



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



DIVISION MEMORANDUM

No. 01-008 s, 2026

To: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Education Program Supervisors
Public Schools District Supervisors
Public and Private Secondary School Heads
SGOD Personnel
All others Concerned

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

1. Relative to DepEd Memorandum No. 108, s. 2025 re: Administration of the Computer-Based National Career Assessment Examination (CB-NCAE) for School Year 2025-2026, dated December 11, 2025, CB-NCAE for SY 2025-2026 will be administered to All Grade Ten (10) public and private school learners with government permits to operate or recognition from December 2025 to January 2026.
2. Attention is directed to the following enclosures, for the information, reference and guidance of all SDO and field personnel involved in the test administration, to wit:
 - i. Enclosure 1: Schedule for CB-NCAE Test Proper, Assignment of Test Administrator
 - ii. Enclosure 2: Chief Examiner, School Testing Coordinator and School ICT Coordinator
 - iii. Enclosure 3: Assignment of Division Monitoring Team





3. Expenses incurred during testing center preparation and administration of CB-NCAE shall be charged to NASBE Program Support Funds and school MOOE, while travel expenses incurred by the concerned testing personnel and Division Monitoring Team shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
4. For questions or concerns about the CB-NCAE, please contact Mr. Aquino D. Garcia, Division Testing Coordinator (DTC), at 09982445916.
5. Immediate and wide dissemination of this Memorandum is desired.


MANUEL O. CABERTE
Schools Division Superintendent 

Encl: As stated

Reference: As stated

To be indicated in the Perpetual Index under the following subjects

NASBE

CB-NCAE

SGOD/adg
12/01/26



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO

Enclosure 1 of DM No. _____ s. 2026

Schedule for CB-NCAE Test Proper with Test Administrator

	School District	Name of School	Schedule for CB-NCAE Test Proper		Name of Test Administrator	Position
			Start Date	End Date		
1	Burgos-San Benito	Burgos National High School	Jan. 20, 2026	Jan. 20, 2026	Jonelou B. Fermilan	Teacher I
2	Burgos-San Benito	San Benito National High School	Jan. 26, 2026	Jan. 26, 2026	Lyn T. Sanico	Teacher I
3	Dapa East	Consolacion National High School	Jan. 26, 2026	Jan. 26, 2026	Lenie U. Estoconing	Teacher-III
4	Dapa East	San Nicolas School	Jan. 21, 2026	Jan. 21, 2026	Janice L. Litang	Teacher
5	Dapa East	Union National High School	Jan. 26, 2026	Jan. 26, 2026	Stephanie Lyn P. Ortojan Sheilla D. Yamba	Teacher I T-III
6	Dapa West	Dapa National High School	Jan. 9, 2026	Jan. 20, 2026	Mark D. Buit	Teacher II
7	Dapa West	Dapa National High School-Annex	Jan. 26, 2026	Jan. 26, 2026	Leianne Glaiza A. Virtudazo	Teacher I
8	Dapa West	Siargao National Science High School	Jan. 20, 2026	Jan. 20, 2026	Lauris Marx N. Congreso	Teacher II
9	General Luna	General Luna National High School	Jan. 19, 2026	Jan. 30, 2026	Jovelyn M. Forcadilla Claive . Pangatongan Ma. Clarisse D. Minglana	Teacher III
10	General Luna	General Luna Nhs-Consuelo Nhs Annex	Jan. 20, 2026	Jan. 21, 2026	Resa A. Convicto	Teacher III
11	General Luna	Nissi Christian Academy	Jan. 27, 2026	Jan. 27, 2026	Vivian Tapel	
12	General Luna	Sta. Fe National High School	Jan. 26, 2026	Jan. 27, 2026	Ann Carlen Flores	Teacher II
13	General Luna	Suyangan National High School	Jan. 26, 2026	Jan. 27, 2026	Jenalyn E. Boncaros	Teacher II
14	Numancia	Del Carmen National High School	Jan. 19, 2026	Jan. 22, 2026	Marisa R. Abarca	MT I
15	Numancia	Lasala Integrated School	Jan. 20, 2026	Jan. 20, 2026	Nerie Sheilla C. Geraldino	Teacher I



