



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

JANUARY 12, 2026

**MEMORANDUM**

No. 013, s. 2026

**TESTING WINDOWS FOR COMPUTER-BASED NATIONAL CAREER  
ASSESSMENT EXAMINATION (CB-NCAE)**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
Chief Education Supervisor, School Governance and Operations Division  
Public and Private Secondary School Heads/OICs  
Administrative Officer V  
All Others Concerned

1. Pursuant to DepEd Memorandum No. 108, s. 2025, dated December 11, 2025, on the above-captioned examination, the Division requires the concerned schools to strictly implement the examination as specified in the attached testing windows assigned to each school.
2. Schools are encouraged/reminded on some helpful activities as follows:
  - a. Strictly follow the allotted quota prescribed in the attached schedule to avoid system malfunction due to overloading beyond maximum system capacity.
  - b. Initiate advocacy campaigns to students and parents on the importance of the examination, you may require them to write a valid explanation if learners failed to participate in the examination.
  - c. Assign seasoned test administrators/proctors with knowledge in ICT.
  - d. Conduct orientation and other advocacy activities to teachers, learners, and parents. Orientation materials may be accessed through this **G-Drive Link: <https://bit.ly/M07-2025-CB-NCAE-MATERIALS>**
3. To ensure fast transfer of information, all concerned shall access and contact the following platforms:
  - Messenger Group Chat (GC) for School Heads, ICTs, and STCs
  - Landline of Ms. May L. Borjal, Division ITO, 02-842237560 Loc.113
  - Landline of Ms. Chelo DG. Rongavilla, ADTC and Dr. Zoren Pepito L. Gubalane, DTC, 02-84237560 Loc.122
4. Attached are the Testing Windows Schedule and The Division Monitoring Team for Public and Private Schools.



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

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5. For information and compliance of all concerned.

  
**VIOLETA M. GONZALES CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Enclosure: As stated  
References: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

TESTING

ASSESSMENT

ADMINISTRATION

ZPLG/ DM / TESTING WINDOWS FOR COMPUTER-BASED NATIONAL CAREER ASSESSMENT EXAMINATION (CB-NCAE)  
January 12, 2026 / 013

## SDO - MUNTINLUPA CITY

### COMPUTER-BASED NATIONAL CAREER ASSESSMENT EXAMINATION (CB-NCAE) DIVISION MONITORING TEAM January 14-16, 2026

	PRIVATE SCHOOLS	SDO Personnel	Position
1	Christ Baptist Academy of Barangay Putatan Muntinlupa, Inc.	Dr. Zoren Pepito L. Gubalane	Senior Education Program Specialist
2	Christ the King School of Muntinlupa Foundation, Inc.	Dr. Zoren Pepito L. Gubalane	Senior Education Program Specialist
3	Christian Love School, Inc.	Ms. Ivy M. Romano	Senior Education Program Specialist
4	Colegio Dela Nuestra Señora De Guadalupe (Gregorio Umali Memorial School)	Mr. Joseph D. Nilo	Planning Officer III
5	De La Salle Santiago Zobel School	Dr. Christian Paul A. Dela Vega	Senior Education Program Specialist
6	De La Salle Santiago Zobel-Br. Rafael Donato Night High School	Dr. Christian Paul A. Dela Vega	Senior Education Program Specialist
7	Holy Word Christian School Inc.	Mr. Eduardo L. Kondo	Project Development Officer II
8	Lakewood School of Alabang, Inc.	Mr. King Solidini J. Torres	Project Development Officer I
9	Living Light Academy	Ms. Cecilia Teresa C. Claudel	Education Program Specialist II
10	Lyceum of Alabang Inc.	Mr. King Solidini J. Torres	Project Development Officer I
11	Maranatha Christian School of Alabang, Muntinlupa, Inc.	Ms. Chelo DG. Rongavilla	Education Program Specialist II
12	Maria Ferrari School	Mr. Joseph D. Nilo	Planning Officer III
13	Mary Cause of Our Joy Catholic School	Ms. Ivy M. Romano	Senior Education Program Specialist
14	Mary Mother of God Parochial School	Mr. King Solidini J. Torres	Project Development Officer I
15	Miraculous Medal School	Dr. Christian Paul A. Dela Vega	Senior Education Program Specialist
16	Muntinlupa Cosmopolitan School, Inc.	Mr. Joseph D. Nilo	Planning Officer III
17	Muntinlupa School for Child Dev., Inc.	Ms. Chelo DG. Rongavilla	Education Program Specialist II
18	Our Lady of the Abandoned Catholic School, Inc.	Mr. Joseph D. Nilo	Planning Officer III
19	Our Lady of the Lake School, Inc.	Mr. Andres F. Sicam	Education Program Specialist II
20	PAREF Woodrose School Inc.	Ms. Ivy M. Romano	Senior Education Program Specialist
21	PAREF-Southridge School, Inc.	Ms. Ivy M. Romano	Senior Education Program Specialist
22	Saint Francis of Assisi College	Mr. Andres F. Sicam	Education Program Specialist II
23	San Beda College Alabang	Ms. Chelo DG. Rongavilla	Education Program Specialist II
24	San Roque Catholic School, Inc.	Mr. Andres F. Sicam	Education Program Specialist II
25	Servite School, Inc.	Ms. May L. Borjal	Division IT Officer
26	South Crest School, Inc.	Ms. Cecilia Teresa C. Claudel	Education Program Specialist II

