



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

07 Jan 2026

**DIVISION MEMORANDUM**

No. 06, s. 2026

**REGIONAL ONSITE MONITORING ON THE ADMINISTRATION  
OF COMPUTER-BASED NATIONAL CAREER ASSESSMENT  
EXAMINATION (CB-NCAE) S.Y. 2025-2026**

To: OIC-Assistant Schools Division Superintendent  
OIC-CID Chief Education Supervisor  
OIC-SGOD Chief Education Supervisor  
School Heads (Public and Private Schools)  
All Others Concerned

1. Attached is Regional Memorandum No. 923, s. 2025 titled "Regional Onsite Monitoring on the Administration of Computer-Based National Career Assessment Examination (CB-NCAE) S.Y. 2025-2026," for information and guidance.
2. The Regional Monitoring Official assigned in Imus City is **Ms. Lourdes O. Manimtim**, Education Program Supervisor of the Quality Assurance Division (QAD).
3. See Enclosure No. 1 regarding the schedule of the administration of CB-NCAE.
4. For queries and clarifications, please contact Mr. Medel Carlos C. Zarsuelo Jr., Education Program Specialist II, at 046-419-8450 to 53 local 227.
5. Immediate dissemination of this Memorandum is earnestly desired.

Digitally signed by  
Mendoza Homer  
Napenas  
Date: 2026.01.07  
09:31:16 +08:00

**HOMER N. MENDOZA**

Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent



**Address:** Toolong I-C, Imus City, Cavite  
**Telephone No.:** (046) 4198450 to 53  
**Email Address:** imus.city@deped.gov.ph  
**Website:** www.depedimuscity.com  
**Facebook Page:** @sdoimuscity



Encl.: As stated

Reference: As stated

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

EXAMINATIONS  
MONITORING AND EVALUATION

*sgod/mcz/December 18, 2025*

Enclosure No. 1 to Division Memorandum No. 06, s. 2026

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

<b>School</b>	<b>No. of Grade 10 Learners</b>	<b>Schedule for CB-NCAE Test Proper</b>	
Francisca Tirona Benitez Integrated School	26	January 12, 2026	January 12, 2026
Anastacio Advincula Integrated School	82	January 12, 2026	January 13, 2026
City of Imus Integrated School	174	January 12, 2026 (PM)	January 15, 2026 (AM)
Hipolito Saquilayan National High School	228	January 12, 2026 (PM)	January 16, 2026 (AM)
Gov. D.M. Camerino Integrated School	517	January 12, 2026 (PM)	January 19, 2026 (PM)
General Licerio Topacio National High School	558	January 13, 2026 (AM)	January 20, 2026 (PM)
General Tomas Mascardo National High School	925	January 13, 2026 (PM)	January 20, 2026 (PM)
General Emilio Aguinaldo National High School	1703	January 14, 2026 (AM)	January 27, 2026 (AM)
Imus National High School	2382	January 14, 2026 (AM)	January 27, 2026 (PM)
Angelorum School	3	January 19, 2026	January 20, 2026
Ann Marris Montessori School	2	January 19, 2026	January 20, 2026
Benedictine Institute of Learning	50	January 19, 2026	January 21, 2026
Cachapero Academe, Inc.	82	January 19, 2026	January 21, 2026
Casa Real Montessori Inc.	15	January 19, 2026	January 20, 2026
Del Pilar Academy	109	January 19, 2026	January 22, 2026
Dr. Espero Educational Foundation Colleges, Inc.	15	January 19, 2026	January 20, 2026
Elizabeth Seton School – South	129	January 19, 2026	January 22, 2026
Fiat Lux Academe, Inc.	51	January 19, 2026	January 21, 2026
Colegio De Porta Vaga Inc.	6	January 19, 2026	January 20, 2026
Holy Spirit School of Imus (Main)	4	January 19, 2026	January 20, 2026
Imus Institute of Science and Technology	50	January 19, 2026	January 21, 2026
Imus Unida Christian School Inc.	106	January 19, 2026	January 22, 2026
Pastorelle – Jesus Good Shepherd School, Inc.	59	January 19, 2026	January 21, 2026

