DEPARTMENT OF EDUCATION
RECORDS SECTION
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BY:
DATE: 9/14/2026
TIME:
LIGAO CITY DIVISION, LIGAO CITY

Republic of the Philippines
Department of Education
Region V– Bicol
SCHOOLS DIVISION OFFICE OF LIGAO CITY

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED
BY:
DATE: 9/14/2026
TIME:
LIGAO CITY DIVISION, LIGAO CITY

Office of the Schools Division Superintendent

91426512

September 14, 2026

DIVISION MEMORANDUM
No. 0459 s. 2026

SCHEDULE OF THE ADMINISTRATION OF TECHNICAL ASSESSMENT FOR THE COMPUTER-BASED NATIONAL ASSESSMENT EXAMINATION (CB-NCAE) FOR SCHOOL YEAR 2026-2027

To: Asst. Schools Division Superintendent
CID and SGOD Chief Education Supervisors
Public and Private Secondary School Heads
All Others Concerned

1. This is to inform all concerned of the following schedules of the Administration of the Technical Assessment for Computer-Based National Assessment Examination (CB-NCAE) for School Year 2026-2027 to be administered to Grades 9 and 10 learners in public schools and DepEd- recognized private schools:

Grade 10: September 21 – October 14, 2026
Grade 9: January 4 – 29, 2026

2. Enclosed are the following:

a. Region V CB-NCAE Form 1.2,
b. Technical Assessment Schedule,
c. Guidelines of the Technical Assessment and Preparation on the Administration (CB-NCAE) for SY 2026-2027.

3. The Day 1 of the CB-NCAE technical assessment is set on September 21, 2026. There shall be four (4) sessions per day for the technical assessment. Two (2) sessions in the morning and two (2) sessions in the afternoon.

4. For information, guidance and strict compliance.

NYMPHA D. GUEMO
Schools Division Superintendent

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depedligaocity.net

Enclosure A. Region V CB-NCAE Form 1.2

Computer-Based National Career Assessment Examination (CB-NCAE)
Day 1: September 21, 2026
Form 1.2: Test Administration Plan (For Regional Offices)

								September 21, 2026				September 22, 2026				September 23, 2026				September 24, 2026			
								Pre-Test DAY 1 AM SESSION		Pre-Test DAY 1 PM SESSION		Pre-Test DAY 2 AM SESSION		Pre-Test DAY 2 PM SESSION		Pre-Test DAY 3 AM SESSION		Pre-Test DAY 3 PM SESSION		Pre-Test DAY 4 AM SESSION		Pre-Test DAY 4 FM SESSION	
Region	Division	School	School ID	Total No. of Available Devices	Total Grade 10 Enrollment s	Cumulative Number of Grade 10 Examinees (Days 1–60)	ALLOCATION CHECKER	Day 1		Day 2		Day 3		Day 4		Day 5		Day 6		Day 7		Day 8	
								AM Session	PM Session	AM Session	PM Session	AM Session	PM Session	AM Session	PM Session	AM Session	PM Session	AM Session	PM Session	AM Session	PM Session	AM Session	PM Session
		ALLOCATION APPROVED BY THE CENTRAL OFFICE						5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	360
		Total No. of Learners Accommodated		101281	101281			5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	269
		Remaining Available Slots						0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	230
V	Legaspi City	Antipo National High School	301807	35	83	83	OK	35	35	13													
V	Legaspi City	Bacacay National High School	301838	35	140	140	OK	35	35	35	35												
V	Legaspi City	Barangay National High School	301811	45	81	81	OK	45	36														
V	Legaspi City	Bicol Regional Science High School	301814	35	131	131	OK	35	35	35	26												
V	Legaspi City	Cabarasan National High School	301817	20	74	74	OK	20	20	20	14												
V	Legaspi City	Ingrimas F. Frigoneza Memorial High Sch	301820	40	153	153	OK	40	40	40	33												
V	Legaspi City	City National Technical Vocational High	321701	30	189	189	OK	30	30	30	30	30	30	9									
V	Legaspi City	Legaspi National High School	301837	70	1021	1021	OK	70	70	70	70	70	70	70	70	70	70	70	70	70	70	61	
V	Legaspi City	Masoloc National High School	321702	40	40	40	OK	40															
V	Legaspi City	Oma-Oma National High School	301858	30	65	65	OK	30	30	5													
V	Legaspi City	Palapas National High School	301859	30	88	88	OK	30	30	28													
V	Legaspi City	Paulba National High School	301863	70	181	181	OK	70	70	41													
V	Legaspi City	Bicol Institute of Science & Technology, In	403588	20	25	25	OK	20	5														
V	Legaspi City	St. Mary's Academy of Legaspi, Inc.	403594	30	43	43	OK	30	13														
V	Legaspi City	Anthor Baptist Blessed Academy, Inc.	409109	20	4	4	OK	4															
V	Legaspi City	Fishermen of Christ, Inc. Phil.	403563	20	4	4	OK	4															
V	Legaspi City	Vanderpol Christian Academy, Inc.	43006	20	0	0	OK	0															
V	Camarines Sur	Adlawgan High School	300210	35	32	32	OK																
V	Camarines Sur	Agapito E. Lima National High School	308793	0	33	33	OK	5	5	5	3												
V	Camarines Sur	Agoo-ayan National High School	309734	11	25	25	OK		7						5				5				
V	Camarines Sur	Agdangan High School	301926	0	91	91	OK	5	5	5	5	5	5	5	6				6				
V	Camarines Sur	BINO-CLASTO HS (formerly CURRY HS) (C	301942	15	30	30	OK								5	5	5	5	5	5	5	5	4
V	Camarines Sur	Anib National High School	301927	0	96	96	OK	5	5	5	5	5	5	5	10				10				
V	Camarines Sur	Antipolo Heights Integrated School	300158	4	10	10	OK								5	5	5	4	5	4	4	4	4
															4				4				

