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**DIVISION MEMORANDUM**

No. 213, s. 2016

To: Heads, Public and Private Secondary Schools  
MSU-IIT IDS  
Guidance Coordinators  
High School Testing Coordinators  
All Others Concerned

Subject: **ORIENTATION ON THE STANDARDIZED TEST ADMINISTRATION OF THE NATIONAL CAREER ASSESSMENT EXAMINATION (NCAE), PHILIPPINE EDUCATIONAL PLACEMENT TEST (PEPT), AND TEST OF ENGLISH PROFICIENCY TEST AND PROCESS SKILLS TEST IN SCIENCE & MATHEMATICS (TEPT-PST) FOR SCHOOL YEAR 2016-2017**

Date: October 17, 2016

1. The Department of Education (DepEd), through the Bureau of Education Assessment (formerly NETRC), shall administer the Philippine Educational Placement Test (PEPT) on November 27, 2016, Grade 9 National Career Assessment Examination (NCAE) on December 7-8, 2016, and Test of English Proficiency & Process Skills Test for Grades 7 & 8 Science & Mathematics Teachers either be a Saturday or Sunday of November/December 2016 or January 2017.

2. With this, the SGOD-Testing Unit of the Division of Iligan City shall conduct the Orientation on the Standardized Test Administration of the Philippine Educational Placement Test (PEPT), National Career Assessment Examination (NCAE), and Test of English Proficiency Test and Process Skills Test in Science & Math to all Public and Private Secondary School Heads or School Testing Coordinators (whoever is available/only one representative per school) and Guidance Coordinators at the Division Conference Hall on the following schedules:

Participant	Date & Time
Public Secondary School Heads or Testing Coordinators District Guidance Coordinators	November 15, 2016 - 8:30 AM
Private Secondary School Heads or Testing Coordinators District Guidance Coordinators	November 15, 2016 - 1:30 PM

3. Meanwhile, public and private secondary schools are requested to submit on November 7, 2016 to the Division Records Section Attention: Division Testing Coordinator Roberto D. Napere Jr., Ph.D., the hard copy of the List of Grade 9 NCAE Examinees (30 examinees per room arranged alphabetically males first then females). Also, please indicate your Chief Examiner (School Head), and the Room Examiners and Room Supervisors (1 RS for every 10 testing rooms) coming from your school to be assigned by the Division Office to other schools. The previous NCAE List of Examinees template shall be utilized.

4. Immediate dissemination and compliance of this Memorandum is desired.

  
**RANDOLPH B. TORTOLA, CESO VI**  
Schools Division Superintendent