



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

05 Jan 2026

**DIVISION MEMORANDUM**  
No. 007, s. 2026

**MONITORING OF THE COMPUTER BASED-NATIONAL CAREER ASSESSMENT  
EXAMINATION (CB-NCAE)**

**TO:** OIC- Assistant Schools Division Superintendents  
Chief-Curriculum Implementation Division (CID)  
OIC-Chief-School Governance and Operations Division (SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary School Heads  
All Others Concerned

1. This memorandum serves to inform all concerned officials / personnel that the CB NCAE will be conducted from January 12 to January 23, 2026, with daily sessions running from 7:30 AM to 4:00 PM and specific schedules coordinated by individual examination centers.
2. Monitoring responsibilities will be fulfilled by the officials detailed in the attached list, who are required to report to their assigned testing centers / schools at least 30 minutes before each session begins, verify adherence to all test security protocols including proper management of materials and attendance verification, submit daily monitoring reports through the designated online portal by 6:00 PM each day, and promptly escalate any irregularities or concerns to the regional / national examination office.
3. Attached herewith the list of Monitoring Officials with their assigned testing centers.
4. This Memorandum serves as Official Travel Order of the concerned personnel.
5. For any inquiries, please coordinate with the Curriculum Implementation Division (CID) c/o Miguel B. Ularte, PhD EPSVR I-English at telephone no. 043-722-1840 local 213.



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6. Immediate and wide dissemination of this memorandum is desired.

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**MARITES A. IBÁÑEZ, CESO V**  
Schools Division Superintendent

Encl. As Stated

Reference: None

To be indicated in the Perpetual Index under the following subject:

Issuances-Division Memorandum

MBU/ MONITORING OF THE COMPUTER BASED-NATIONAL CAREER ASSESSMENT EXAMINATION (CB-NCAE)/ R2-148246/01/06/2026



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**MONITORING OFFICIAL OF COMPUTER BASED- NATIONAL CAREER ASSESSMENT EXAMINATION (CB-NCAE)**

| Name of Official  | Position/Designation           | Assigned District/Sub-Office                   |
|---|--------------------------------|--|
| Ma. Leticia Jose C. Basilan                             | Education Program Supervisor   | Cuenca<br>Bauan West<br>Mabini                 |
| Mercy R. Villanueva                                     | Education Program Supervisor   | San Pascual<br>Alitagtag<br>San Jose           |
| Jimmy J. Morillo  | Education Program Supervisor   | Lemery<br>Taal<br>San Luis                     |
| Maria Macaria C. Carandang                              | Education Program Supervisor   | Agoncillo<br>San Nicolas<br>Sta. Teresita      |
| Emerson B. Dalangin                                     | Division Science Coordinator   | San Juan East<br>San Juan West<br>Rosario East |
| Elizabeth R. Tolentino                                  | Education Program Supervisor   | Balayan East<br>Balayan West<br>Tuy            |
| Loreta V. Ilao  | Education Program Supervisor   | Rosario West<br>Padre Garcia                   |
| Rosalinda A. Mendoza                                    | Education Program Supervisor   | Mataasnakahoy<br>Balete<br>Malvar              |
| Alfred James A. Ellar                                   | Education Program Supervisor   | Taysan<br>Tingloy                              |
| Miguel B. Ularte  | Education Program Supervisor   | Nasugbu East<br>Nasugbu West                   |
| Ernani A. Catapat                                       | Information Technology Officer | Calatagan<br>Lian                              |
| David M. Nuay   | Chief, Education Supervisor    | Ibaan<br>Lobo                                  |
| Jessa S. Guerra   | EPS II-M&E                     | Talisay<br>Laurel                              |
| All PSDS's should monitor their respective sub-offices. |                                |  |



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COMPUTER BASED – NATIONAL CAREER ASSESSMENT EXAMINATION  
CB NCAE Monitoring Tool  
SY 2025-2026

Testing Program: **CB -NCAE**

Date of Testing: \_\_\_\_\_

Division: **BATANGAS PROVINCE**

Testing Center: \_\_\_\_\_

1. Number of Testing Rooms: Morning session \_\_\_\_\_ Afternoon Session: \_\_\_\_\_

2. Total Enrolment/Registrants of (grade/year): \_\_\_\_\_

Male: \_\_\_\_\_ Female: \_\_\_\_\_ Total: \_\_\_\_\_

3. Total Number of Examinees: AM Session: \_\_\_\_\_ PM session: \_\_\_\_\_

4. Total Number of Absences: AM Session: \_\_\_\_\_ PM session: \_\_\_\_\_

5. Time when the test started and ended

AM session: From \_\_\_\_\_ to \_\_\_\_\_

PM session: From \_\_\_\_\_ to \_\_\_\_\_

BEFORE EXAMINATION

| Pre-test activities in terms of the following:                                 | Evident | Not Evident | Remarks |
|--|---------|-------------|---------|
| <b>I. Testing Room In Charge: (Test Administrator / School ICT Coordinator</b> |         |             |         |
| 1.1 Ensure the testing venue is prepared according to the guidelines           |         |             |         |
| 1.2 Oversee the smooth conduct of the mock test                                |         |             |         |
| 1.3 Address any major issues or concerns that may arise                        |         |             |         |
| 1.4 Verify student attendance and instructions to students                     |         |             |         |
| 1.5 Distribute log in credentials and instructions to students                 |         |             |         |
| 1.6 Maintain order and discipline within the testing room                      |         |             |         |
| <b>II. Technical Support:</b>  |         |             |         |



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|  |  |  |  |
|--|--|--|--|
| 1.1 Ensure all computers and network connections are functioning properly              |  |  |  |
| 1.2 Provide technical assistance to students encountering difficulties                 |  |  |  |
| 1.3 Troubleshoot any technical issues that may arise during the test                   |  |  |  |
| <b>III. Proctor</b>  |  |  |  |
| 1.4 Monitor students during the test to prevent any form of cheating or irregularities |  |  |  |
| 1.5 Ensure students follow the instructions and guidelines                             |  |  |  |

MONITORING PROCEDURES:

| Pre- Test  | Evident | Not Evident |
|--|---------|-------------|
| 1. Ensure all computers are properly set up and functioning                  | _____   | _____       |
| 2. Verify the availability of necessary materials (e.g. scratch paper, pens) | _____   | _____       |
| 3. Brief the students on the testing procedures and guidelines               | _____   | _____       |
|  | _____   | _____       |

| During Test   | Evident | Not Evident |
|---|---------|-------------|
| 1. Continuously monitor students to prevent any form of cheating. | _____   | _____       |
| 2. Provide assistance to students with technical difficulties     | _____   | _____       |
| 3. Document any unusual incidents or irregularities               | _____   | _____       |
| Post Test   |         |             |
| 1. Collect all materials from students.                           | _____   | _____       |
| 2. Ensure students log out of the testing platform properly       | _____   | _____       |
| 4. Report any issues or concerns to the Overall Supervisor        | _____   | _____       |
| IV. Reporting:  |         |             |
| 1. Number of students who participated in the mock test           | _____   | _____       |
| 2. Any technical issues encountered and how they were resolved    | _____   | _____       |
| 3. Any irregularities observed during the test                    | _____   | _____       |
| 4. Recommendations for improving the conduct of the future test   | _____   | _____       |

Other Findings/Observations:



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Monitoring Official

(Signature above printed name)