Enclosure B. Technical Assessment Schedule

Activity	Time Allotment	1st Session	2nd Session	3rd Session	4th Session	Person-in-Charge
On the day of the exam, provide the link to the SHCQ	8:00 A.M. to 5:00 P.M. *School Head Contextual Questionnaire (SHCQ)*					DTC SH
Gathering of examinees and verification of identity (holding area)	30 mins.	07:00 - 08:00	09:30 - 10:00	12:30 - 01:00	02:30 - 03:00	TA SICTC SS
Entrance of examinees to the testing room and seating arrangement	10 mins.	08:00 - 08:10	10:00 - 10:10	01:00 - 01:10	03:00 - 03:10	TA SICTC
CB-NCAE Testing Rules, Mechanics, and Login	20 mins.	08:10 - 08:30	10:10 - 10:30	01:10 - 01:30	03:10 - 03:30	
Part I: General Information	10 mins.	08:30 - 08:40	10:30 - 10:40	01:30 - 01:40	03:30 - 03:40	
Part II: Examinee's Descriptive Questionnaire	5 mins.	08:40 - 08:45	10:40 - 10:45	01:40 - 01:45	03:40 - 03:45	
Part III: Key Learner Attributes	10 mins.	08:45 - 08:55	10:45 - 10:55	01:45 - 01:55	03:45 - 03:55	
Part IV: Career and Occupational Roles Explorer	30 mins.	08:55 – 09:25	10:55 - 11:25	01:55 - 02:25	03:55 - 04:25	
Logout and Dismissal	10 mins.	09:25 - 09:35	11:25 - 11:35	02:25 - 02:35	04:25 - 04:35	

Republic of the Philippines
Department of Education
BUREAU OF EDUCATION ASSESSMENT

Office of the Director

Advisory No. 018, s. 2026

August 20, 2026

ADVISORY

GUIDELINES ON THE TECHNICAL ASSESSMENT AND PREPARATION ON THE ADMINISTRATION OF THE COMPUTER-BASED NATIONAL CAREER ASSESSMENT EXAMINATION (CB-NCAE) FOR SCHOOL YEAR 2026-2027

The guidelines aim to ensure smooth, secure, and equitable testing while maximizing available resources and minimizing disruptions to school operations.