16	Numancia	Mariano Matugas Memorial National High School	Jan. 27, 2026	Jan. 27, 2026	Annie E. Lauras	Teacher III
17	Numancia	Mt. Carmel School Of Siargao, Inc.	Jan. 25, 2026	Jan. 28, 2026	Ingiebert E. Sulapas	Teacher
18	Numancia	Oguing Navarro Memorial National High School	Jan. 19, 2026	Jan. 20, 2026	Aijy Mhar T. Taghoy	Teacher II
19	Pilar	Caridad National High School	Jan. 13, 2026	Jan. 13, 2026	Marc Joshua A. Solloso	Teacher III

20	Pilar	Pilar National High School	Jan. 26, 2026	Jan. 27, 2026	Jeramie S. Espanola	Teacher III
21	San Isidro	Roxas National High School	Jan. 26, 2026	Jan. 27, 2026	Antonio J. Compra, Jr.	MTI
22	San Isidro	San Isidro National High School	Jan. 20, 2026	Jan. 21, 2026	Kay Janica P. Dominos	Teacher III
23	Sapao	Alegria National High School	Jan. 20, 2025	Jan. 20, 2025	Myla Jane G. Canta	T-I
24	Sapao	Sapao National High School	Jan. 26, 2026	Jan. 28, 2026	Fiona Blythe O. Prieto, Janet A. Aparente, Danica E. Adlao	T-II
25	Sapao	Libertad National High School	Jan. 20, 2026	Jan. 20, 2025	Alpie S. Pegarro	T-III
26	Socorro East	Atoyay National High School	Jan. 27, 2026	Jan. 28, 2026	Jane Alley D. Llano, Jey Ann P. Rudela	T- III, TII
27	Socorro East	Socorro National High School	Jan. 26, 2026	Jan. 30, 2026	Nikka Jhesnie Q. Portillo, Sam Lawrence C. Coniato	T - II, T - II
28	Socorro West	Nueva Estrella National High School	Jan. 26, 2026	Jan. 27, 2026	Doriza V. Ruaya, Rochell J. Adlao	Teacher III, Teacher II
29	Socorro West	Pamosaingan National High School	Jan. 27, 2026	Jan. 27, 2026	Ruby Rose R. Magsoling	Teacher II



Enclosure 2 of DM No. _____ s. 2026

Chief Examiner, School Testing and ICT Coordinator

DISTRICT	SCHOOL	NAME OF PERSONNEL	POSITION	DESIGNATION
Burgos-San Benito District	Burgos National High School	Reynold R. Minguita	Principal I	Chief Examiner
Burgos-San Benito District	Burgos National High School	Daniel M. Saragoza	Teacher	ICT Coordinator
Burgos-San Benito District	San Benito National High School	Reysan J. Tesiorna	Principal I	Chief Examiner
Burgos-San Benito District	San Benito National High School	Sanico, Lyn T.	Teacher I	ICT Coordinator
Burgos-San Benito District	San Benito Nhs	Lagarde, Ivie C.	Master Teacher 2	School Testing Coordinator
Dapa East District	Consolacion National High School	Estoconing, Lenie U.	TEACHER III	ICT COOR/TEST ADMIN
Dapa East District	Consolacion National High School	Najjal, Marietta T.	School Principal-I	Chief Examiner
Dapa East District	Consolacion National High School	Aboy, Rejun E.	Teacher I	Testing Coordinator
Dapa East District	San Nicolas School	Janice L. Litang	Guidance Designate	Testing Coordinator
Dapa East District	San Nicolas School	Carol S. Pitias	School Registrar	ICT Coor
Dapa East District	San Nicolas School	Rolanda Luego	School Head	Chief Examiner
Dapa East District	Union National High School	Casio, Donna Michelle I.	Teacher III	ICT Coordinator
Dapa East District	Union National High School	Espejon, Giovanette D.	Principal IV	Chief Examiner
Dapa West District	Dapa National High School	Virginchita A. Gorgonio	Principal IV	Chief Examiner
Dapa West District	Dapa National High School	Aredidon, Radelyn V.	Teacher I	ICT Coordinator
Dapa West District	Dapa National High School	Joris T. Sulima	MT I	Testing Coordinator
Dapa West District	Dapa National High School-Annex	Virtudazo	Teacher III	Testing Coordinator
Dapa West District	Dapa National High School-Annex	Donato, Jonathan M.	Principal I	Chief Examiner
Dapa West District	Dapa National High School-Annex	Ramirez, Novelyn D.	Teacher I	ICT Coor
Dapa West District	Siargao National Science High School	Labe, Rex Mardy C.	School Principal III	Chief Examiner
Dapa West District	Siargao National Science High School	Congreso, Lauris Marx N.	Teacher II	ICT Coordinator
General Luna District	General Luna National High School	Gubantes, Jonathan C.	School Principal II	Chief Examiner
General Luna District	General Luna National High School	Forcadilla, Jovelyn M.	Teacher III	Testing Coordinator
General Luna District	General Luna National High School	Daga-As, Shelene Cathlyn B.	Teacher III	School ICT Coordinator
General Luna District	Glnhs-Consuelo Nhs Annex	Dulguime, Jessica C.	Head Teacher IV	Chief Examiner



