Ms. Rowena E. Cristobal | 7121-6556 |
| Polo NHS | Dr. Djoana L. Poja | 8551-9661 |
| Val. City School of Mathematics & Science | Mr. Jaime S. De Vera Jr. | 8291-5591 |
| Veinte Reales NHS | Mr. Nolasco H. Sablan | 8248-1862 |
| Wawangpulo NHS | Mr. Silverio M. Agustin | 8536-3060 |

| CONGRESSIONAL DISTRICT I - UNIT II | | |
|---|----------------------------------|--------------------|
| SCHOOL | SCHOOL HEAD | CONTACT NO. |
| Bignay NHS | Mr. Rudy F. Falcunitin | 8521-3613 |
| Canumay East NHS | Ms. Serafin S. Raymundo | 7092-4358 |
| Canumay West NHS | Ms. Ma. Czarina P. Cruz | 8244-3088 |
| Disiplina Village Bignay NHS | Mr. Joseph A. Tanagan | 8241-9439 |
| Lawang Bato NHS | Mr. Edwin L. Valera | 8552-1671 |
| Lingunan NHS | Mrs. Amelita V. Yumang | 8373-2920 |
| Punturin SHS | Mr. Odelon B. Penaflorida | 8291-5875 |
| Vicente P. Trinidad NHS | Mr. Alvin Patrick Q. Peñaflorida | 8423-8041 |

| CONGRESSIONAL DISTRICT II - UNIT I | | |
|---|------------------------------|--------------------|
| SCHOOL | SCHOOL HEAD | CONTACT NO. |
| Caruhatan NHS | Dr. Virginia O. Alacon | 8291-7417 |
| Gen.T. De Leon NHS | Mr. Eddie A. Alarte | 8293-9850 |
| Maysan NHS | Ms. Irene L. Pantorillo | 8470-2083 |
| Parada NHS | Mrs. Eleonor S. Santos | 8283-7450 |
| Valenzuela NHS | Dr. Ma. Christina C. Salonga | 8294-3183 |

| CONGRESSIONAL DISTRICT II - UNIT I | | |
|---|--------------------------------|--------------------|
| SCHOOL | SCHOOL HEAD | CONTACT NO. |
| Bagbaguin NHS | Mrs. Maria Patricia S. De Vera | 8521-1628 |
| Justice Eliezer delos Santos NHS | Mrs. Edelina I. Goloso | 8637-5761 |
| Mapulang Lupa NHS | Mrs. Lilia H. Jaime | 8290-0426 |
| Paso De Blas NHS | Mr. Jumel L. Reyes | 8398-7897 |
| Sitero Francisco Memorial NHS | Dr. Christopher J. Delino | 8567-2473 |



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PRIVATE SCHOOLS

| CONGRESSIONAL DISTRICT 1 | | | |
|---------------------------------|---|--|---|
| 1 | Bobby and Kates Academy, Inc. | # 5 A L San Diego St., Canumay West, Valenzuela City | Mrs. Cresencia D. San Andres |
| 2 | Charis Christian School of Val., Inc. | # 11 Mulawinan St., Lawang Bato, Valenzuela City | Mrs. Annalyn DC. Lim |
| 3 | Children of Mary Immaculate College | # 22 Maysan Road, Malinta, Valenzuela City | Ms. Aiza D. Pabayao |
| 4 | Claremont School of Valenzuela City, Inc. | #Blk. 46-47 Lot 1 to 7 Sassafras St., Grand Cedar Homes, Brgy. Bignay, Val. City | Ms. Irene Jane S. Ocampo |
| 5 | Divine Mercy Academy of Valenzuela, MM, Inc. | # 306 Galas St., Bignay, Val. City | Ms. Catherine Joy Amparo (Adm) Ms. Cecilia Molina (Prin.) |
| 6 | Emmaus Christian Schools, Inc. | # 309 M.H. Del Pilar S., Malanday, Valenzuela City | Mrs. Diosafancia F. Conanan |
| 7 | La Consolacion College Valenzuela, Inc. | St. Jude St., Malinta, Val. City | Sr. Leonida L. Macias, OSA |
| 8 | Mary Immaculate School of Valenzuela | Dulong Tangke, Malinta, Val. City | Mrs. Victoria Panturilla |
| 9 | Messiah School Foundation Inc, | # 64 Donesa, Canumay West, Val. City | Mrs. Jenny Iris Peter-Edrosolo |
| 10 | Nuestra Señora De Guia Academy, Inc. | # 33 P. Deato St., Balangkas, Val. City | Ms. Jenica Marie C. Celedonio |
| 11 | San Diego Parochial School, Inc. | Poblacion I, Polo, Val. City | Sr. Susana B. Bundoc, OP |
| 12 | St. Gregory College of Valenzuela, Inc. | # 162 P. Faustino St., Punturin, Val. City | Mrs. Maxima G. Carlos |
| 13 | St. Joseph School of Lawang Bato, Inc. | Mulawinan St., Lawang Bato, Val. City | Mrs. Fortunata T. Gonzales |
| 14 | St. Michael Academy of Valenzuela Inc.- Malinta | CJ Santos St., Danding Drive, Pob. II, Malinta, Val. City | Mrs. Estelita Centeno |
| 15 | St. Michael School of Canumay, Inc. | # 10 B San Jose cor Donesa St., Canumay, Val. City | Mrs. Michelle Ciriaco |



