



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



10 December 2025

Regional Memorandum

No. 923, s. 2025

**REGIONAL ONSITE MONITORING ON THE ADMINISTRATION
OF COMPUTER-BASED NATIONAL CAREER ASSESSMENT
EXAMINATION (CB-NCAE), SY 2025-2026**

To **Schools Division Superintendents**
Regional Functional Division Chiefs

1. Pursuant to Advisory No. 033, s. 2025, "**Administration of the Computer-Based National Career Assessment Examination.**" for School Year 2025-2026," this Office through the Quality Assurance Division (QAD) will conduct a Regional Onsite Monitoring on the conduct of the assessment examination to all Grade 10 learners currently enrolled in public and private schools with government permit or recognition. Private schools will use the Bureau of Education Assessment (BEA) Learning Management System while Public schools will use the Regional Office (RO) Learning Management System.
2. The said assessment examination shall be conducted during regular class hours from **December 9, 2025 to January 30, 2026**, which will serve as the official testing window.
3. The objectives of this activity are the following:
 - a. To ensure standardized test administration by performing the activities at various stages of the test as stipulated in the Room Examiners handbook; and
 - b. Ensure the integrity of the test materials in the whole process of test administration.
4. The Regional Monitoring Team is composed of the Functional Division Chiefs and Education Program Supervisors. Attached is the list of the monitoring officials and monitoring tool.
5. Regional Monitoring Officials and schools are expected to comply with **R.A. 6713**, the **Code of Conduct and Ethical Standards for Public Officials and Employees**, especially Section 7d. "*Public Officials and employees shall not solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan, or anything of monetary value from any person in the course of their official duties or in connection with any operation being regulated by, or any transaction which may be affected by the functions of their office.*"

6. Travel and other related expenses of the Regional Office personnel relative to the conduct of this activity will be charged against regional funds while that of the Schools Division Office will be charged against their local funds subject to the usual accounting and auditing rules and regulations.
7. For clarifications, please contact Luz E. Osmena, Chief, Quality Assurance Division and Buenalyn M. Manuel, Regional Testing Coordinator, through the QAD landline (02) 8862-5773 loc.450.
8. Immediate and widest dissemination of this Memorandum is enjoined.


ATTY. ALBERTO T. ESCOBARTE, CESO II
cfi Regional Director *g*

Enclosure 1

**LIST OF REGIONAL ONSITE MONITORING OF THE ADMINISTRATION
OF COMPUTER-BASED NATIONAL CAREER ASSESSMENT EXAMINATION
(CB-NCAE) SY 2025 – 2026**

SDO	RO Monitoring Official	Date of NCAE Administration
Antipolo City	Luz E. Osmena Chief, QAD	January 19-30, 2026 (Public) January 19-23, 2026 (Private)
Rizal Province	Viernalyn N. Nama Chief, CLMD Jisela N. Ulpina OIC Chief, HRDD Arturo P. Rosaroso, Jr. Ro, QAD	December 10-17, 2025 & January 5-30, 2026 (Public) January 12-16, 2026 (Private)
Batangas Province	Elin S. Garcia Chief, PPRD Rey M. Valenzuela Regional ITO	January 12-23, 2026 (Public & Private)
Calaca City		January 12-23, 2026 (Public & Private)
Quezon Province	Michael Girard R. Alba Chief, FTAD	January 12 - 30, 2026 (Public) January 12-16, 2026 (Private)
Batangas City	Reymund M. Ferry EPS, QAD	December 10-17, 2025 & January 6-21, 2026 (Public) January 19-22, 2026 (Private)
Lucena City		January 7-30, 2026 (Public) January 19-22, 2026 (Private)
Tayabas City		January 9-27, 2025 (Public) January 12-14, 2025 (Private)

Bacoor City	Jeffrie F. Ditalan EPS,QAD	January 5-9; 12-16 & 19-20, 2026 (Public) January 19-23, 2026 (Private)
Gen. Trias City		January 6-29, 2026 (Public) January 19-23, 2026 (Private)
Lipa City		January 8-19 & 21-22, 2026 (Public) January 19,21-23, 2026 (Private)
Binan City	Ma. Lourdes O. Manimtim EPS,QAD	January 14-27, 2026 (Public) January 14- 23, 2026 (Private)
Cavite City		January 19-30, 2026 (Public) January 13-14, 2026 (Private)
Imus City		January 12-16, 19-21 & 26-28 2026 (Public) January 19-23, 2026 (Private)
Cabuyao City	Loida G. Tomelden EPS,QAD	January 19-30, 2026 (Public) January 26-30, 2026 (Private)
Laguna Province		January 12-30, 2026 (Public) January 19-23, 2026 (Private)
Tanauan City		December 9 - 19, 2025 (Public) January 19-23, 2026 (Private)
Calamba City	Almer D. Mayo EPS,QAD	January 19-30, 2026 (Public & Private)
San Pablo City		January 12-14 & 17-30, 2026 (Public) January 19-23, 2026 (Private)
Santa Rosa City		January 9 -27, 2026(Public) January 19-23, 2026 (Private)

