



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

January 2, 2026

DIVISION MEMORANDUM

No. 01, s. 2026

**ADMINISTRATION OF THE COMPUTER-BASED NATIONAL CAREER
ASSESSMENT EXAMINATION (CB-NCAE) FOR SCHOOL YEAR 2025-2026**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors and Division Coordinators
Public Schools District Supervisors and OIC-PSDSs
Public and Private Secondary School Heads
Public and Private Secondary School Testing Coordinators
Public and Private Secondary School ICT Coordinators
All Others Concerned

1. This Office announces the conduct of the **Computer-based National Career Assessment Examination (CB-NCAE)** pursuant to DepEd - Bureau of Education Assessment (BEA) Advisory No. 24, s. 2025 which is scheduled from January 6, 2026 to February 20, 2026 in selected testing centers.
2. The assessment is intended for Grade 10 Learners and designed to provide career guidance to individual learners for their future educational and career choices and basis for profiling learners' aptitude which covers the following domains: **General Scholastic Aptitude (GSA)**, and **Career and Occupational Roles Explorer (CORE)**. The GSA covers Abstract Reasoning, Logical Reasoning, Mechanical Reasoning, Numerical Reasoning, Spatial Reasoning, Verbal Reasoning (English and Filipino), and Perceptual Accuracy and Response Efficiency (PARE). The CORE covers CORE-A (RIASEC) and CORE-B (Thurstone Model), which is an inventory of occupational interest that provides assessment on inclinations/preferences for comprehensive career guidance.
3. All PSDSs/OIC-PSDS and Secondary School Heads must ensure that the software and hardware requirement for the administration of CB-NCAE as stated in the Enclosure No. 1 in this Memorandum shall be complied.
4. An **Orientation** for testing personnel will be on **January 5, 2026** at Bulwagan ng Karunungan, 3rd Floor, DepEd SDO Sorsogon, Balogo, Sorsogon City. **The participants** are expected to attend the said orientation, to wit:

Time Schedule	Participants
Group A 9:00 AM- 11:30 AM	School ICT Coordinator and School Testing Coordinator (Public and Private Schools)
Group B 1:00 PM- 2:30 PM	PSDSs/OIC-PSDSs, School Heads of Public and Private Schools



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700
Landline: (056) 211-6461
Email: sorsogon@deped.gov.ph
Website: depedsorsogon.com.ph



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

5. Meals and transportation during the orientation shall be against school MOOE/local funds while Honorarium, transportation, meals and other incidental expenses incurred related to the conduct of the said activity shall be charged against NASBE Fund.
6. Teaching and non-teaching personnel involved in the preparation of the CB-NCAE shall be granted service credit/compensatory overtime credit for their services rendered on Saturdays, Sundays and holidays pursuant to paragraph 5.3 item K of DBM and CSC Joint Circular dated October 4, 2004.
7. For relevant queries, you may coordinate with **Ms. Maribel B. Daradar**, Division M&E Coordinator/Div. Testing Coordinator via mobile number: **09933500495**.
8. For information, guidance and compliance.

JOSE L. DONCILLO, CESO V
Schools Division Superintendent





Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

Enclosure No. 1 in the Division Memorandum No. __, s. 2026

**Computer-based National Career Assessment Examination (CB-NCAE)
Administration Guidelines**

I. Examination Period and Testing Schedule

Category	Details
Testing Window	January 6, 2026 to February 20, 2026
Division/School Responsibility	The Division Testing Coordinator (DTC), in coordination with the DITO, will cascade the official testing schedule to all respective schools.
Session Options	Testing Centers may implement: Two (2) sessions per day (Morning: 6:30 a.m. - 11:30 a.m.; Afternoon: 12:00 noon - 5:00 p.m.). OR One (1) session per day (either morning or afternoon).
Crucial Note	Mid-session schedules (e.g., 9:00 a.m. to 3:00 p.m.) are NOT allowed as this affects the fixed schedule of other schools.

II. Technical Requirements and Preparedness (SHs/ICT Coordinators)

School Heads (SHs) must ensure the following requirements are met:

- **Platform Access:** The test will use the **DepEd Regional Learning Management System (LMS)**. The **Safe Exam Browser (SEB)** must be installed on all computers.
- **Hardware:** **1:1 examinee-to-computer ratio** per session is required. Use at least **30 working computer units** per session when available, with **5-10 buffer computer units** recommended.
- **Connectivity:** A **stable internet connection** is required. A minimum of **10 Mbps stable connection per 30-40 computer units** is recommended, along with at least **2 routers/extenders per computer room**.
- **Power:** A **generator or UPS** and an **automatic voltage regulator per computer unit** are recommended as backup against power interruptions.

III. User Accounts and Platform Orientation (Urgent Action)

a. User Registration and Verification

- **Account Accessibility:** The examinees' user accounts (created by the DITO) and enrollment in the CB-NCAE course (by the DTC) will be accessible on **December 4, 2025**.
- **Action Required (School Level):** The School ICT Coordinator or School Testing Coordinator must immediately **verify the existence and accessibility of the user accounts**.



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700
Landline: (056) 211-6461
Email: sorsogon@deped.gov.ph
Website: depedsorsogon.com.ph



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

- **Form Submission:** The **CB-NCAE Form 2 - User Registration Form (URF)** must be completed by the School ICT Coordinator or School Testing Coordinator and submitted to the DTC and DITO.
- b. Assessment Platform Walkthrough and Test Orientation
- All Grade 10 learners **shall attend** the mandatory orientation.
- This must be conducted **starting December 1, 2025, by schedule, at least a week prior** to the actual CB-NCAE administration in the respective school/division.
- SHs must ensure the school evaluates readiness by checking that all systems are functional, personnel are familiar with their roles, and examinees understand the platform interface.

IV. Transfer of Resources and Learners (Guidelines)

PSDSs and SHs must be guided by the following protocols for maximizing resources:

Transfer Type	Conditions and Approval
Testing Resources (Computer units, Routers)	Must be within the division . Endorsed by the DTC and approved by the SDS. Must not disrupt regular school operations.
Use of Personal Devices	Voluntary for schools with limited resources. The School ICT Coordinator must conduct device compatibility checks at least one week before the test . Devices must be inspected before entry to the testing room.
Learners	Allowed if the school lacks units, has no internet, or resources cannot be brought in. Must be within the same district . Endorsed by the DTC and approved by the SDS. Parental consent is mandatory. Learners must travel in groups with assigned teachers .