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| CONGRESSIONAL DISTRICT II | | | |
|----------------------------------|---|--|--|
| 1 | Corinthian School, Inc. | MNZ Bldg. II, GTDL, Val. City | Mr. Zacarias Quintin, Jr. (Prin.) Miss Edillita Alacapa (Vice Prin.) |
| 2 | Divine Word College of Valenzuela | # 391 P. De Guzman St., Parada, Val. City | Dr. Cecilia A. Matig-a |
| 3 | Montessori Academy of Valenzuela, Inc. | # 7 Gretchen Ave corner Karen Ave. Tañada Subd, Gen. T. De Leon, Val. City | Ms. Rachele Goco (School Directress) |
| 4 | New Prodon Academy of Valenzuela Inc. | # 2428 M. Delos Reyes St., Gen. T. De Leon, Val. City | Mrs. Erlinda S. Ongjunco |
| 5 | Our Lady of Fatima University | Fatima Avenue, Pag-asa Subd., Marulas, Val. City | Mr. Barry H. Dio (Prin.) |
| 6 | Our Lady of Lourdes College | # 5031 Gen. T. De Leon, Val. City | Ms. Belinda Nacua (Elem.) Dr. Michael Figueroa (Sec.) |
| 7 | Saint Mary's Angels College of Valenzuela, Inc. | P. Gomez St., Fortune Vill.7, Parada, Val. City | Mrs. Ma. Sheila R. Dayrit (Elem.) Mr. John Wilmer Vergara (Sec.) |
| 8 | St. Michael Academy of Valenzuela Inc.- Bagbaguin | # 41 Gen. Luis St., Bagbaguin, Val. City | Mrs. Estelita Centeno |
| 9 | St. Bernadette College of Valenzuela | # 6121 Gen. T. De Leon, Val. City | Dr. Jiezlyn B. Bernal (Elem,JHS) Dr. Jennieferlyn B. Bernal (SHS) |
| 10 | St. Catherine College of Valenzuela , Inc. | # 202 Sto. Rosario St., Mapulang Lupa, Val. City | Dr. Ma. Luz B. Dasmariñas |
| 11 | St. Joseph Academy of Valenzuela | # 1 Felipe St., Karuhatan, Val. City | Ms. Analiza L. Falculan (Prin.) |
| 12 | St. Louis College Valenzuela-Maysan | # 5 Maysan Rd., Val. City | Mr. Edelberto De Jesus (Prin.) |
| 13 | St. Therese of the Child Jesus Kidz Academy (Valenzuela) Inc. | # 20 Sto. Rosario St., Karuhatan, Val. City | Mrs. Valentina Francisco |
| 14 | Sto. Rosario Montessori School | # 1 Rd. 3 San Miguel Heights, Marulas, Val. City | Ms. Rowena L. Balgüe (Prin.) |
| 15 | Words of Wisdom Christian Academy, Inc. | #1008 B. Que Grande St., Ugong, Val. City | Ptr. Edith Bhojwani (Dir.) |