General Luna District	Glnhs-Consuelo Nhs Annex	Convicto, Resa A	Teacher III	ICT Coor
General Luna District	Glnhs-Consuelo Nhs Annex	Jumandos, Elivil S.	Teacher - I	School Testing Coordinator
General Luna District	Nissi Christian Academy	Tapel, Vivian L.	Elementary coordinator	Testing coordinator
General Luna District	Sta. Fe National High School	Cubillan, Queenielee M.	Teacher I	School Testing Coordinator
General Luna District	Sta. Fe National High School	Lilian P. Murillo	Head Teacher I	Chief Examiner
General Luna District	Suyangan National High School	Colagbang, David A.	TEACHER I	ICT COOR
General Luna District	Suyangan National High School	Espejon, Juvy C.	TEACHER III	SCHOOL TESTING COORDINATOR
General Luna District	Suyangan National High School	Cinco, Jucris S.	HEAD TEACHER IV	Chief Examiner
Numancia District	Del Carmen National High School	Jaime Jeffrey A. Comon	Principal II	Chief Examiner
Numancia District	Del Carmen National High School	Abarca Marisa A.	Master Teacher I	School Testing Coordinator
Numancia District	Del Carmen National High School	Llano, Margeline P.	Teacher III	ICT Coor
Numancia District	Lasala Integrated School	Geraldino, Nerie Sheilla C.	Teacher I	ICT Coor & School Testing Coor
Numancia District	Lasala Integrated School	Ronel Suan	Head Teacher III	Chief Examiner
Numancia District	Mariano Matugas Memorial National High School	Lauras, Annie E.	Teacher III	Testing Coordinator
Numancia District	Mariano Matugas Memorial National High School	Jheovane S. Lapure	Teacher III	ICT Coordinator
Numancia District	Mariano Matugas Memorial National High School	Consigna, Dexter L.	Head Teacher II	Chief Examiner
Numancia District	Mt. Carmel School Of Siargao, Inc.	Doligol, John Nino	School Head	Chief Examiner
Numancia District	Mt. Carmel School Of Siargao, Inc.	Go, Arsenia B.	Guidance Designate	Testing Coordinator
Numancia District	Mt. Carmel School Of Siargao, Inc.	Sulapas, Ingiebert E.	School Registrar	ICT Coor
Numancia District	Oguing Navarro Memorial National High School	Jolejole, Janet Lowie D.	Teacher II	School Testing Coordinator
Numancia District	Oguing Navarro Memorial National High School	May Shiel S. Agad	Head Teacher II	Chief Examiner
Numancia District	Oguing Navarro Memorial National High School	Geli, Leoness D.	Teacher II	ICT Coordinator
Pilar District	Caridad National High School	Decoy, Bonifacio Jr. M.	Head Teacher III	Chief Examiner
Pilar District	Caridad National High School	Ravelo, Peterjo Anthony T.	TEACHER I	ICT Coordinator
Pilar District	Pilar National High School	Raza, Rolan C.	School Principal IV	Chief Examiner



