



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**

December 19, 2025

Division Memorandum  
 No.: **842-2025**

**CONDUCT OF ORIENTATION ON THE ADMINISTRATION OF THE COMPUTER-BASED NATIONAL CAREER ASSESSMENT EXAMINATION (CB-NCAE)**

To: Assistant Schools Division Superintendent  
 Curriculum Implementation Division Chief  
 School Governance and Operations Division Chief  
 Public School District Supervisors  
 Education Program Supervisors  
 Public Secondary School Heads  
 All other concerned

1. The Department of Education - Bureau of Education Assessment through the Curriculum Implementation Division administers the Computer-Based National Career Assessment Examination (CB-NCAE) to Grade 10 Learners in the **Public Secondary Schools** indicatively on **January 12-16, 2026.**
2. In relation hereto, please be advised on the following activities:
  - a. Conduct of orientation to Public Secondary School Heads, School Testing Coordinators and ICT Coordinators –January 7, 2026, @ 1:00-5:00 pm at the Division Office 3<sup>rd</sup> floor conference room.
  - b. School logistics preparation and monitoring of DTC and DITO – January 8 – 16, 2026.
  - c. Administration of Computer-Based National Career Assessment Examination to Public Schools – January 12 - 16, 2026.
  - d. Submission of Post Test reports – January 19, 2026.
3. The series of activities aim to:
  - a. Ensure successful implementation of the CB-NCAE;
  - b. Equip field testing personnel with the necessary skills and knowledge for the standardized administration of the assessment.
4. All the following identified participants are required to attend.

Participants	Number
1. SDS	1
2. ASDS	1
3. CID Chief	1
4. Public Schools District Supervisors	10
5. Public Secondary School Heads	22
6. School Testing Coordinators	22
7. ICT Coordinators, 1 per school	22
8. Division TWG	
Division Testing Coordinator	1
Division ICT Team	7



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Participants	Number
Support Staffs	2
Total	89

5. School ICT Coordinator participants are required to bring laptops and extension cords.
6. School heads are requested to bring the following school data to the orientation.
  - a. Total number of available and functional computer units or laptops in the school to be used in the assessments.
  - b. Internet Service Speed in the computer laboratory/ies.
7. For queries and clarifications, please contact Juliet C. Sannad, Chief-EPS, Curriculum Implementation Division through the office phone number: 619-3491.
8. Dissemination of this memorandum is desired.

  
**SORAYA T. FACULO, PhD, CESO V**  
Schools Division Superintendent