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Enclosure D: List of Monitoring Team Members

| SDO Overall Monitor |
|----------------------------|
| Mr. Noel D. Bagano |
| Dr. Filmore R. Caballero |
| Dr. Baltazar M. Gayem |
| Mr. Noel E. Reyes |
| Mr. Jayson U. Loayon |

| Congressional District I | |
|---------------------------------|-------------------------------|
| Unit I | Unit II |
| Dr. Editha Baesa | Dr. Grace I. Yumul |
| Dr. Ma. Teresita U. Pangan | Dr. Edna L. Llanera |
| Ms. Rosarie R. Carlos | Dr. Alfredo A. Galicia |
| Dr. Loreta L. Salvador | Ms. Marilyn B. Soriano |
| Dr. Maria Lea Q. Prondo | Dr. Myron Willie III B. Roque |

| Congressional District II | |
|----------------------------------|---------------------------------|
| Unit I | Unit II |
| Dr. Sofia SD. Quilbio | Dr. Domingo A. Lozande |
| Dr. Soliman II E. Rejuso | Dr. Walter H. Fabro |
| Dr. Melvin Willy II B. Melvin | Dr. Arnel L. Poja |
| Dr. Florita R. Matic | Dr. Leilanie Zoraida M. Mendoza |
| Dr. Salvador A. Gaban | Dr. Winnie F. Tudade |



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Enclosure D: Monitoring Tools and Important Reminders

CB-NCAE PREPARATION CHECKLIST

PLANNING AND COORDINATION

- Conduct coordination meetings/orientation with School Heads, Test Administrators, and ICT Officer.
 - Check the number of test takers against the availability of computer units per school.
 - Determine the number of session/s, need for transfer of learners, or additional equipment.
 - Identify possible computer/laptop units and other resources that can be temporarily transferred to schools with insufficient resources. (See Attachment A.)
 - Determine the number of learners that need to transfer within the same district. (See Attachment B.)
-

INFRASTRUCTURE

- Ensure availability of backup power sources such as generators.
 - Coordinate ahead of time with LGU/Meralco should there be any scheduled power interruption in the school.
 - Ensure all devices meet the required specifications and are fully functional. (See Attachment C.)
 - Test internet connectivity. Provide at least two Wi-Fi router or extender in each testing room. (See Attachment D.)
 - Inspect and prepare the testing room for adequate space, lighting, ventilation, and minimal distractions. (See Attachment E.)
-

EXAMINEE

- Conduct student orientation, mock tests, or practice sessions where applicable. (See Attachment F.)
- Provide the examinee information needed for the test. (See Attachment G.)
- Post the list of examinees with schedule and testing room assignment on the school bulletin board for public access. (Refer to CB-NCAE Form 3)
- Provide parental consent for transferring the learner to another school (if needed).
Prepare and disseminate the list of things to bring during the test:
 - School ID
 - Complete examinee information, including the top three courses of choice (See Attachment G.)
 - Snacks
 - Drinks



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Attachment A of CB-NCAE Preparation Checklist



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TRANSFER OF TESTING RESOURCES

1. Transfers must not disrupt regular school operations in both schools.
2. Transfers must be within the division and endorsed by the DTC and must be approved by the School Division Superintendent (SDS).
3. The DTC verifies the need and identifies the nearest school with available resources and coordinates with both schools on the transfer arrangement.
4. Transfers should be accessible and minimal travel distance, preferably within the same school district.



DepED



TRANSFER OF TESTING RESOURCES

5. The school may request testing resources from nearby schools if:
 - 5.1. There are insufficient working computer units.
 - 5.2. The backup equipment is unavailable (e.g. routers)
6. Transport must be supervised by the Division Information Technology Officer (DITO) and School Information and Communication Technology Coordinator of both schools.
7. The borrowing school is fully responsible for the borrowed equipment for pick up and return.



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Attachment B of CB-NCAE Preparation Checklist



DepED



TRANSFER OF LEARNERS

1. Transfers should prioritize the safety of learners.
2. Transfers should be allowed only if the receiving school is within the same district.
3. Transfers should be endorsed by the DTC and approved by the Schools Division Superintendents.
4. The school should ensure compliance with parental consent prior to the test administration schedule traveling to the testing center.
5. Examinees must travel in groups with assigned teachers for class management.