Pilar District	Pilar National High School	Balmoria, Kareen S.	Teacher III	School Testing Coordinator
San Isidro District	Roxas National High School	Racho, Danilo E.	Head Teacher III	Chief Examiner
San Isidro District	Roxas National High School	Compra, Antonio Jr. J.	Master Teacher I	ICT Coordinator
San Isidro District	Roxas National High School	Liscano, Ronel D.	Teacher II	Testing Coor
San Isidro District	San Isidro National High School	Digal, Regan L	Teacher III	ICT COOR
San Isidro District	San Isidro National High School	Ritchell L. Escobia	Principal I	Chief Examiner
Sapao District	Alegria National High School	Obrial, Alejo Jr. D	Principal I	School Head
Sapao District	Alegria National High School	Congreso, Evan Ace P.	Teacher - I	ICT Coordinator
Sapao District	Sapao National High School	Jovy C. Liza	Principal IV	Chief Examiner
Sapao District	Sapao National High School	Bagotsay, Jerhaldem N.	TEACHER II	ICT Coordinator
Sapao District	Libertad National High School	Longos, Luz C.	Head Teacher II	Chief Examiner
Sapao District	Libertad National High School	Zamora, Mary Rose A.	TEACHER II	ICT COORDINATOR
Socorro East District	Atoyay National High School	Rudela, Jey Ann P.	Teacher II	ICT Coor
Socorro East District	Atoyay National High School	Dacera, Dante S.	Principal II	Chief Examiner
Socorro East District	Socorro National High School	Jocelyn M. Vosotros	Principal I	Chief Examiner
Socorro East District	Socorro National High School	Tartar, Sandra R.	Head Teacher - 1	Testing Coordinator
Socorro East District	Socorro National High School	Cagatin, Ronald C.	Teacher 1	ICT Coordinator
Socorro West	Nueva Estrella National High School	Despoy, Shiela Marie S.	Teacher I	ICT Coor
Socorro West	Nueva Estrella National High School	Adlao, Rochelle J.	Teacher II	School Testing Coor
Socorro West	Nueva Estrella National High School	Ruaya, Doriza V.	Teacher III	School Testing Coor
Socorro West	Nueva Estrella National High School	Lasala, Sheila Jane D.	School Head	Chief Examiner
Socorro West	Pamosaingan National High School	Magsoling, Ruby Rose R.	Teacher II	School Testing Coordinator
Socorro West	Pamosaingan Nhs	Constante, Rico O.	Teacher II	ICT Coor
Socorro West	Pamosaingan National High School	Guma, Mayeth Q.	Head Teacher III	Chief Examiner



Enclosure 3 of DM No. _____ s. 2026

Assignment of Division Monitoring Team for CB-NCAE

District	Name of DFTAT
Burgos – San Benito	Kathleen M. Jornales
Dapa East/Dapa West	Leah G. Mones
Gen. Luna	Rolando S. Sapuras
Numancia District	Marites M. Petallo
Pilar	Julius P. Tesiorna
San Isidro	Marites M. Petallo
Sapao	Emilie C. Pomoy
Socorro East	Girlie Joi Bamba C. Sanico
Socorro West	Sarachen L. Sangco
NASBE TWG (Any schools)	Manuel O. Caberte – SDS Roel T. Diamante - ASDS Harem L. Taruc – SGOD Chief Gemna G. Pobe – CID Chief Aquino D, Garcia – Division Testing Coordinator Louwyn E. Gubaton – Asst. Private School Coor.
Support Staff	1. Daniel C. Añasco 2. Lea H. Esparrago 3. Rodel C. Tokong 4. Aljie M. Sinday 5. Jerlie Belmart Sulapas 6. Rodrigo M. Zaballero Jr 7. Dewanie S. Pontivedra



Enclosure 3 of DM No. _____ s. 2026

MONITORING AND EVALUATION TOOL IN THE ADMINISTRATION OF THE
COMPUTER-BASED NATIONAL CAREER EXAMINATION (CB-NCAE)
(Name of the Testing Program)

(To be accomplished by the Division/Regional Monitoring Team)

School Name:	_____	School ID:	_____
School Head:	_____	Contact No.:	_____
School Address:	_____	District:	_____
Division:	_____		_____

Number of Examinees									Type of School: <input type="checkbox"/> Public <input type="checkbox"/> Private
REGISTERED			ACTUAL			% of Test Takers			
M	F	Total	M	F	Total	M	F	Total	

AREAS	CRITERIA	OBSERVED	COMMENTS/ OBSERVATIONS
Testing Center Requirements	There is a distribution room for the test materials to ensure the security and confidentiality of the test.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	The distribution room is accessible to all testing rooms to facilitate the release and retrieval of test materials.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	There are enough testing rooms to accommodate the examinees.	<input type="checkbox"/> YES <input type="checkbox"/> NO	