VIRTUAL ORIENTATION OF FIELD-TESTING PERSONNEL

1. Pursuant to DepEd Order No. 55, s. 2016 titled *Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program,* the Department of Education through the Bureau of Education Assessment (BEA) invites all Regional Testing Coordinators (RTCs), Regional Information Technology Officers (RITOs), Division Testing Coordinators (DTCs), Division Information Technology Officers (DITOs), and Private Schools Supervisors (PSSs) to attend the virtual orientation on the following dates and time using the meeting details indicated below.

Participants	Date and Time	Meeting Details
RTCs, DTCs, and PSSs	August 25, 2026 Tuesday 2:00 p.m. to 4:00 p.m.	Meeting Link: https://tinyurl.com/CBNCAExRTCsDTCsPSSs Meeting ID: 433 781 029 550 162 Passcode: 3gX6jq7w
RITOs and DITOs	August 26, 2026 Wednesday 10:00 a.m. to 12:00 p.m.	Meeting Link: https://tinyurl.com/CBNCAExRITOsDITOs Meeting ID: 475 524 406 179 286 Passcode: Dq6H3BM2

2. The Computer-Based National Career Assessment Examination (CB-NCAE) shall be administered to all **Grade 9 and Grade 10 learners** from public schools and private schools with government recognition, in accordance with the prescribed testing window, **which shall be issued through a DepEd Memorandum.**

3. A technical assessment shall be conducted prior to the test administration. The schedule is presented below:

Grade Level	Technical Assessment Schedule
10	September 7 to 30, 2026
9	January 4 to 29, 2027

4. Following are information on the technical assessment and preparations for the administration of CB-NCAE.

A. ASSESSMENT PLATFORM

1. The examinees shall use one **DepEd Learning Management System (LMS)** through this link: **https://learning.deped.gov.ph/**

2. The platform can accommodate up to **5,000 examinees** for **each testing session (AM and PM) per region.**

3. To access the test, it is required to install the **Safe Exam Browser (SEB) for Windows and Mac users** and/or **Full Exam Kiosk (FEK) for Android**.

4. A stable internet connection is required.

B. TEST ADMINISTRATION PLAN

1. **Regional Level**

1.1. Manage platform capacity and develop the testing schedule scheme to oversee the CB-NCAE test administration across all Schools Division Offices (SDOs), by allocating the prescribed total number of examinees per day by division.

1.2. The examinees shall be grouped by division and school to evenly distribute the daily capacity limit of **5,000** per session for the entire CB-NCAE testing window.

1.3. The regional scheduling system shall be provided by the RTCs with the following information to the respective division:

Division	
Testing Center/School	
Mock Test Schedule	
Testing Date	
No. of Testing Session	
No. of Learners per Session	

1.4. Accomplish the Test Administration Plan through this link: **https://tinyurl.com/RTCCBNCAETestAdminPlan on or before September 4, 2026**. Please ensure that all information is final and accurate, as the form will no longer be editable after submission.

Note: Regions may use the following options:
Selected schools across all divisions per day with a total of 10,000 test takers
One or two divisions per day with 10,000 test takers

2. **Division Level**

2.1. Map all schools with computer laboratory facilities along with their capacity, internet stability, and power reliability.

2.2. Submit the **Form 1 - Test Administration Plan** containing the mapped schools' resources and school ICT coordinators to the region.

2.3. Cascade the testing schedule to respective schools.

3. **School Level**

3.1. Identify the number of functional computer units available.

3.2. Prepare the needed testing resources following the technical requirements.

3.3. Submit the **Form 1 - Test Administration Plan** containing the school's resources to the division.

3.4. Strictly follow the assigned testing date and session.

C. ROLES AND RESPONSIBILITIES OF THE TESTING PERSONNEL

The roles and responsibilities of testing personnel, from the regional to the school level, are essential to the successful implementation of testing activities. These responsibilities ensure that testing processes are carried out accurately, consistently, and in accordance with established standards, policies, and procedures, thereby upholding the integrity, quality, and reliability of testing operations. The specific roles and responsibilities of each testing personnel are presented in **Annex A**.