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TRANSFER OF LEARNERS

6. Examinees may be transferred if:
 - 6.1. The school does not have enough computer units to accommodate all examinees within the given schedule.
 - 6.2. The internet access is not available in the school location.
 - 6.3. The testing resources can not be brought to the school location.
7. Local funds may be utilized to supplement the PSF for the transportation of the learners.



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Attachment C of CB-NCAE Preparation Checklist



TECHNICAL REQUIREMENTS

1. Hardware

- 1.1. The 1:1 examinee-to-computer ratio per session is required.
- 1.2. There should be 5-10 buffer computer units.
- 1.3. The server should be tested before the mock test and actual test administration.
- 1.4. Use at least **30 working computer units** per session when available. If fewer, maximize available resources and ensure all examinees complete the test within the testing period.



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Attachment D of CB-NCAE Preparation Checklist



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TECHNICAL REQUIREMENTS

2. Connectivity

- 2.1. A minimum of 10 Mbps stable connection per 30-40 computer units is required.
- 2.2. At least 2 router/extender per computer room is recommended.

3. Power

- 3.1. A generator is recommended as back up in case there will be unexpected power interruptions.
- 3.2. Automatic voltage regulators per computer unit is recommended.



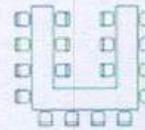
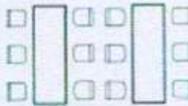
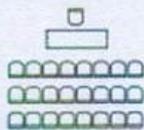
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Attachment E of CB-NCAE Preparation Checklist

DEPARTMENT OF EDUCATION

SEAT PLAN

1. Ensure one examinee per computer/laptop unit in each session.
2. Maintain **adequate spacing** between seats to prevent overlooking screens.
3. Arrange computer/laptop units in rows or columns with **clear walkways** for Test Administrators (*see sample plan below*).
4. Ensure that there are **dividers** to prevent examinees from looking each other, possible cause of distractions, and reduce cheating.
5. Seats should **not** block emergency exits or doors.
6. Test Administrator should have a **clear line of sight** to all screens.
7. ICT Officer should have an **accessible seat** near the back or side for **quick response** for troubleshooting.
8. **Assign a seat number** for each examinee and place the log in credentials in front of the computer/laptop unit before they enter the testing room.



BUREAU OF EDUCATION ASSESSMENT



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Attachment F of CB-NCAE Preparation Checklist

| DEPARTMENT OF EDUCATION | | | | |
|---|-------------|----------------|---|----------------------|
| TEST PROPER ACTIVITIES <i>(Test Script is provided in the handbook.)</i> | | | | |
| AM SESSION | PM SESSION | TIME ALLOTMENT | ACTIVITY | PERSON-IN-CHARGE |
| 8:00 am to 5:00 pm <i>(School Head Contextual Questionnaire)</i> | | | On the day of exam, provide the link to the School Head for the Contextual Questionnaire <i>*Submit within the testing day.</i> | DTC |
| 6:00-6:30 | 11:30-12:00 | 30 mins | Gathering of examinees and verification of identity (holding area) | TA/Support Staff/ITO |
| 6:30-6:40 | 12:00-12:10 | 10 mins | Entrance of examinees to the testing room and seating arrangement | |
| 6:40-7:00 | 12:10-12:30 | 20 mins | CBNCAE Testing Rules and Mechanics and Log In | TA, ITO |
| 7:00-7:15 | 12:30-12:45 | 15 mins | Accessing the NCAE course, read Part I : General Information and accomplishing Part II : Examinee's Descriptive Questionnaire (EDQ) | |
| 7:15-7:45 | 12:45-1:15 | 30 mins | Part III : Answering the following domains 1. Logical Reasoning(LR) | |
| 7:45-8:10 | 1:15-1:40 | 25 mins | 2. Abstract Reasoning (AR) | |
| BUREAU OF EDUCATION ASSESSMENT | | | | |