The testing rooms are well-ventilated and well-lighted, and free from any kind of noise that may distract the examinees while taking the test.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
The List of Actual Examinees are posted in each testing room the day before the exam reflecting learners' LRN.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
The list posted are in alphabetical order, regardless of gender.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
The first and last rows of seats are close to the classroom walls to ensure enough spacing in between rows.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Seats of absentees are left vacant.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
A comfort room is accessible to the examinees and testing personnel in the area.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Instructional materials/aids posted on the classroom walls are covered.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Each testing room have the following materials:		
a. Test materials are enough for all examinees in the room in sealed boxes/packs	<input type="checkbox"/> YES <input type="checkbox"/> NO	
b. Table and chair for the Room Examiner	<input type="checkbox"/> YES <input type="checkbox"/> NO	
c. Enough seats for the examinees	<input type="checkbox"/> YES <input type="checkbox"/> NO	
d. Name grid	<input type="checkbox"/> YES <input type="checkbox"/> NO	
e. Board work	<input type="checkbox"/> YES <input type="checkbox"/> NO	
f. Pencils	<input type="checkbox"/> YES <input type="checkbox"/> NO	



	g. Extra sheet of paper for computation	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	There is visible presence of PTA Officials/Barangay Officials/Barangay Tanod or PNP to provide assistance, support and security.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Test Accommodations for Learners with Special Needs	There is a separate, accessible testing room for learners with special needs (those with difficulty in seeing, hearing, remembering/ concentrating, walking/ moving/climbing steps, communicating) situated at the ground floor near clean and accessible restrooms	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
	There is a designated personal assistant to help those with difficulty walking/ moving/climbing steps.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
	There is a qualified sign language interpreter who shall ensure that all spoken instructions during testing are adequately interpreted to those who have difficulty hearing.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
	There are alternative test formats (Braille, large print, audio, electronic).	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
	There are alternative response formats such as oral type wherein an examiner reads the test items and ascribe the answers in the scannable Answer Sheet for examinees with seeing difficulty.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
	There are appropriate test furniture such as table and chair.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	



Test Administration	The test is administered to target learners in the public and private schools.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Examinees are alphabetically arranged regardless of gender.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Each examinee has a Learner Reference Number (LRN).	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Rooms are arranged with six rows by five lines of armchairs.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	A maximum of 30 examinees per testing room is seated in alphabetical order.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	The school has implemented swapping and/or batching strategies in the administration to maximize the limited TMs	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
	The seats are spaced far enough from each other to discourage unnecessary talking among examinees.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	To monitor the going in and out of the testing room, only one door is kept open.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	All examinees are provided with their own test booklet and answer sheet.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	The examinees used pencils and blank sheets of paper for computation purposes.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	All belongings of the examinees are placed in front.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Electronic devices such as calculator and mobile phones are not allowed in the testing room.	<input type="checkbox"/> YES <input type="checkbox"/> NO	



	The room examiner conducts orientation in taking the test to the examinees.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	The room examiner allows the examinees to go out of the testing room to attend to personal needs, if necessary, before distributing the test materials.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	The examinees received two sheets of AS with the same serial number.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	The following form is in the possession of the room examiner:		
	Form 1-List of Examinees	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Form 2-Seat Plan	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Form 3-Test Materials Accounting Form	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Form 7-Room Examiner's Test Administration Evaluation Report	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Information in the room Examiner's Transmittal Report Envelope (ETRE), e.g. number of registrants and actual examinees	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Time record (copy of the board work with the actual time record)	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Retrieval of the Test Materials	Used ASs are arranged consecutively by Examinee Number and are placed inside the original plastic bags.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	The Chief Examiner does the following:		
	Collects and accounts all ETREs with the assistance of the School Testing Coordinator/Room Supervisor.	<input type="checkbox"/> YES <input type="checkbox"/> NO	



	Arranges and bundles the ETREs accordingly.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Accounts all TBs returned by the Room Examiners.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Requires the Room Examiners to affix their signature in the Form 3 after the Test materials have been accounted for.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Accomplishes Form 5- TB Quantity and Completeness Verification Sheet and Form 6-AS Quantity and Completeness Verification Sheet.	<input type="checkbox"/> YES <input type="checkbox"/> NO	

General Findings/Observations/problems Encountered:
Actions Taken:
Recommendations:

Monitored and Evaluated by:

Noted by:

Division/Regional Monitor

Date Signed: _____

Division Testing Coordinator

Date Signed: _____



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