La Trinidad Academy	92	January 19, 2026	January 22, 2026
La Verne Academy, Inc.	28	January 19, 2026	January 21, 2026
Little Haven Christian School	3	January 19, 2026	January 20, 2026
Maranatha Christian Academy of Imus	255	January 19, 2026	January 23, 2026
Our Lady of the Pillar Catholic School, Inc.	119	January 19, 2026	January 22, 2026
Pag-asa Bible Baptist Academy	3	January 19, 2026	January 20, 2026
Unida Christian Colleges	122	January 19, 2026	January 22, 2026
St. John Fisher School	40	January 19, 2026	January 21, 2026
St. Odilard School	20	January 19, 2026	January 20, 2026
Southern Phils. Institute of Science & Technology	56	January 19, 2026	January 21, 2026
S.V. Montessori	9	January 19, 2026	January 20, 2026
UCCP Anabu Christian School	18	January 19, 2026	January 20, 2026
De La Salle Santiago Zobel School	101	January 19, 2026	January 22, 2026
Del Rosario Christian Institute of Imus, Inc.	42	January 19, 2026	January 21, 2026
Theos Higher Ground Academe Imus Inc.	29	January 19, 2026	January 21, 2026
Ashtonville School Inc.	12	January 19, 2026	January 20, 2026
M7 Philippine Cambridge School	10	January 19, 2026	January 20, 2026
Tierra Santa Montessori School	21	January 19, 2026	January 21, 2026
Academia Primera School	27	January 19, 2026	January 21, 2026
Angelicum Primarosa Montessori School	8	January 19, 2026	January 20, 2026
Academia de Covina, Inc.	13	January 19, 2026	January 20, 2026
Haven of Wisdom Academy	35	January 19, 2026	January 21, 2026
Charis Christian Institute (Imus) Inc.	29	January 19, 2026	January 21, 2026
Beatitudes Technological & Theological College Imus Cavite Inc.	10	January 19, 2026	January 20, 2026
Saint Simon of Cyrene Academy, Inc.	46	January 19, 2026	January 21, 2026
Southwoods School of Cavite	24	January 19, 2026	January 21, 2026
St. Mark of Academy of Primarosa, Inc.	4	January 19, 2026	January 20, 2026
Josiah Christian Values High School	22	January 19, 2026	January 21, 2026
Academia de Julia Victoria of Cavite	18	January 19, 2026	January 21, 2026
Southdale Inclusive School, Inc.	13	January 19, 2026	January 20, 2026

Vox Dei Play & Learn Center	8	January 19, 2026	January 20, 2026
St. Edward School Foundation, Inc.	70	January 19, 2026	January 22, 2026
ICBC Christian Academy, Inc	7	January 19, 2026	January 20, 2026
Stateville Academy, Inc.	20	January 19, 2026	January 21, 2026
Brimestone Academy	16	January 19, 2026	January 20, 2026
St. Martha Montessori School	42	January 19, 2026	January 21, 2026
The Thomas Aquinas Institute of Learning	61	January 19, 2026	January 21, 2026
Shammah Christian School, Inc.	9	January 19, 2026	January 20, 2026
Saint Francis Institute, Learning and Business High School, Inc.	4	January 19, 2026	January 20, 2026
San Isidro Institute of Imus Inc.	15	January 19, 2026	January 20, 2026
Makwills Integrated School, Inc.	7	January 19, 2026	January 20, 2026



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



10 December 2025


**Regional Memorandum**  
No. 923, s. 2025

**REGIONAL ONSITE MONITORING ON THE ADMINISTRATION  
OF COMPUTER-BASED NATIONAL CAREER ASSESSMENT  
EXAMINATION (CB-NCAE), SY 2025-2026**

To **Schools Division Superintendents**  
**Regional Functional Division Chiefs**

1. Pursuant to Advisory No. 033, s. 2025, "**Administration of the Computer-Based National Career Assessment Examination.**" for School Year 2025-2026," this Office through the Quality Assurance Division (QAD) will conduct a Regional Onsite Monitoring on the conduct of the assessment examination to all Grade 10 learners currently enrolled in public and private schools with government permit or recognition. Private schools will use the Bureau of Education Assessment (BEA) Learning Management System while Public schools will use the Regional Office (RO) Learning Management System.
2. The said assessment examination shall be conducted during regular class hours from **December 9, 2025 to January 30, 2026**, which will serve as the official testing window.
3. The objectives of this activity are the following:
  - a. To ensure standardized test administration by performing the activities at various stages of the test as stipulated in the Room Examiners handbook; and
  - b. Ensure the integrity of the test materials in the whole process of test administration.
4. The Regional Monitoring Team is composed of the Functional Division Chiefs and Education Program Supervisors. Attached is the list of the monitoring officials and monitoring tool.
5. Regional Monitoring Officials and schools are expected to comply with **R.A. 6713**, the **Code of Conduct and Ethical Standards for Public Officials and Employees**, especially Section 7d. "*Public Officials and employees shall not solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan, or anything of monetary value from any person in the course of their official duties or in connection with any operation being regulated by, or any transaction which may be affected by the functions of their office.*"