D. TECHNICAL ASSESSMENT

1. **All Grades 9 and 10 learners** should participate in the **Technical Assessment,** which includes Test Orientation, Assessment Platform Walkthrough, Accomplishment of General Information, Examinee's Descriptive Questionnaire (EDQ), and Career and Occupational Roles Explorer (CORE) to be conducted in the schedule indicated below:

Grade Level	Technical Assessment Schedule	No. of Sessions per Day	Maximum No. of Hours per Session	Schedule
10	September 7 to 30, 2026	4	2 hrs.	1st session - 8:00 AM to 10:00 AM 2nd session - 10:00 AM to 12:00 NN 3rd session - 1:00 PM to 3:00 PM 4th session - 3:00 PM to 5:00 PM
9	January 4 to 29, 2027			

2. Schools should evaluate the readiness for the CB-NCAE administration by checking the following information:

2.1. All examinees have working accounts,
2.2. All computer units function properly,

2.3. The internet connection is stable,
2.4. The Test Administrator and ICT Coordinator are familiar with their roles and testing procedure,
2.5. The examinees understand the interface of the assessment platform, and
2.6. The school is ready for the CB-NCAE administration.

Note: Test items will be available during the actual test administration.

3. A video of the assessment platform walkthrough shall be provided by BEA as supplementary material for learners and testing personnel.

E. TESTING SESSION FOR THE NATIONAL ADMINISTRATION

1. A fixed daily testing window shall be implemented in the national administration to ensure standardized and technical monitoring. Each testing center may implement the following:

1.1. **Two (2) sessions per day**
- Morning Session: 6:30 a.m. to 11:30 a.m.
- Afternoon Session: 12:00 n.n. to 5:00 p.m.
- Daily Maximum: refer to the number of allocations assigned by the SDO

1.2. **One (1) session per day**
- Either morning or afternoon session
- Daily Maximum: refer to the number of allocations assigned by the SDO

Note: Mid-session (e.g., 9:00 a.m. to 3:00 p.m.) is not allowed as this will affect the fixed schedule of other schools.

2. The schedule of the test includes preliminaries, test proper, post-test, and allowance in case of interruptions.

F. USER ACCOUNTS

1. All DTCs shall submit the list of the actual number of learners per division, using the **Form 2 - G9 and G10 Allocation Form** (via Google Form) through **https://tinyurl.com/2026CBNCAE-Enrollment on or before September 4, 2026.** Failure to submit the required information through the Google Form shall require the DTC to submit an endorsement signed by the Regional Director via **bea.ead@deped.gov.ph**, using the subject line: **2026CB-NCAEEnrollment_Region_SDO.**

2. All learners shall use their **assigned DepEd Microsoft Account** to access and take the assessment.

3. For **learners from private schools and public-school learners without an existing DepEd Microsoft Account**, a temporary DepEd Microsoft Account shall be generated by the ICTS through the data submitted by the field offices.

4. The RTCs and DTCs shall facilitate the distribution of the temporary DepEd Microsoft Accounts to the schools.

G. ENROLLMENT KEY

1. BEA shall provide an **enrollment key via email** to each **Regional Office (RO) through the Regional Testing Coordinator (RTC)**, who shall disseminate it to the respective **Division Testing Coordinators (DTCs)**. The enrollment key shall enable authorized learners to access the designated assessment course and shall be treated as **confidential information**, to be shared only with authorized personnel and learners.

2. The ROs and SDOs shall ensure the proper management and distribution of the enrollment key to the schools concerned **one (1) day before the technical assessment.** The enrollment key shall be provided only to authorized schools and learners within their respective jurisdictions to prevent unauthorized access to the LMS by learners from other schools.

H. TECHNICAL REQUIREMENTS

1. **Hardware**

   1.1. The 1:1 examinee-to-computer ratio per session is required.
   1.2. There should be 5-10 buffer computer units.
   1.3. The devices should be tested before the platform walkthrough and actual test administration.
   1.4. Use at least 30 working computer units per session when available. If fewer, maximize available resources and ensure all examinees complete the test within the testing period.

2. **Connectivity**

   2.1. A minimum of 10 Mbps stable connection per 30-40 computer units is required.
   2.2. At least 2 routers/extenders per computer room are recommended.

