



Republic of the Philippines
Department of Education
REGION III

BATAAN HIGH SCHOOL FOR THE ARTS



SCHOOL MEMORANDUM

No. 001, s. 2026

JAN 6, 2026

To: Academic Affairs Division
Students Affairs Division
Teaching and Non-Teaching Personnel
All Others Concerned

**CONDUCT OF COMPUTER-BASED NATIONAL CAREER ASSESSMENT EXAMINATION
(ORIENTATION AND EXAMINATION)**

1. This Office announces that the **NCAE Orientation** for School Year 2024–2025 is scheduled on **January 9, 2026 (Friday)** and the **NCAE Examination** will be on **January 16, 2026 (Friday)**.
2. All concerned personnel are advised to take note of the following guidelines:

a) Orientation Coverage:

The orientation shall include the viewing of the official NCAE orientation video, discussion of test procedures, proper filling-out of forms, examination rules, and important reminders.

b) Participants:

All **Grade 10 students** are required to attend the NCAE orientation.

c) Orientation Schedule:

January 9, 2025 (Friday) – NCAE Orientation

TIME	GRADE 10	
7:30 AM – 9:00 AM	NCAE Orientation – Video Presentation	
9:00 AM – 9:15 AM	Health Break	Health Break
9:15 AM – 10:45 AM	Resetting of Accounts of Grade 10 Students	

3. NCAE Examination (Actual) January 16, 2026 (Friday)

TIME	GRADE 10
7:30 AM – 12:00 NN	NCAE Examination Proper



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TIME	GRADE 10
12:00 NN onwards	Dismissal after Examination

4. 20 laptops will be installed in BHSA Conference Room (Testing Room).
5. **Technical Working Group:**

Room Examiner: Pepito B. Hernandez- Master Teacher I
IT Support: Melbourne L. Salonga- Information Technology Officer
Chief Examiner: Samuel A. Quiroz- Supervising Education Specialist
Co-Chief Examiner: Rosie L. Basilio-Senior Education Program Specialist

6. For guidance and strict compliance.


MIA ARIANA E. TANCIONGCO, PhD
School Director / Director III

To be indicated in the Perpetual Index
Under the following subjects:
NCAE
AA04/ January 6, 2026