6. Travel and other related expenses of the Regional Office personnel relative to the conduct of this activity will be charged against regional funds while that of the Schools Division Office will be charged against their local funds subject to the usual accounting and auditing rules and regulations.
7. For clarifications, please contact Luz E. Osmena, Chief, Quality Assurance Division and Buenalyn M. Manuel, Regional Testing Coordinator, through the QAD landline (02) 8862-5773 loc.450.
8. Immediate and widest dissemination of this Memorandum is enjoined.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

Enclosure 1

**LIST OF REGIONAL ONSITE MONITORING OF THE ADMINISTRATION  
OF COMPUTER-BASED NATIONAL CAREER ASSESSMENT EXAMINATION  
(CB-NCAE) SY 2025 – 2026**

<b>SDO</b>	<b>RO Monitoring Official</b>	<b>Date of NCAE Administration</b>
Antipolo City	<b>Luz E. Osmena</b> Chief, QAD	January 19-30, 2026 (Public) January 19-23, 2026 (Private)
Rizal Province	<b>Viernalyn N. Nama</b> Chief, CLMD  <b>Jisela N. Ulpina</b> OIC Chief, HRDD  <b>Arturo P. Rosaroso, Jr.</b> Ro,QAD	December 10-17, 2025 & January 5-30, 2026 (Public) January 12-16, 2026 (Private)
Batangas Province	<b>Elinos S. Garcia</b> Chief, PPRD  <b>Rey M. Valenzuela</b> Regional ITO	January 12-23, 2026 (Public & Private)
Calaca City		January 12-23, 2026 (Public & Private)
Quezon Province	<b>Michael Girard R. Alba</b> Chief, FTAD	January 12 - 30, 2026 (Public) January 12-16, 2026 (Private)
Batangas City	<b>Reymund M. Ferry</b> EPS,QAD	December 10-17, 2025 & January 6-21, 2026 (Public) January 19-22, 2026 (Private)
Lucena City		January 7-30, 2026 (Public) January 19-22, 2026 (Private)
Tayabas City		January 9-27, 2025 (Public) January 12-14, 2025 (Private)

Bacoor City	<b>Jeffrie F. Ditalan</b> EPS,QAD	January 5-9; 12-16 & 19-20, 2026 (Public) January 19-23, 2026 (Private)
Gen. Trias City		January 6-29, 2026 (Public) January 19-23, 2026 (Private)
Lipa City		January 8-19 & 21-22, 2026 (Public) January 19,21-23, 2026 (Private)
Binan City	<b>Ma. Lourdes O. Manimtim</b> EPS,QAD	January 14-27, 2026 (Public) January 14- 23, 2026 (Private)
Cavite City		January 19-30, 2026 (Public) January 13-14, 2026 (Private)
Imus City		January 12-16, 19-21 & 26-28 2026 (Public) January 19-23, 2026 (Private)
Cabuyao City	<b>Loida G. Tomelden</b> EPS,QAD	January 19-30, 2026 (Public) January 26-30, 2026 (Private)
Laguna Province		January 12-30, 2026 (Public) January 19-23, 2026 (Private)
Tanauan City		December 9 - 19, 2025 (Public) January 19-23, 2026 (Private)
Calamba City	<b>Almer D. Mayo</b> EPS,QAD	January 19-30, 2026 (Public & Private)
San Pablo City		January 12-14 & 17-30, 2026 (Public) January 19-23, 2026 (Private)
Santa Rosa City		January 9 -27, 2026(Public) January 19-23, 2026 (Private)

Carmona City	<b>Buenalyn M. Manuel</b> EPS,QAD	January 7 - 30, 2026 (Public) January 12 - 16, 2026 (Private)
Cavite Province		January 7 - 30, 2026 (Public) January 12 - 16, 2026 (Private)
Sto. Tomas City		January 8 - 28, 2026 (Public) January 12-16, 2026 (Private)
Dasmaringas City	<b>Eric R. Balancio</b> RO,QAD	January 7 - 30, 2026 (Public) January 19-23, 2026 (Private)
San Pedro City		January 7-30, 2025 (Public) January 19-23, 2025 (Private)

Enclousre 2

**REGIONAL ONSITE MONITORING ON THE ADMINISTRATION  
OF COMPUTER-BASED NATIONAL CAREER ASSESSMENT  
EXAMINATION (CB-NCAE), SY 2025 – 2026**

