

Republic of the Philippines DEPARTMENT OF EDUCATION Region VII, Central Visayas

SCHOOLS DIVISION OF NEGROS ORIENTAL

www.depednegor.net



December 10, 2018

TRAVEL ORDER NO. <u>|↑</u>Ø, S. 2018

TO

: MRS. REGINA CLARINA E. EMPESO

SGOD Office

EPS-11, M& E

MR. DENNIS CHARL F. ANDALAJAO

SGOD Office

SEPS, M& E

MRS, KARLA P. ANTONIO

SGOD Office

EPS-II, SocMob

DR. EMMA S. MATE

SGOD Office

SEPS, SocMob

MS. IRYLL MAE S. MACAHIG

EPS II, HRDS

SGOD Office

MRS, MIRIAM LOU BATIANCILA

Division Planning Officer

Planning Office

MR, ALLAN A, TABIO

DEPS/ Division Sports Officer

SGOD Office

MR. JOSEPH GEMINA

PDO- DRRM

SGOD Office

MRS. JENITH C. CABAJON Division Coordinator

SGOD Office

PURPOSE

: To monitor the conduct of the National Career Assessment Examination

(NCAE) on December 10-11, 2018 from the 1st to 3rd Congressional Districts

DATE OF TRAVEL: December 10-11, 2018

Venue : Canlaon City to Sta. Catalina, Negros Oriental

Tel. Nos. (035)225-2838 / 225-0867/422-7644 (Division Supt's Office); (035) 225-1822 (CID); (035) 225-1823 (Legal Section); (035)225-6180 (SGOD); (035) 422-7643 (Cash Section); (036) 422-8511 (Planning Section); (035) 225-6867 (Record's Section); (036) 422-6283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2370 (Guard/Medical/Dental Sections); (036) 422-6283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2370 (Guard/Medical/Dental Sections); (036) 422-3270 (Supply Section); (036) 422-3271 (Supply Section); (036) 422-3271



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1. You are hereby directed to monitor the conduct of the National Career Assessment Examination (NCAE) on December 10-11, 2018 from the 1st to 3rd Congressional Districts with the following assignment:

Mr. Dennis Charl Andalajao - Mabinay 1, 2, 3 and 4
Mrs. Regina Empeso - Sibulan 1 & 2 and NO

Mrs. Regina Empeso - Sibulan 1 & 2 and NOHS Mrs. Karla P. Antonio - Dauin and Jimalalud

Dr. Emma S. Mate - Valencia, Bacong & Zamboangita Mr. Allan Tabio - Tayasan 1 & 2, Ayungon 1 & 2

Mrs. Jenith Cabajon - San Jose and Amlan

Mr. Joseph Gemina - La Libertad 1 & 2, Canlaon 1 & 2
Ms. Iryll Mae Macahig - Siaton 1 & 2, Sta. Catalina 1 & 2
Mrs. Miriam Lou Batiancila - Manjuyod 1 & 2 and Bindoy 1 & 2

2. Travelling, meals and other incidental expenses shall be charged to Division MOOE/ BEA Funds subject to the usual auditing and accounting rules and regulations.

WILFREDA D. BONGALOS, Ph.D., CESO V
Schools Division Superintendent

NCAE 2018 MONITORING TOOL

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. Implementation Stage
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List of examines posted on a strategic place outside the classroom () Observed
() Not Observed
 Board work staring time started and time ended 1 Observed () Not Observed
Designated area for test materials distribution () Observed () Nm Observed
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OF TEST TAKERS OFFICIALLY LISTED ACTUAL TEST TAKERS %

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C. Actual Conduct of the test (Based on monitor's observation)

INDICATORS	OBSER	REMARKS	
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Entrance and scaring arrangement			
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Distribution of Answer sheets (AS) and Test Booklets	:	! !	† · · · · · · · · · · · · · · · · · · ·
• Checking of the TBs and AS	- i		
Fill-in of information of the answer sheet	<u>-</u>	· · · · · · · · · · · · · · · · · · ·	j .~
Test Proper			
Reading the General Directions			
Administering the examinee's Descriptive Questionnaire			
Accomplishing seat plan		;	
Administering the subject area test		:	:
Collecting the AS and TBs, Dismissing the examinees		i · · · · · · · · · · · · · · · · · · ·	
Post Test		; ;	I
Preparing the reports and sealing the ETRE.			
Turn-over the test materials		· · · · · · · · · · · · · · · · · · ·	T
Accounting of materials to the chief examiner			
Packing of iesi maierials			
• Accomplishmera of form 5 & 6			
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Signature over printed name of minitor

NCAE 2018 MONITORING TOOL

INDICATORS	School: Name of School Head Name of Chief Examiner:		School:		School:		School:		
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			Name of Chief Examiner:		Name of Chief Examiner:		Name of Chief Examiner:		
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