



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Negros Island Region

**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
**Office of the School Governance and Operations Division**  
Capital Area, Dumaguete City

www.depednegor.net

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SGOD Office (035) 225 - 6180

October 7, 2016

**DIVISION MEMORANDUM**

No. 609 s. 2016

**STANDARDIZED ADMINISTRATION OF NATIONAL CAREER ASSESSMENT  
EXAMINATION, TEST OF ENGLISH PROFICIENCY FOR TEACHERS  
AND PROCESS SKILLS IN SCIENCE AND MATHEMATICS FOR  
SCHOOL YEAR 2016-2017**

TO: All District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to DepEd NIR Regional Memorandum No. 249, s. 2016, the Department of Education, through the Bureau of Education Assessment (BEA) will conduct the **National Career Assessment Examination (NCAE)** to all **Grade 9 students** in both public and private secondary schools and the **Test of English Proficiency for Teachers (TEPT)** and **Process Skills Test (PST)** in **Science and Mathematics** for **School Year 2016-2017** for all **Public Grade 7 and 8 teachers** teaching English, Science and Mathematics.

2. It is within this note, that all district Supervisors are directed to submit to this office the **Grade 9 enrolment (as of August 31, 2016)** of all **Secondary Schools** and the number of **Grade 7 and 8 teachers** handling **English, Science and Mathematics**, on or before **October 12, 2016**, for submission of the same to the Central Office for allocation of test materials.

3. For uniformity of report, please use the suggested format below (in excel), hard and soft copies. Soft copies shall be sent to [rachelpicardal@yahoo.com](mailto:rachelpicardal@yahoo.com).

District: _____							
Name of Sec. School (Public and Private)	No. Of Gr 9 students (Public and Private)	No. of <u>Public Gr 7 Teachers</u> handling:			No. of <u>Public Grade 8 teachers</u> handling:		
		English	Science	Math	English	Science	Math



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4. Failure to submit the said report on time, would mean a problem in the allocation of test materials.
5. For the information guidance and compliance of all concerned.

  
**LELANIE T. CABRERA, CESE**  
Assistant Schools Division Superintendent  
Officer In-Charge 