**SDO - MUNTINLUPA CITY**

**COMPUTER-BASED NATIONAL CAREER ASSESSMENT EXAMINATION (CB-NCAE)  
DIVISION MONITORING TEAM  
January 14-16, 2026**

	<b>PRIVATE SCHOOLS</b>	<b>SDO Personnel</b>	<b>Position</b>
27	South Mansfield College	Ms. May L. Borjal	Division IT Officer
28	Southernside Montessori School, Inc.	Ms. Cecilia Teresa C. Claudel	Education Program Specialist II
29	St. Bernadette College of Alabang	Mr. Eduardo L. Kondo	Project Development Officer II
30	Sto. Niño School of Muntinlupa	Ms. May L. Borjal	Division IT Officer
31	The Linden Tree Institute, Inc.	Dr. Zoren Pepito L. Gubalane	Senior Education Program Specialist
32	The Wise Kids School of Muntinlupa	Mr. Eduardo L. Kondo	Project Development Officer II
33	Victoria Heights School-Manila, Inc	Dr. Zoren Pepito L. Gubalane	Senior Education Program Specialist

Prepared by

  
**ZOREN PEPITO L. GUBALANE**  
*Senior Education Program Specialist*  
*Division Testing Coordinator*

Checked and reviewed:

  
**MA. REGAILE A. OLARTE**  
*Chief Education Supervisor, SGOD*

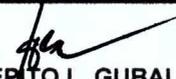
Noted:

  
**VIOLETA M. GONZALES CESO VI**  
*Assistant Schools Division Superintendent*  
*Officer-in Charge*  
*Office of the Schools Division Superintendent*

**SDO - MUNTINLUPA CITY**  
**COMPUTER-BASED NATIONAL CAREER ASSESSMENT EXAMINATION (CB-NCAE)**  
**January 14-16, 2026**

