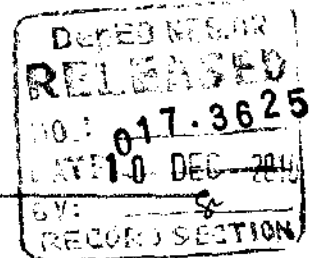




Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net



December 10, 2018

TRAVEL ORDER
NO. 1709, S. 2018

TO	: MRS. REGINA CLARINA E. EMPESO	SGOD Office
	EPS- II, 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	SGOD Office
	EPS II, HRDS	
	MRS. MIRIAM LOU BATIANCILA	Planning Office
	Division Planning Officer	
	MR. ALLAN A. TABIO	SGOD Office
	DEPS/ Division Sports Officer	
	MR. JOSEPH GEMINA	SGOD Office
	PDO- DRRM	
	MRS. JENITH C. CABAJON	SGOD Office
	Division Coordinator	

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 Supr's Office); (035) 225-1622 (CID); (035) 225-1623 (Legal Section); (035)225-6180 (SGOD); (035) 422-7643 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-8967 (Record's Section); (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2378 (Guard/Medical/Dental Sections); (035) 225-7012 (Educ. Facilities Section); (035) 225-1640 & (035) 225-1640 (Acct. Budget Section); (035) 422-3921 (Supply Section)



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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 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

Tel. Nos: (035)225-2836 / 225-8867/422-7844 (Division Supl's Office); (035) 225-1822 (CID); (035) 225-1823 (Legal Section); (035)225-8180 (SGOD); (035) 422-7843 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-5987 (Record's Section); (035) 422-5283 (Admin. Section); (035) 422-8287 (Personnel Section); (035) 225-2378 (Guard/Medical/Dental Sections); (035) 225-7012 (Educ. Facilities Section); (035) 225-1640 & (035) 225-1640 (Acc. Budget Section); (035) 422-3921 (Supply Section)

NCAE 2018 MONITORING TOOL

A. Preparation *(Based on interview from a room examiner)*

A.1 Who informed you that you are one of the NCAE room examiners?

- Principal
- District Supervisor
- Co-teacher
- Personnel from the school where I am assigned.
- Others

A.2 How was the information disseminated?

- Verbal instructions
- Memorandum
- Travel Order
- Conference
- Others

A.3 Were you able to attend a briefing related to NCAE?

- Yes
- No

A.4 If yes, Who conducted the briefing/meeting?

- School Head
- Testing Coordinator of the school
- PSDS
- District Testing Coordinator
- Others

A.5 Where was the venue of the briefing/orientation?

- School
- District
- Others

A.6 What were the strategies employed during the conduct of the briefing?

- Lecture with ~~the~~ power point presentation
- Lecture with PowerPoint presentation
- Giving of handouts/handbooks
- Others

A.7 How many times you been assigned as room examiner of a unified exam like NCAE?

- Once
- Twice or more
- Five time or more

A.8 Did you received manuals/handouts during the briefing/orientation?

- Yes
- No

A.9 How did you find the manuals/handouts?

- very informative
- informative
- less informative

A.10 In your previous experience as room examiner, were you provided with transportation allowance?

- Yes
- No

B. Implementation Stage

B.1 Upon arrival in your testing room, did you observed the ff:

- List of examinees posted on a strategic place outside the classroom Observed Not Observed
- Board work stating time started and time ended Observed Not Observed
- Designated area for test materials distribution Observed Not Observed

B.2

NO. OF TEST TAKERS OFFICIALLY LISTED	ACTUAL TEST TAKERS	%

B.3

	Serial Nos.	
No. of used answer sheets	From	to
No. of unused answer sheets	From	to

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

INDICATORS	OBSERVATIONS		REMARKS
	YES	NO	
<i>Pre-test</i>			
• Entrance and seating arrangement			
• Orientation of Examinees			
• Distribution of Answer sheets (AS) and Test Booklets			
• Checking of the TBs and AS			
• Fill-in of information of the answer sheet			
<i>Test Proper</i>			
• 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 FTRE			
• Turn-over the test materials			
• Accounting of materials to the chief examiner			
• Packing of test materials			
• Accomplishment of form 5 & 6			

Signature over printed name of monitor

NCAE 2018 MONITORING TOOL

INDICATORS	School: _____ Name of School Head: _____ Name of Chief Examiner: _____		School: _____ Name of School Head: _____ Name of Chief Examiner: _____		School: _____ Name of School Head: _____ Name of Chief Examiner: _____		School: _____ Name of School Head: _____ Name of Chief Examiner: _____	
	Expected No. per documents	Actual	Expected No. per documents	Actual	Expected No. per documents	Actual	Expected No. per documents	Actual
	Total No. of Examinees							
Total No. of Examiners Needed								
Total No. of Room Supervisors								
Total No. of Examinees merge from private schools (if there are)								
Total No. of buffers used	Serial Numbers		Serial Numbers		Serial Numbers		Serial Numbers	
	From	To	From	To	From	To	From	To
Signature of chief examiner								