



Republic of the Philippines  
**Department of Education**  
REGION IX - ZAMBOANGA PENINSULA  
**SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY**

DepEd, Division of Zamboanga Sibugay	
<b>RECORD SECTION</b>	
NO: 058827	TIME: 1:33 PM
BY: _____	DATE: Dec 01 2025
<b>RELEASED</b>	

01 December 2025

**DIVISION MEMORANDUM**  
NO. 637, s. 2025

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

TO: Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
Public Schools District Supervisors  
Public & Private Secondary School Heads  
All Others Concerned  
*This Division*

1. Pursuant to the Advisory issued by the Department of Education – Bureau of Education Assessment (BEA), the Schools Division of Zamboanga Sibugay hereby informs all concerned of the additional guidelines for the administration of the Computer-Based National Career Assessment Examination (CB-NCAE) for SY 2025–2026.
2. The following agenda are:
  - 1) Assessment Platform Walkthrough
  - 2) School Level Preparation
  - 3) Transfer of testing resources and learners
  - 4) Testing Sessions
  - 5) Technical Requirement
  - 6) Other Matters
3. Thus, the Schools Division Office of Zamboanga Sibugay, through the School Governance and Operations Division (SGOD) – School Management Monitoring and Evaluation (SMM&E) Section, will conduct a **Division Orientation on the Administration of the Computer-Based National Career Assessment Examination (CB-NCAE)** for School Year 2025–2026 for all Public and Private Secondary School Heads/Administrators on **December 3, 2025**, at the **Division Office Conference Room**.



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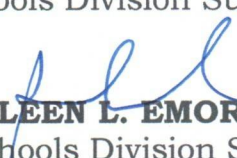
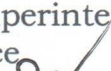
4. The orientation will be conducted in two (2) batches to accommodate all participants, following the schedule below:

Date	Time	Participants
December 3, 2025	8:00 AM-12:00 PM	All Public Secondary School Heads
	12:00 PM-5:00 PM	All Private Secondary School Heads/Administrators

5. Travel and other incidental expenses relative to the conduct of administration, release and retrieval of testing materials shall be charged to program support fund (PSF) RO-9-SIB-25-06-0822, subject to the usual accounting and auditing rules and regulations.
6. Immediate and wide dissemination of this Memorandum is desired.

**VIRGILIO P. BATAN, JR., CESO V**  
Schools Division Superintendent

For the Schools Division Superintendent:

  
**DR. MA. COLLEEN L. EMORICHA, CESO VI**  
Assistant Schools Division Superintendent  
In-Charge of Office 

Encl.: As Stated  
To be indicated in the Perpetual Index under the ff. subjects:  
DepEd Order No. 55, s. 2016 – Policy Guidelines on the  
National Career Assessment Examination (NCAE)

ZS-DM-SGOD-SMME-2025-12-356-0  
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