PRIVATE SCHOOLS		registered test takers	DAY 1		DAY 2		DAY 3	
			Jan. 14		Jan. 15		Jan. 16	
			AM	PM	AM	PM	AM	PM
1	Christ Baptist Academy of Barangay Putatan Muntinlupa, Inc.	7	7					
2	Christ the King School of Muntinlupa Foundation, Inc.	22					22	
3	Christian Love School, Inc.	3					3	
4	Colegio Dela Nuestra Señora De Guadalupe (Gregorio Umali Memorial School)	18		18				
5	De La Salle Santiago Zobel School	316				35	71	68
6	De La Salle Santiago Zobel-Br. Rafael Donato Night High School	91			60	31		
7	Holy Word Christian School Inc.	4		4				
8	Lakewood School of Alabang, Inc.	13	13					
9	Living Light Academy	2	2					
10	Lyceum of Alabang Inc.	114	29	29	28	28		
11	Maranatha Christian School of Alabang, Muntinlupa, Inc.	25			13	12		
12	Maria Ferrarri School	13				13		
13	Mary Cause of Our Joy Catholic School	26					13	13
14	Mary Mother of God Parochial School	55	28	27				
15	Miraculous Medal School	43			14	14	15	
16	Muntinlupa Cosmopolitan School, Inc.	12	12					
17	Muntinlupa School for Child Dev., Inc.	4					4	
18	Our Lady of the Abandoned Catholic School, Inc.	36					18	18
19	Our Lady of the Lake School, Inc.	45					23	22
20	PAREF Woodrose School Inc.	88	60		28			
21	PAREF-Southridge School, Inc.	103			103			
22	Saint Francis of Assisi College	11	11					
23	San Beda College Alabang	360						
24	San Roque Catholic School, Inc.	116	39	39	38			
25	Servite School, Inc.	12			6	6		
26	South Crest School, Inc.	21	21					
27	South Mansfield College	45	45					
28	Southernside Montessori School, Inc.	133					67	66
29	St. Bernadette College of Alabang	23					23	
30	Sto. Niño School of Muntinlupa	26			6	6	7	7
31	The Linden Tree Institute, Inc.	4					4	
32	The Wise Kids School of Muntinlupa	17		17				
33	Victoria Heights School-Manila, Inc	5	5					
<b>TOTAL</b>		<b>1813</b>	<b>272</b>	<b>134</b>	<b>296</b>	<b>145</b>	<b>270</b>	<b>194</b>

Prepared by

  
**ZOREN PEPITO L. GUBALANE**  
*Senior Education Program Specialist*  
*Division Testing Coordinator*

Checked and reviewed:

  
**MA. REGALE A. OLARTE**  
*Chief Education Supervisor, SGOD*

Noted:

  
**VIOLETA M. GONZALES CESO VI**  
*Assistant Schools Division Superintendent*  
*Officer-in Charge*  
*Office of the Schools Division Superintendent*

**SDO - MUNTINLUPA CITY**

**COMPUTER-BASED NATIONAL CAREER ASSESSMENT EXAMINATION (CB-NCAE)  
DIVISION MONITORING TEAM  
January 19-February 3, 2026**

	<b>PRIVATE SCHOOLS</b>	<b>SDO Personnel</b>	<b>Position</b>
1	Lakeview Integrated School	Dr. Eric F. Fungo	Public Schools District Supervisor
2	Muntinlupa Business HS - Main	Dr. Ada Trinidad A. Tagle	Public Schools District Supervisor
3	Muntinlupa Business HS - Sucat Annex	Dr. Ada Trinidad A. Tagle	Public Schools District Supervisor
4	Muntinlupa National HS	Dr. Eric F. Fungo	Public Schools District Supervisor
5	Muntinlupa Science HS	Dr. Evangeline M. Aman	Public Schools District Supervisor
6	Pedro E. Diaz HS	Dr. Meniano D. Eborá	Public Schools District Supervisor
7	Poblacion NHS	Dr. Evangeline M. Aman	Public Schools District Supervisor
8	Tunasan NHS	Dr. Evangeline M. Aman	Public Schools District Supervisor

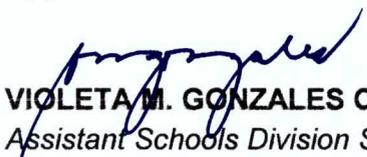
Prepared by

  
**ZOREN PEPITO L. GUBALANE**  
*Senior Education Program Specialist  
Division Testing Coordinator*

Checked and reviewed:

  
**MA. REGALE A. OLARTE**  
*Chief Education Supervisor, SGOD*

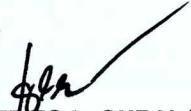
Approved:

  
**VIOLETA M. GONZALES CESO VI**  
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**SDO - MUNTINLUPA CITY**  
**COMPUTER-BASED NATIONAL CAREER ASSESSMENT EXAMINATION (CB-NCAE)**  
**January 19-February 3, 2026**

PUBLIC SCHOOLS	registered test takers	DAY 1		DAY 2		DAY 3		DAY 4		DAY 5		DAY 6		DAY 7		DAY 8		DAY 9		DAY 10	
		Jan. 19		Jan. 20		Jan. 21		Jan. 26		Jan. 27		Jan. 28		Jan. 29		Jan. 30		Feb. 2		Feb. 3	
		AM	PM	AM	PM																
Lakeview Integrated School	409	75	75	75	75	75	34														
Muntinlupa Business HS - Main	540															95	95	95	95	95	65
Muntinlupa Business HS - Sucat Annex	571	40	40	40	40	40	40	40	40	40	40	40	40	40	40	11					
Muntinlupa National HS	678					70	70	70	70	70	70	70	70	70	48						
Muntinlupa Science HS	256	64	64	64	64																
Pedro E. Diaz HS	963							70	70	70	70	70	70	70	90	90	100	100	93		
Poblacion NHS	573				40	40	40	40	40	40	40	40	40	40	40	40	40	40	13		
Tunasan NHS	1178	80	80	80	80	70	70	70	70	70	70	70	70	70	50	40	40	28			
<b>TOTAL</b>	<b>5168</b>	<b>259</b>	<b>259</b>	<b>259</b>	<b>299</b>	<b>295</b>	<b>254</b>	<b>290</b>	<b>288</b>	<b>286</b>	<b>275</b>	<b>275</b>	<b>229</b>	<b>95</b>	<b>65</b>						

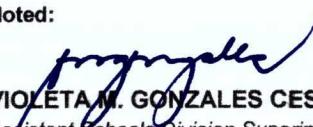
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 Chief Education Supervisor, SGOD

Noted:

  
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 Assistant Schools Division Superintendent  
 Officer-in Charge  
 Office of the Schools Division Superintendent

## 2025\_CB-NCAE Form: School Monitoring Form

### FORM 6: SCHOOL MONITORING FORM

#### NCAE Computer-Based Monitoring Form

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

**Respondent:** Chief Examiner (CE) / School Testing Coordinator (STC)

**Frequency:** One submission per School (Summary of the entire school)

#### Section 1 – Division Information

- Region: \_\_\_\_\_
- Division: \_\_\_\_\_
- School: \_\_\_\_\_
- Complete Name of Test Monitor: \_\_\_\_\_
- Date of Visit/s: \_\_\_\_\_

#### Section 2 - Aggregate Compliance Checklist

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

##### Technical Readiness:

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

##### Physical Environment:

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

##### Security and Process:

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

**2025\_CB-NCAE Form: School Monitoring Form**

● **Observations/Irregularities/Remarks:**

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**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.*

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

**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.

## 2025\_CB-NCAE Form: School Monitoring Form

### 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:**

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● **Solutions/Interventions Provided:**

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**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.*

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**2025\_CB-NCAE Form: School Monitoring Form**

**Statistical Data:**

Number of Registrants			Actual Test Takers								
			AM Session			PM Session			TOTAL		
Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total

**Section 6: Certification**

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

● Signature Over Printed Name (Chief Examiner):

\_\_\_\_\_

● Date: \_\_\_\_\_

● Signature Over Printed Name (School Testing Coordinator):

\_\_\_\_\_

● Date: \_\_\_\_\_

● Signature Over Printed Name (School ICT Coordinator):

\_\_\_\_\_

● Date: \_\_\_\_\_

**Division Monitor:**

Signature over printed name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_