**School:** \_\_\_\_\_  
**School Address:** \_\_\_\_\_ **Division:** \_\_\_\_\_  
**School Head:** \_\_\_\_\_ **School ID No.:** \_\_\_\_\_  
**Division:** \_\_\_\_\_  
**Testing Center:** \_\_\_\_\_  
**Date of Assessment Administration:** \_\_\_\_\_

1. No. of Testing Rooms:  
Morning Session \_\_\_\_\_ Afternoon Session: \_\_\_\_\_ Total: \_\_\_\_\_
2. Total Enrolment/Registrants: \_\_\_\_\_  
Male: \_\_\_\_\_ Female: \_\_\_\_\_ Total: \_\_\_\_\_
3. Total No. Examinees:  
AM Session: Male: \_\_\_\_\_ Female: \_\_\_\_\_ Total: \_\_\_\_\_  
PM session: Male: \_\_\_\_\_ Female: \_\_\_\_\_ Total: \_\_\_\_\_
4. Total No. of Absences:  
AM Session: Male: \_\_\_\_\_ Female: \_\_\_\_\_ Total: \_\_\_\_\_  
PM session: Male: \_\_\_\_\_ Female: \_\_\_\_\_ Total: \_\_\_\_\_
5. Time when the assessment administration started and ended  
AM Session: From \_\_\_\_\_ to \_\_\_\_\_  
PM Session: From \_\_\_\_\_ to \_\_\_\_\_

**Directions:** Put a check (/) mark to the corresponding box below if the indicators are evidently observed and (X) mark if not evidently observed. The responses may be generated through interviews and direct observations.

**A. Before the Examination**

Indicators	Evident	Not Evident
1. Learners' seats are arranged properly, with space between learner's computer units to prevent any attempt on their part to communicate with each other.		
2. Learners already have activated accounts and accessed their DepEd Microsoft Accounts.		
3. Learners know their login credentials such as username and password.		
4. Computers and desktops date and time are correct.		
5. Availability of functional keyboard and mouse.		

6. Availability of installed Safe Exam Browser (SEB) from BEA.		
7. Learning Management System (LMS) assigned is all running using the Safe Exam Browser before the students go to their respective seats.		
8. Provision of internet connection (at least 50mbps bandwidth allocation); antivirus program, and Windows auto-update are disabled).		
9. Learner's bags and other belongings are placed in the holding area or in front of the testing room.		

### **B. During the Examination**

<b>Indicators</b>	<b>Evident</b>	<b>Not Evident</b>
1. Ensure the testing room is prepared according to the guidelines.		
2. Check learner's attendance based on official list provided by the School Head.		
3. Verify student attendance and provide clear instructions to students.		
4. Distribute log in credentials such as username and password and provide clear instructions to learner's		
5. Roam around the testing room to ensure that electronic devices will not be used inside the testing room before, during, or after the test.		
6. Ensure that every learner has their own ballpen or pencil and is provided with a piece of clean paper for computation purposes only.		
7. Cellphones, calculators, smart watches, and other forms of electronic devices are not allowed during the assessment.		
8. Monitor students during the assessment to prevent any form of cheating or irregularities and to maintain order and discipline within the testing room.		
9. Report and address any major issues or concerns that may arise.		

### B.1 Testing Rooms

Indicators	Evident	Not Evident
1. Testing room can accommodate <b>30</b> learners per room.		
2. Availability of <b>30</b> functional desktops/ laptops, preferably with additional <b>five (5)</b> computer units that will serve as buffer.		
3. Availability of standby power generator (in case of power outage/emergency).		
4. Availability of <b>one (1)</b> room which shall serve as a holding area for the learners to prepare them before entering the testing rooms.		
5. Availability of the List of Examinees arranged alphabetically and posted outside the testing rooms.		
6. Availability of Test Administration Schedule with total time allotment posted on the board.		
7. Testing rooms are located in a quiet and unpopulated area in the school and is conducive for the testing activity (e.g. spacious, well-lighted and ventilated) and with a nearby restroom for student use.		

### C. After the Examination

Indicators	Evident	Not Evident
1. Students are not allowed to leave the room until everyone is done answering the assessment.		
2. Collected paper used for computation purposes were collected after the testing session for shredding and disposal.		
3. Checked the learner's log out of the testing platform properly.		
4. Submitted the test materials and other reports to Chief Examiner after the assessment.		
5. Reported any issues or concerns to the Chief Examiner.		

**Overall Significant Findings/Observations:**

---

---

---

---

---

---

---

Signature over Printed Name  
RO Monitoring Official)

**Conforme :**

---

Signature Over Printed Name  
School Testing Coordinator (STC)

---

Signature Over Printed Name  
School ICT Coordinator

---

Signature Over Printed Name  
School Head