3. **Power**

   3.1. A generator or UPS is recommended as a backup in case there are unexpected power interruptions.
   3.2. An automatic voltage regulator per computer unit is recommended.

I. TRANSFER OF TESTING RESOURCES

1. The school may request testing resources from nearby schools if:

   1.1. There are insufficient working computer units.
   1.2. The backup equipment is unavailable *(e.g., routers)*

2. Transfers must not disrupt regular school operations in both schools.

3. Transfers must be within the division and endorsed by the DTC and must be approved by the School Division Superintendent (SDS).

4. The DTC verifies the need and identifies the nearest school with available resources and coordinates with both schools on the transfer arrangement.

5. Transfers should be accessible and have minimal travel distance, preferably within the same school district.

6. The borrowing school is fully responsible for the borrowed equipment for pickup and return.

7. A transportation subsidy for the test materials was included in the Program Support Funds (PSF) that were downloaded to the field offices. The PSF was downloaded in 2025 as part of the **National Assessment Systems for Basic Education (NASBE) PSF – Second Tranche**. The PSF is valid until December 31, 2026. Documents related to the PSF may be accessed through this link: **https://tinyurl.com/NASBEPSFFirstandSecondTranches**. Local funds may also be utilized to supplement the PSF for transportation.

J. TRANSFER OF LEARNERS

1. Examinees may be transferred if:

   1.1. The school does not have enough computer units to accommodate all examinees within the given schedule.
   1.2. The internet access is not available in the school location.
   1.3. The testing resources cannot be brought to the school location.

2. Transfers should prioritize the safety of learners.

3. Transfers should be allowed only if the receiving school is within the same district.

4. Transfers should be endorsed by the DTC and approved by the Schools Division Superintendent.

5. The school should ensure compliance with parental consent prior to the test administration schedule and traveling to the testing center.

6. Examinees must travel in groups with assigned teachers for class management.

7. Local funds may be utilized to supplement the PSF for the transportation of the learners.

K. ESCALATION PROCESS DURING TECHNICAL ASSESSMENT AND NATIONAL ADMINISTRATION

Severity	Issue	Initial Action	Escalation Level
Level 1 - Minor	Individual user or minor technical issue within the school or division *(e.g., login issue, internet connection, minor display or encoding problem, user accounts, consistent issues needing intervention at the national level)*	RITO, DITO, School ICT	Field Testing Personnel
Level 2 - Major	Affects multiple users or testing operations *(e.g., system slowdown to some area)*	ICTS provides technical support	ICTS and BEA
Level 3 - Critical	System outage, major data issue, or issue affecting the overall administration	Immediate escalation	ICTS, BEA, Higher Management

L. ESCALATION ROLES

Personnel	Roles
BEA	Handles assessment/program-related concerns, policies, and decisions.
ICTS	Handles technical concerns, system support, connectivity, data harvesting, and data management.
School/Testing Personnel	Reports and documents issues and coordinates with BEA/ICTS as required.

M. RESCHEDULING OF TEST

The following unforeseen circumstances are to be considered in rescheduling the test:

1. Natural calamities *(e.g. earthquake, typhoon, pandemic)*
2. Unexpected power and internet interruption.
3. System downtime or server malfunction.
4. The rescheduled test will be conducted in coordination with the DTC and RTC.
5. If there are learners who are unable to take the test on their scheduled date, the School Testing Coordinator shall ensure that the available testing slots are maximized by accommodating other eligible learners, subject to the prescribed daily testing capacity.

N. PROGRAM SUPPORT FUNDS (PSF)

The allotment is a subsidy for the data collection in schools on the administration of CB-NCAE. It only includes the Orientation and Testing Center Preparation Subsidy.

The Orientation and Testing Center Preparation subsidy shall be provided to the required testing personnel (listed in the PSF Guidelines) as compensation for their attendance. Each

personnel shall receive an amount of Eight Hundred Pesos (PHP 800.00) based on approved authority.

The one-day in-person Division-wide orientation and testing center preparation is required to be attended only by the following testing personnel: 1 DTC, 1 Schools Division Superintendent (SDS), 1 Supervisor in-charge of Private Schools (formerly referred as Public Schools Supervisor or PSS), 1 Head or representative of the testing center, and 2 Support Staff (SS). The Division Information Technology Officer (DITO) shall automatically be considered as one of the SS.

