



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

January 20, 2026

DIVISION MEMORANDUM

No. 0021 s. 2026

DISSEMINATION OF MONITORING FORM FOR THE COMPUTER BASED NATIONAL CAREER ASSESSMENT EXAMINATION (CB-NCAE)

To: Janette G. Veloso, CESO VI - Assistant Schools Division Superintendent
Eduard C. Amoguis, EdD - Chief - Curriculum Implementation Division
Marlon G. Ebrado, - Chief - School Governance and Operations Division
Lordelyn A. Buyo - Education Program Supervisor
All Public Schools District Supervisors
All Secondary and Elementary School Heads
All Other Concerned

1. This Memorandum is issued to disseminate the Monitoring Form for the Computer-Based National Career Assessment Examination (CB-NCAE) to ensure the smooth, orderly, and efficient administration and monitoring of the said assessment.
2. The attached CB-NCAE Monitoring Form shall be accomplished by the designated testing personnel/division monitoring team during the conduct of the CB-NCAE. The form aims to gather essential data and document compliance with standard testing procedures.
3. School Heads/Monitoring Team are directed to:
 - Ensure the proper and accurate accomplishment of the form; and
 - Submit the duly accomplished Monitoring Form to the Division Office through the Division Testing Coordinator on or after the examination day.
4. Public Schools District Supervisors shall monitor the compliance of schools within their respective districts and provide the necessary technical assistance when needed.
5. All are encouraged to continuously support and value equally and diversity in all activities related to this endeavor.
6. Immediate dissemination of this memorandum is desired.


REYNALDO R. MELLORIDA, CESO V
Schools Division Superintendent 



Enclosed. As stated.
cid/lab

fn: Dissemination of Monitoring Form for Computer-Based National Career Assessment Examination (CB-NCAE)



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MONITORING FORM FOR THE CONDUCT OF COMPUTER-BASED NATIONAL CAREER ASSESSMENT EXAMINATION (CB-NCAE) 2026

NCAE Computer-Based Monitoring Form

- **Introduction:** This form is the official tool used by the Division Testing Coordinator (DTC)/ Division Monitors to report on the quality of test administration across all monitored testing centers within the Division.
- **Objective:** To present an overall assessment of the Division's compliance with standardized computer-based testing protocols and national security measures.
- **Purpose:** To provide the Regional Testing Coordinator (RTC) with the primary consolidated evidence needed to verify the integrity and technical success of the assessment across the region.

Section 1 – Division Information

- Region: XI
- Division: Davao del Norte
- Complete Name of Test Monitor: _____
- Date of Visit/s: _____
- Name of School: _____

Registrants vs Actual Test Takers

Section 2 - Aggregate Compliance Checklist

Directions: Based on all schools visited, indicate the general level of compliance.

Technical Readiness:

- [] All testing centers monitored successfully ran system diagnostics.
- [] Most testing centers had fully functional peripherals (mice/keyboards).
- [] Contingency plans (backup power/offline mode) were evident.

• Physical Environment:

- [] Most testing centers had adequate ventilation and lighting.
- [] Privacy partitions or sufficient spacing were consistently implemented.

• Security & Process:

- [] Standard gadget collection protocols were followed in all testing centers.
- [] Proctors were observed to be active and attentive division-wide.

• Observations/Irregularities/Remarks: _____

Section 3 - Division-Wide Test Monitor's Ratings

Directions: Rate the testing center on a scale of 1 to 5 based on the rubrics below.

CRITERIA	RATING (1-5)	REMARKS / JUSTIFICATION
A. Technical Readiness		(e.g., "Internet was slow, 2 units crashed") _____ _____
B. Admin Compliance		(e.g., "Proctors were attentive, phones secured") _____ _____
C. OVERALL RATING		(Average of A and B) _____ _____

Criterion A: Technical Readiness & Stability

Focus: Hardware, Internet, Power, System Diagnostics, Data Submission

- 5 (Excellent): 100% smooth. No interruptions. Diagnostics passed. Fast submission.
- 4 (Very Satisfactory): Minor glitches (1-2 units) resolved instantly. No delay.
- 3 (Satisfactory): Intermittent lag or crashes, but all examinees completed and submitted the test.
- 2 (Poor): Significant delays. Power/Internet failure required shifting to offline mode or caused major stress.
- 1 (Critical Failure): Test cancellation, inability to submit data, or insufficient units for examinees.

Criterion B: Administrative Compliance & Security

Focus: Proctor behavior, Mobile phone confiscation, Testing environment, Schedule

- 5 (Excellent): Strict adherence to DO 55 s. 2016. Phones confiscated. Proctors are active. Quiet room.
- 4 (Very Satisfactory): General compliance. Minor lapses (e.g., Signage placement, seating arrangement) that didn't affect integrity.
- 3 (Satisfactory): Compliance evident but passive. Proctors chatting or not patrolling actively. Noise distractions.
- 2 (Poor): Security lapses (e.g., Examinees holding phones). Proctors are unfamiliar with guidelines.
- 1 (Critical Failure): Cheating incidents, leakage of test items, or unauthorized personnel inside the room.

Section 4 - Challenges and Solutions

Directions: Briefly describe the most significant challenges encountered during your test monitoring and how they were addressed at the division level.

- **Major Challenges Observed:** _____

- **Solutions/Interventions Provided:** _____

Section 5 - Recommendations

Directions: Provide high-level suggestions for future computer-based national assessments. These should focus on systemic improvements for the Division or Central Office.

Section 6: Certification

- **Attestation:** I certify that the attendance numbers above are accurate and ready for consolidation.

- Signature Over Printed Name of the Monitor: _____
- Date: _____