| DEPARTMENT OF EDUCATION | | | | |
|---|------------|----------------|---|------------------|
| TEST PROPER ACTIVITIES <i>(Test Script is provided in the handbook.)</i> | | | | |
| AM SESSION | PM SESSION | TIME ALLOTMENT | ACTIVITY | PERSON-IN-CHARGE |
| 8:10-8:40 | 1:40-2:10 | 30 mins | Numerical Reasoning (NR) | TA, ITO |
| 8:40-9:10 | 2:10-2:40 | 30 mins | Verbal Reasoning (English) | |
| 9:10-9:25 | 2:40-2:55 | 15 mins | BREAK | |
| 9:25-9:55 | 2:55-3:25 | 30 mins | Verbal Reasoning (Filipino) | |
| 9:55-10:20 | 3:25-3:50 | 25 mins | Spatial Reasoning (SR) | |
| 10:20-10:50 | 3:50-4:20 | 30 mins | Mechanical Reasoning (MR) | |
| 10:50-11:00 | 4:20-4:30 | 10 mins | Perceptual Accuracy and Response Efficiency (PARE) | |
| 11:00-11:30 | 4:30-5:00 | 30 mins | Part IV : Career and Occupational Role Explorer (CORE A and B) | |
| 11:30-11:40 | 5:00-5:10 | 10 mins | Log Out | |
| 11:40-11:45 | 5:10-5:15 | 5 mins | Dismissal | |
| BUREAU OF EDUCATION ASSESSMENT | | | | |



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Attachment G of CB-NCAE Preparation Checklist

EXAMINEE'S INFORMATION IN THE CB-NCAE

- Name (LN, FN, MI)
- Learner Reference Number (LRN)
- Birth Date
- Age
- Sex
- 2nd Quarter Grades in English/Reading, Science, Math, and Filipino
- Region and Division Code
- School ID
- For Private Schools: GASTPE grantee (Y/N)
- Night High School (Y/N)
- Open High School (Y/N)
- Indigenous People Group
- Special classes/programs
- Recipient of 4Ps
- Learner with Disability (Y/N)
- Top Three Preferred Courses to Take in College



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EXAMINEE'S INFORMATION IN THE CB-NCAE

List of Course to Choose from:

- Anthropology
- Applied Physics
- Applied Psychology
- Architecture
- Art Education
- Art History
- Art Studies (Art History, Interdisciplinary, Philippine Art)
- Biology
- Broadcast Communication
- Building Technology
- Business Administration
- Business Administration and Accountancy
- Business Economics
- Business Economics
- Business Management
- Chemical Engineering
- Chemistry
- Civil Engineering
- Clothing Technology
- Community Development
- Communication Research
- Community Nutrition
- Comparative Literature
- Computer Engineering
- Computer Science
- Creative Writing
- Economics
- Electrical Engineering
- Electronics Engineering
- Elementary Education
- English Studies: Language
- English Studies: Literature
- European Languages



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EXAMINEE'S INFORMATION IN THE CB-NCAE

List of Course to Choose from:

- Family Life and Child Development
- Filipino
- Film
- Food Technology
- Geodetic Engineering
- Geography
- Geology
- History
- Home Economics
- Hotel, Restaurant and Institutional Management
- Industrial Design
- Industrial Engineering
- Interior Design
- Journalism
- Juris Doctor
- Landscape Architecture
- Library and Information Studies
- Linguistics
- Malikhaing Pagsulat
- Materials Engineering
- Mechanical Engineering
- Mathematics
- Metallurgical Engineering
- Mining Engineering
- Molecular Biology and Biotechnology
- Music
- Painting
- Philippine Studies
- Philosophy
- Physical Education
- Physics
- Political Science
- Psychology
- Public Administration



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EXAMINEE'S INFORMATION IN THE CB-NCAE

List of Course to Choose from:

- Sculpture
- Secondary Education
- Social Work
- Sociology
- Speech Communication
- Sport Science
- Sports Studies
- Statistics
- Theatre Arts
- Tourism
- Visual Communication

List of TESDA Courses:

<https://car.tesda.gov.ph/tesdacar/list-of-tesda-courses/>

<https://upd.edu.ph/academics/undergraduate/>



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BUREAU OF EDUCATION ASSESSMENT

Office of the Director

Advisory No. 094, s. 2025

24 November 2025

ADVISORY

Additional Guidelines on the Administration of the Computer-Based National Career Assessment Examination (CB-NCAE) for School Year 2025-2026

The guidelines aim to ensure smooth, secure, and equitable testing while maximizing available resources and minimizing disruptions to school operations.