A contingency for other administrative expenses is included in the downloaded funds. This fund may be used to pay other administrative expenses for national-assessment-related activities such as supplies and materials (e.g., pens and adhesive tapes), communication expenses, and additional human resources for logistics, technical, and administrative support during the test registration and administration.

Other details about the use of the PSF are outlined in **BEA-2025-10-2893** memorandum dated **October 21, 2025.**

For any clarifications, you may contact the Education Assessment Division of this Bureau through bea.ead@deped.gov.ph or call (02) 8631-2589.

Immediate dissemination of and compliance with this Advisory are desired.

KEVIN CARL P. SANTOS, PhD
Director IV

Attachments:
1. *Roles and Responsibilities of Testing Personnel*
2. *Summary of CB-NCAE Forms to be Submitted*

Annex A.

ROLES AND RESPONSIBILITIES OF TESTING PERSONNEL

For the Regional Testing Coordinators (RTCs), Division Testing Coordinators (DTCs), School Head, School Testing Coordinators (STC), and Test Administrators

RTC	DTC	School Head	STC	Test Administrator
Pretest				
Prepare and submit CB-NCAE Form 1 – Test Administration Plan to BEA. Monitor the readiness of Schools Division Offices, including ICT infrastructure and internet connectivity. Ensure that all necessary documents, manuals, and advisory materials are disseminated.	Prepare and submit CB-NCAE Form 1 – Test Administration Plan to the RTC and Form 2 - G9 and G10 Allocation Form via Google Form. Inform the schools about the status of the examinees' LMS enrollment and give a copy of the user's accounts. Coordinate with schools regarding schedules, system requirements, and contingency measures.	Accomplish CB-NCAE Form 1 – Test Administration Plan as instructed by the DTC. Designate the STC, SICTC, Test Administrators, and Support Staff. Coordinate with the DTC regarding school preparations and contingency measures. Inform teachers, learners, and parents of the testing schedule and requirements.	Coordinate all school-level preparations such as testing rooms and seating assignments for examinees. Orient Test Administrators, and support staff on the test administration procedures. Verify the existence and accessibility of the user accounts of the examinees.	Prepare the CB-NCAE Form 3- List of Examinees. Familiarize with the CB-NCAE administration procedures and examination platform. Present the prescribed instructions before the examination and ensure that examinees understand the login procedures and testing rules.
Test Proper				
Monitor the conduct of the examination within the region.	Monitor the conduct of the examination within the division.	Serve as the Chief Examiner and oversee the orderly conduct of the examination.	Supervise the overall conduct of testing within the school.	Prepare the CB-NCAE Form 4- Attendance Sheet. Verify the identity of examinees.

RTC	DTC	School Head	STC	Test Administrator
Coordinate with ICTS, BEA, and SDOs regarding issues encountered during test administration. Escalate system-related concerns requiring immediate technical intervention. Ensure compliance with national testing policies and procedures.	Respond to administrative and operational issues reported by schools. Coordinate with the RTC and RITO regarding unresolved concerns. Monitor testing progress and compliance with prescribed procedures.	Ensure that only authorized personnel are present during testing. Provide administrative support and immediate decisions on school-level concerns. Ensure the security and integrity of the testing environment.	Monitor attendance and testing progress. Coordinate with DITO regarding technical issues. Communicate immediately with the DTC regarding unresolved concerns. Ensure adherence to testing schedules and protocols.	Administer the examination strictly in accordance with prescribed procedures. Ensure that examinees access only the authorized testing platform. Prevent cheating and unauthorized use of electronic devices or internet resources. Record incidents encountered during testing. Coordinate immediately with the STC/SICTC regarding technical or administrative concerns. Ensure that each examinee successfully submits and finishes the examination before leaving the testing room.
Posttest				
Prepare and submit the CB-NCAE Form 6- Consolidated	Accomplish and submit the required CB-NCAE Form 5- Consolidated Evaluation Report	Accomplish and submit the required CB-NCAE Form 5-	Collect incident reports and testing documentation.	Verify attendance and examination completion.

