



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region X
DIVISION OF MISAMIS ORIENTAL
Cagayan de Oro City
www.depedmisor.net



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MEMORANDUM

TO : **MEYLINDA M. PACEÑO**
Education Supervisor I – Private School/Values Education

DANNY A. ASIO
Education Program Specialist –
School Management Monitoring & Evaluation
Division Testing Coordinator

FROM : **CHERRY MAE L. LIMBACO, Ph.D., CESO V**
Schools Division Superintendent

Date : **July 31, 2015**

Subject : **ATTENDANCE TO THE NATIONAL CONFERENCE ON THE
STANDARDIZED ADMINISTRATION OF NCEA AND TEPT-PST**

1. You are hereby directed to attend the National Conference On The Standardized Administration Of NCEA And TEPT-PST at Hotel Koresco, Pueblo de Oro Golf Estates, Rev. Masterson Avenue, Cagayan de Oro City on August 3, 2015.

2. Attached is the Advisory issued by the Department of Education Central Office dated July 21, 2015 for your ready reference.

3. Traveling expenses shall be reimbursed by NETRC. The travelling expenses in going to the venue shall be reimbursed after the conference while the traveling expenses to be incurred in returning to the station shall be reimbursed upon submission of the complete travel documents (travel Authority, boat/plane/bus tickets, etc.) to the DepEd Central Office-Accounting Division.

4. For information and guidance.

CLL/daa

Agio



Republic of the Philippines
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ADVISORY
July 21, 2015

As per DepEd Memorandum No. 76, s. 2015, "National Conference on the Standardized Administration of the National Career Assessment Examination (NCAE) and Test of English Proficiency for Teachers (TEPT) and Process Skills Test (PST)," the NETRC shall conduct the national conference on the standardized administration of the NCAE and TEPT-PST including the Philippine Educational Placement Test (PEPT) by cluster. The schedule is as follows:

Date	Region	Venue
August 3, 2015	IX, X and ARMM	Hotel Koresco Cagayan de Oro City

Guidelines:

1. Traveling expenses shall be reimbursed by NETRC. The travelling expenses in going to the venue shall be reimbursed after the conference while the travelling expenses to be incurred in returning to station shall be reimbursed upon submission of complete travel documents (travel authority, boat/plane/bus tickets, etc.) to the DepEd Central Office-Accounting Division.
2. Authorized to attend are the following: one (1) Regional Testing Coordinator (RTC), one (1) Division Testing Coordinator (DTC), and one (1) Private Schools Supervisor (PSS) if the Division has twenty (20) or more private schools. **If there are less than 20 private schools, only the DTC must attend the conference.**
3. DTCs are instructed to bring the NCAE data / actual Grade 9 enrolment for SY 2015-2016 as of **July 1, 2015** in soft (CD) and hard (printed) copies. Using the EXCEL format, tabulate the data in a matrix found below:

Region	Division	City / Municipality	Legislative District	Division Code	Type of School (Public or Private)	School ID	Name of School	2015-2016 Enrolment (Grade 9)

3.1 Provide only the total enrolment per school. NO gender segregation; and

3.2 Group schools by municipality and NOT by alphabetical order as to listing of schools.

4. Further, the DTCs are required to bring a report on the actual number of permanent public school teachers in Grades 5 and 6 for the allocation of test materials for the TEPT-PST.
5. Participants must attend the conference only on the date and venue specified for their region / division. Conference proper shall start at exactly 8:00 AM. Participants shall be accommodated on the evening before the scheduled conference.
6. For inquiries, please contact Mrs. **Dely R. Servo, OIC-Test Administration Division**, at Tel. No. 02-6312571 or send email to tad.netrc@yahoo.com or depednetrc@yahoo.com.

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Note: Please send this page to NETRC through fax (02-6316921) or email (tad.netrc@yahoo.com or depednetrc@yahoo.com) upon receipt of the Advisory. Thank you.

REGION / DIVISION: Region 10 / Division of Misamis Oriental

CONFORME: DANNY A. ASIO
(Signature over Printed Name)

DESIGNATION: Senior Education Program Specialist -
School Management Monitoring & Evaluation DATE: July 29, 2015
- Division Testing Coordinator