



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

15 Dec 2025

DIVISION MEMORANDUM
No. 775, s. 2025

**CONDUCT OF VIRTUAL MEETING ON THE ADMINISTRATION
OF THE COMPUTER-BASED NATIONAL CAREER
ASSESSMENT EXAMINATION FOR 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 Secondary Schools)
All Others Concerned

1. Relative to **Advisory No. 251, s. 2025**, titled "Additional Guidelines on the Administration of the Computer-Based National Career Assessment Examination (CB-NCAE) for School Year 2025-2026," this Office, through the School Governance and Operations Division (SGOD), announces the conduct of virtual meeting on the administration of the Computer-Based National Career Assessment Examination.

2. The virtual meeting is scheduled on **December 18, 2025** from **9:00 AM** to **12:00 PM**. The link for the virtual meeting is <https://tinyurl.com/VMCB-NCAE>.

3. The participants in the virtual meeting are the following:

- a. School Heads of private and public secondary schools
- b. Ivan Honorpette A. Mijares
- c. Naamah C. Mambalos
- d. Medel Carlos C. Zarsuelo Jr.

4. The School Heads are requested to accomplish the **CB-NCAE Form 2**. The template can be downloaded through this link: <https://tinyurl.com/CBNCAEF2>. Once accomplished, kindly submit the CB-NCAE Form 2 through this link: <https://tinyurl.com/Form2CB-NCAE>. Please **read the instructions carefully** to avoid any mistakes or errors.

5. For queries and clarifications, please contact Mr. Medel Carlos C. Zarsuelo Jr., Education Program Specialist II, at 046-419-8450 to 53 local 227.



Address: Toclong 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



6. Immediate dissemination of this Memorandum is earnestly desired.



HOMER N. MENDOZA

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

Encl.: None

Reference: As stated

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

EXAMINATIONS

MEETINGS

MONITORING AND EVALUATION

sgod/mcz/December 15, 2025