Carmona City	Buenalyn M. Manuel EPS,QAD	January 7 - 30, 2026 (Public) January 12 - 16, 2026 (Private)
Cavite Province		January 7 - 30, 2026 (Public) January 12 - 16, 2026 (Private)
Sto. Tomas City		January 8 - 28, 2026 (Public) January 12-16, 2026 (Private)
Dasmarinas City	Eric R. Balancio RO,QAD	January 7 - 30, 2026 (Public) January 19-23, 2026 (Private)
San Pedro City		January 7-30, 2025 (Public) January 19-23, 2025 (Private)

**REGIONAL ONSITE MONITORING ON THE ADMINISTRATION
OF COMPUTER-BASED NATIONAL CAREER ASSESSMENT
EXAMINATION (CB-NCAE), SY 2025 – 2026**

School: _____
School Address: _____ **Division:** _____
School Head: _____ **School ID No.:** _____
Division: _____
Testing Center: _____
Date of Assessment Administration: _____

1. No. of Testing Rooms:
 Morning Session _____ Afternoon Session: _____ Total: _____
2. Total Enrolment/Registrants: _____
 Male: _____ Female: _____ Total: _____
3. Total No. Examinees:
 AM Session: Male: _____ Female: _____ Total: _____
 PM session: Male: _____ Female: _____ Total: _____
4. Total No. of Absences:
 AM Session: Male: _____ Female: _____ Total: _____
 PM session: Male: _____ Female: _____ Total: _____
5. Time when the assessment administration started and ended
 AM Session: From _____ to _____
 PM Session: From _____ to _____

Directions: Put a check (/) mark to the corresponding box below if the indicators are evidently observed and (X) mark if not evidently observed. The responses may be generated through interviews and direct observations.

A. Before the Examination

Indicators	Evident	Not Evident
1. Learners' seats are arranged properly, with space between learner's computer units to prevent any attempt on their part to communicate with each other.		
2. Learners already have activated accounts and accessed their DepEd Microsoft Accounts.		
3. Learners know their login credentials such as username and password.		
4. Computers and desktops date and time are correct.		
5. Availability of functional keyboard and mouse.		

6. Availability of installed Safe Exam Browser (SEB) from BEA.		
7. Learning Management System (LMS) assigned is all running using the Safe Exam Browser before the students go to their respective seats.		
8. Provision of internet connection (at least 50mbps bandwidth allocation); antivirus program, and Windows auto-update are disabled).		
9. Learner's bags and other belongings are placed in the holding area or in front of the testing room.		

B. During the Examination

Indicators	Evident	Not Evident
1. Ensure the testing room is prepared according to the guidelines.		
2. Check learner's attendance based on official list provided by the School Head.		
3. Verify student attendance and provide clear instructions to students.		
4. Distribute log in credentials such as username and password and provide clear instructions to learner's		
5. Roam around the testing room to ensure that electronic devices will not be used inside the testing room before, during, or after the test.		
6. Ensure that every learner has their own ballpen or pencil and is provided with a piece of clean paper for computation purposes only.		
7. Cellphones, calculators, smart watches, and other forms of electronic devices are not allowed during the assessment.		
8. Monitor students during the assessment to prevent any form of cheating or irregularities and to maintain order and discipline within the testing room.		
9. Report and address any major issues or concerns that may arise.		

B.1 Testing Rooms

Indicators	Evident	Not Evident
1. Testing room can accommodate 30 learners per room.		
2. Availability of 30 functional desktops/ laptops, preferably with additional five (5) computer units that will serve as buffer.		
3. Availability of standby power generator (in case of power outage/emergency).		
4. Availability of one (1) room which shall serve as a holding area for the learners to prepare them before entering the testing rooms.		
5. Availability of the List of Examinees arranged alphabetically and posted outside the testing rooms.		
6. Availability of Test Administration Schedule with total time allotment posted on the board.		
7. Testing rooms are located in a quiet and unpopulated area in the school and is conducive for the testing activity (e.g. spacious, well-lighted and ventilated) and with a nearby restroom for student use.		

C. After the Examination

Indicators	Evident	Not Evident
1. Students are not allowed to leave the room until everyone is done answering the assessment.		
2. Collected paper used for computation purposes were collected after the testing session for shredding and disposal.		
3. Checked the learner's log out of the testing platform properly.		
4. Submitted the test materials and other reports to Chief Examiner after the assessment.		
5. Reported any issues or concerns to the Chief Examiner.		

Overall Significant Findings/Observations:

Signature over Printed Name
RO Monitoring Official)

Conforme :

Signature Over Printed Name
School Testing Coordinator (STC)

Signature Over Printed Name
School ICT Coordinator

Signature Over Printed Name
School Head