



Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

January 9, 2026

DIVISION MEMORANDUM
 No. 003, s. 2026

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

To: Assistant Schools Division Superintendent
 Division Chiefs
 Curriculum Implementation Division
 School Governance and Operations Division
 Public Secondary School Heads
 Private Secondary School Heads
 This Division

1. The Department of Education through the Bureau of Education Assessment (BEA) with the assistance of the Schools Division Office of El Salvador City, will administer the Computer-Based **National Career Assessment Examination (NCAE)**, pursuant to DepEd Order (DO) No. 55, s. 2016, titled "*Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program*" from **January 14-31, 2026**.
2. The NCAE is designed to provide career guidance to individual learners for their future educational and career choices and to serve as a basis for profiling learners' aptitude, which covers the following domains: General Scholastic Aptitude (GSA) and Career and Occupational Roles Explorer (CORE). The GSA covers Abstract Reasoning, Verbal Reasoning, Mechanical Reasoning, Numerical Reasoning, Spatial Reasoning, Verbal Reasoning (English and Filipino), and Perceptual Accuracy and Response Efficiency (PARE). The CORE covers CORE-A (RIASEC) and CORE-B (Thurstone Model), which is an inventory of occupational interests that provides assessment on inclinations / preferences for comprehensive career guidance.
3. The administration of NCAE is pursuant to DO 012, s. 2025 titled multi-Year Implementing Guidelines on the School Calendar and Activities for the School Year 2025-2026 and will be administered to **all Grade 10 learners** who are currently enrolled in public and private secondary schools with government permits or recognition.
4. The NCAE shall be employed on a computer-based modality to all Regional Offices (ROs) and Schools Division Offices (SDOs).

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5. **Learners with Disabilities (LWDs)** may also be assessed provided that the test accommodations stipulated in Section 9 of DepEd Order No. 55, s. 2016 are met. Learners who have difficulty seeing, including visually impaired learners may opt to skip subtests that have contain image-heavy items such as **Abstract Reasoning, Mechanical Reasoning, Spatial Reasoning, and Perceptual Accuracy and Response Efficiency (PARE)**.
6. The Division ITO shall take charge of the technical preparations and shall ensure that all learners are enrolled in the LMS. Further, the DITO shall coordinate with the School ICT Officers for the preparation of computers to be used during the test administration.
7. The orientation on the test administration is on **January 13, 2026, Tuesday at 3:00 – 5:00 in the afternoon.**
8. The participants of the said orientation are the **School Heads** who will serve as Chief Examiners during the test administration and the designated School ICT Coordinators / Test Administrators. **Replacement is strictly prohibited unless an exemption is formally granted by the Schools Division Superintendent.**
9. Further, all CID and SGOD personnel are hereby directed to monitor the test administration. The CID and SGOD Chiefs are responsible for the assignment of their personnel who will serve as monitoring official during the said test administration.
10. This Memorandum shall serve as the Authority to Travel for the Test Administrators and shall adhere to the Equal Opportunity Principle (EOP) in observing all policies and protocols of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliations.
11. For strict compliance.

RANDOLPH B. TORTOLA
Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subjects: NCAE



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