RTC	DTC	School Head	STC	Test Administrator
Monitoring Form through Google Form to BEA.	and Form 6- Monitoring Form through Google Form to the RTC.	Evaluation Report through Google Form to DTC.	Submit the evaluation and monitoring report to the DTC.	Report irregularities and testing concerns to the STC. Ensure that no confidential testing information is retained or disclosed after administration.

For the Regional Information Technology Office (RITOs), Division Information Technology Office (DITO), District/ Cluster Information and Communication Technology Coordinator (DCICTC), and School Information and Communication Technology Coordinator (SICTC)

RITO	DITO	DCICTC	SICTC
Pretest			
Assess the ICT readiness of the SDOs within the region. Provide technical guidance to DITOs regarding hardware, software, network connectivity, and system configuration. Ensure that contingency plans are established for technical failures.	Prepare the log-in credentials of participating schools within the division to the DTC. Verify the ICT readiness of participating schools. Assist schools in conducting connectivity tests and system readiness validation. Coordinate with the RITO regarding technical concerns.	Assist schools within the district in preparing ICT infrastructure. Validate the functionality of computers, internet connectivity, local area network, and required software. Assist schools during simulation activities and trial logins. Ensure that backup devices and contingency measures are available.	Prepare and configure all computers and ICT equipment. Install or update the required SEB and/or FEK configuration. Verify internet connectivity, power supply, and network stability. Conduct equipment inspection and functionality testing. Assist the STC during simulation and trial login.

RITO	DITO	DCICTC	SICTC
			Prepare backup computers, internet connectivity, and power sources whenever available. Ensure that unauthorized software, applications, and websites are disabled or restricted.
Test Proper			
Monitor the overall technical performance of the examination system across the region. Provide second-level technical assistance to DITOs. Coordinate with the BEA & ICTS Help Desk regarding system issues affecting multiple divisions. Escalate major technical incidents requiring immediate resolution.	Provide first-level division technical support to participating schools. Monitor system availability and network performance throughout the examination period. Coordinate with the RITO regarding unresolved technical issues. Maintain documentation of technical incidents reported by schools	Provide immediate technical assistance to participating schools. Troubleshoot hardware, software, and connectivity issues. Coordinate with the DITO regarding unresolved technical concerns. Ensure that technical interventions do not compromise test security or disrupt the examination unnecessarily.	Provide on-site technical support throughout the examination. Assist examinees experiencing login or technical issues, under the supervision of the Test Administrator. Coordinate with the DCICTC or DITO regarding unresolved technical concerns. Ensure that technical assistance does not expose or compromise the confidentiality of test content or examinee responses.
Posttest			
Consolidate regional ICT implementation reports. Document regional technical issues encountered during administration.	Consolidate technical reports submitted by schools for submission to the DTC.	Submit technical incident reports to the DTC.	Document all technical incidents encountered during testing. Submit the evaluation and monitoring report to the STC.

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Annex B.

SUMMARY OF CB-NCAE FORMS

All Forms are available in the CB-NCAE Orientation Materials drive.

	FORMS	EXPECTED DATE OF COMPLIANCE	STAGE	TO BE PREPARED BY	TO BE RECEIVED BY
1	Test Administration Plan	September 4, 2026	Pretest	Regional Testing Coordinator (RTC)	Bureau of Education Assessment (BEA)
				Division Testing Coordinator (DTC)	RTC
				School Heads	DTC
2	G9 and G10 Allocation Form**	September 4, 2026	Pretest	DTC	BEA
3	List of Examinees	September 4, 2026	Pretest	SH/STC	DTC
4	Attendance Sheet	After Test Administration within the Testing Window	Test Proper	SH/STC	DTC
5	Evaluation Report	After Test Administration within the Testing Window	Posttest	Test Administrator/ School Head	DTC
	Consolidated Evaluation Report**		Posttest	DTC	BEA
6	Monitoring Form	After Test Administration within the Testing Window	Posttest	DTC	RTC
	Consolidated Monitoring Report**		Posttest	RTC	BEA

***To be done through Google Form*