



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.

  
**MARITES A. IBAÑEZ, 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)**

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

<b>Pre- Test</b>	<b>Evident</b>	<b>Not Evident</b>
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	_____	_____

<b>During Test</b>	<b>Evident</b>	<b>Not Evident</b>
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	_____	_____
<b>Post Test</b>		
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	_____	_____
<b>IV. Reporting:</b>		
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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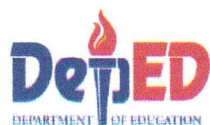
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\_\_\_\_\_  
Monitoring Official

(Signature above printed name)



**Address:** Provincial Sports Complex, Bolbok, 4200 Batangas City  
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**Email Address:** [deped.batangas@deped.gov.ph](mailto:deped.batangas@deped.gov.ph)  
**Website:** [www.depedbatangas.com](http://www.depedbatangas.com)