ASSESSMENT PLATFORM

1. The examinees shall use the DepEd Regional Learning Management System (LMS).
2. The platform can accommodate up to **3,000** examinees for each testing **session per region**.
3. To access the test, it is required to install the **Safe Exam Browser (SEB)**.
4. Stable internet connection is required.

TEST ADMINISTRATION PLAN

1. Region-Level

- 1.1. The CB-NCAE shall run from **December 9, 2025 to January 30, 2026** to all regions and divisions.
- 1.2. The *Regional Testing Coordinator (RTC)*, in coordination with the *Regional Information Technology Officer (RITO)*, is responsible for managing platform capacity and developing the testing schedule scheme to oversee the CB-NCAE test administration across all SDOs, by allocating the prescribed total number of examinees per day by division.
- 1.3. The examinees shall be grouped by division and school to evenly distribute the daily capacity limit of 3,000 per session.
- 1.4. The regional scheduling system shall be provided by the RTCs with the following information to the respective division:

| | |
|-----------------------------|--|
| Division | |
| Testing Center/School | |
| Mock Test Schedule | |
| Testing Date | |
| No. of Testing Session | |
| No. of Learners per Session | |





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BUREAU OF EDUCATION ASSESSMENT

Office of the Director

- 1.5. RTCs shall submit the Test Administration Plan to BEA through this link: <https://tinyurl.com/CBNCAE-Schedule1>

Note: Regions may use the following options:

- a. Selected schools across all divisions per day with a total of 6,000 test takers
- b. One or two divisions per day with 6,000 test takers

2. Division-Level

- 2.1. The Division Testing Coordinator (DTC), in coordination with the *Division Information Technology Officer (DITO)*, is responsible for cascading the testing schedule to respective schools.
- 2.2. The DTCs shall map all schools with computer laboratory facilities along with their capacity, internet stability, and power reliability.
- 2.3. The DTCs shall submit the **Form 1 - Test Administration Plan** containing the mapped schools' resources and school ICT coordinators to the RTC.

3. School-Level

- 3.1. Identify the number of functional computer units available.
- 3.2. Prepare the needed testing resources following the technical requirements.
- 3.3. Strictly follow the assigned testing date and session.
- 3.4. Submit the Form 1- Test Administration Plan containing the school's resources to the DTC.

ASSESSMENT PLATFORM WALKTHROUGH

1. A video of platform walkthrough shall be provided by BEA as supplementary material for learners and testing personnel.
2. To familiarize with the platform, **all Grade 10 learners** shall attend the **Assessment Platform Walkthrough and Test Orientation** to be conducted starting **December 1, 2025**, by schedule, at least a week prior to the actual administration of CB-NCAE in the respective division/school.
3. Schools should evaluate the readiness in the CB-NCAE administration by checking the following information:
 - 3.1. All examinees have working accounts,
 - 3.2. All computer units function properly,
 - 3.3. The internet connection is stable,
 - 3.4. The Test Administrator and ICT Coordinator are familiar with their roles and testing procedure,
 - 3.5. The examinees understand the interface of the assessment platform, and
 - 3.6. The school is ready for the CB-NCAE administration.





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TESTING SESSION

1. A fixed daily testing window shall be implemented to ensure standardization and technical monitoring. Each testing center may implement:
 - 1.1. **Two (2) sessions per day**
 - Morning Session: 6:30 a.m. to 11:30 a.m.
 - Afternoon Session: 12:00 n.n. to 5:00 p.m.
 - Daily Maximum: 3,000 test takers per session x 2 sessions = 6,000 test takers per day
 - 1.2. **One (1) session per day**
 - Either morning or afternoon session
 - Daily Maximum: 3,000 test takers per day
- Note: Mid-session (e.g. 9:00 a.m. to 3:00 p.m.) is not allowed as this will affect the fixed schedule of other schools.*
2. The schedule of the test includes preliminaries, practice test, test proper, posttest, and allowance in case of interruptions.

TECHNICAL REQUIREMENTS

1. Hardware

- 1.1. The 1:1 examinee-to-computer ratio per session is required.
- 1.2. There should be 5-10 buffer computer units.
- 1.3. The server should be tested before the platform walkthrough and actual test administration.
- 1.4. Use at least **30 working computer units** per session when available. If fewer, maximize available resources and ensure all examinees complete the test within the testing period.

2. Connectivity

- 2.1. A minimum of 10 Mbps stable connection per 30-40 computer units is recommended.
- 2.2. At least 2 router/extender per computer room is recommended.

3. Power

- 3.1. A generator or UPS is recommended as back up in case there will be unexpected power interruptions.
- 3.2. An automatic voltage regulator per computer unit is recommended.



2/F Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City 1600
Telephone No.: (02) 8631-6921 (Telefax); 8631-2588; 8631-2589; 8631-2571; 8631-2591
Email Address: bea.od@deped.gov.ph; bea.ead@deped.gov.ph; bea.erd@deped.gov.ph
f DepEd Philippines @depedphilippines @DepEd_PH www.deped.gov.ph



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USER REGISTRATION

1. Division-Level

- 1.1. The DTC and DITO shall give the instructions to the schools on the mode of submission of the CB-NCAE Form 2- User Registration Form (URF).
- 1.2. The DTC shall enroll the examinees in the CB-NCAE course which will be accessible on December 04, 2025.
- 1.3. The DITO shall enroll the examinees in the LMS by creating a user account which will be accessible on December 04, 2025.
- 1.4. The DTC and DITO shall inform the schools about the status of the examinees' enrollment and give a copy of the user accounts.

2. School-Level

- 2.1. The School ICT Coordinator or School Testing Coordinator shall verify the existence and accessibility of the user accounts of the examinees.
- 2.2. The CB-NCAE Form 2- User Registration Form (URF) shall be completed by the School ICT Coordinator or School Testing Coordinator. Instructions on how to accomplish this are indicated in the file.
- 2.3. The Form 2 shall be submitted to the Division Testing Coordinator (DTC) and Division Information Technology Officer (DITO), either through email or forms.

TRANSFER OF TESTING RESOURCES

1. The school may request testing resources from nearby schools if:
 - 1.1. There are insufficient working computer units.
 - 1.2. The backup equipment is unavailable (*e.g. routers*).
2. Transfers must not disrupt regular school operations in both schools.
3. Transfers must be within the division and endorsed by the DTC and must be approved by the School Division Superintendent (SDS).
4. The DTC verifies the need and identifies the nearest school with available resources and coordinates with both schools on the transfer arrangement.
5. Transfers should be accessible and minimal travel distance, preferably within the same school district. Information and Communication Technology Coordinator of both schools.
6. The borrowing school is fully responsible for the borrowed equipment for pick up and return.
7. The use of personal devices may be allowed for schools with limited computer resources with the following conditions:
 - 7.1. The use of personal devices is voluntary and not required.





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- 7.2. The learners may use the following devices, subject to school approval:
 - Laptops (*Windows, macOS, Linux*)
 - Tablets (*Android, iPadOS*)
- 7.3. The School ICT Coordinator should conduct device compatibility checks at least one week before the test.
- 7.4. The devices must be inspected by the School ICT Coordinator before entry to the testing room.
- 7.5. The device shall only be used for test related activity during the examination.
- 7.6. The school must ensure that any temporary files/cache created during testing are cleared.
- 7.7. The learners and parents/guardians assume responsibility for the safety and condition of personal devices.
8. A transportation subsidy for the test materials can be used for the transfer of testing resources that was included in the downloaded Program Support Funds (PSF). The guidelines for the use of the PSF may be accessed through this link: tinyurl.com/NASBEPsfirststandsecondtranches.
9. Local funds may also be utilized to supplement the PSF for the transportation.

TRANSFER OF LEARNERS

1. Examinees may be transferred if:
 - 1.1. The school does not have enough computer units to accommodate all examinees within the given schedule.
 - 1.2. The internet access is not available in the school location.
 - 1.3. The testing resources cannot be brought to the school location.
2. Transfers should prioritize the safety of learners.
3. Transfers should be allowed only if the receiving school is within the same district.
4. Transfers should be endorsed by the DTC and approved by the Schools Division Superintendents.
5. The school should ensure compliance with parental consent prior to the test administration schedule traveling to the testing center.
6. Examinees must travel in groups with assigned teachers for class management.
7. Local funds may be utilized to supplement the PSF for the transportation of the learners.





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RESCHEDULING OF TEST

The following unforeseen circumstances are to be considered in rescheduling the test:

1. The learner/s is/are sick.
2. Natural calamities (e.g. earthquake, typhoon, pandemic)
3. Unexpected power and internet interruption.
4. System downtime or server malfunction.
5. The rescheduled test will be conducted until the day after the schedule of the last school in the division.

PROGRAM SUPPORT FUNDS

1. The allotment is a subsidy for the data collection in schools on the administration for NCAE. It only includes the Orientation and Testing Center Preparation Subsidy.
2. The Orientation and Testing Center Preparation subsidy shall be provided to the required testing personnel as compensation for their attendance. Each personnel shall receive an amount of Eight Hundred Pesos (PhP800.00) based on approved authority.
3. The one day in-person Division-wide orientation and testing center preparation is required to be attended only by the following testing personnel:

| Designation | No. of Pax |
|---|------------|
| Schools Division Superintendent (SDS) | 1 |
| Division Testing Coordinator (DTC) | 1 |
| Private School Supervisor (PSS) | 1 |
| School Head or representative of the testing center | 1 |
| Support Staff (per SDO) | 2 |

Note: The Division Information Technology Officer (DITO) shall automatically be considered as one of Support Staff as cited in the PSF guidelines.

4. A contingency for other administrative expenses is included in the downloaded funds. This fund may be used to pay other administrative expenses for national-assessment-related activities such as supplies and materials (e.g., pens and adhesive tapes), communication expenses, and additional human resources for logistics, technical, and administrative support during the test registration and administration.





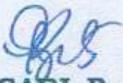
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5. Other details about the use of the PSF is outlined in **BEA-2025-10-2893**.

For any clarifications, you may contact the Education Assessment Division of this Bureau through bea.ead@deped.gov.ph or call (02) 8631-2589.

Immediate dissemination of and compliance with this Advisory are desired.


KEVIN CARL P. SANTOS, PhD
Director IV 

Attachment: Summary of CB-NCAE Forms to be submitted



2/F Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City 1600
Telephone No.: (02) 8631-6921 (Telefax); 8631-2588; 8631-2589; 8631-2571; 8631-2591
Email Address: bea.od@deped.gov.ph; bea.ead@deped.gov.ph; bea.erd@deped.gov.ph
 DepEd Philippines  @depedphilippines  @DepEd_PH  www.deped.gov.ph



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Summary of CB-NCAE Forms

All Forms are available in the CB-NCAE Orientation Materials drive.

| FORMS | | WHEN | TO BE PREPARED BY | TO BE SUBMITTED TO |
|-------|--|-------------|--|--|
| 1 | Test Administration Plan | Pretest | Regional Testing Coordinator (RTC) | Bureau of Education Assessment (BEA) |
| | | | Division Testing Coordinator (DTC) | RTC |
| | | | School Heads | DTC |
| 2 | User Registration Form and User Accounts | Pretest | DTC and Division Information Technology Officer (DITO) | Schools |
| | Verification of Accounts | Pretest | School Information Technology Coordinator | DTC and Division Information Technology Officer (DITO) |
| 3 | List of Examinees | Pretest | Test Administrator | DTC |
| 4 | Attendance Sheet | Test Proper | Test Administrator | DTC |
| 5 | Evaluation Report | Posttest | Test Administrator / School Head | DTC |
| | Consolidated Evaluation Report** | Posttest | DTC | BEA |
| 6 | Monitoring Form | Posttest | DTC | RTC |
| | Consolidated Monitoring Report** | Posttest | RTC | BEA |

**To be accomplished through Google Form

