



Republic of the Philippines  
**Department of Education**  
REGION III  
**SCHOOLS DIVISION OF PAMPANGA**

December 9, 2025

**DIVISION MEMORANDUM**

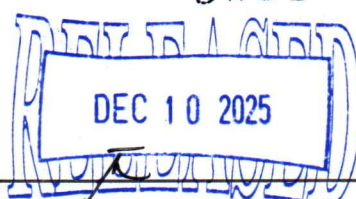
No. 792, s. 2025

**COORDINATION MEETING OF CLUSTER ICT COORDINATORS ON THE  
PREPARATION OF COMPUTER LABORATORIES FOR THE COMPUTER-BASED  
NATIONAL CAREER ASSESSMENT EXAMINATION FOR SY 2025-2026**

To: Assistant Schools Division Superintendents  
Division Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
Public Secondary School Heads  
Cluster and School ICT Coordinators of Public Secondary Schools  
Others Concerned

1. This Office, through the Information and Communications Technology Unit (ICTU), announces the conduct of an **online coordination meeting of Cluster ICT Coordinators on the preparation of computer laboratories for the Computer-Based National Career Assessment Examination (CB-NCAE) for SY 2025-2026** on December 12, 2025, from 9:00 AM to 11:00 AM via Microsoft Teams.
2. The agenda of the said activity are as follows:
  - Assessment of the readiness of the computer/laptop units to be used for the CB-NCAE.
  - Re-orientation on the verification of learners' accounts through their school admin portal.
  - Discussion on the data needed to be encoded in the CB-NCAE Form 2.
  - Discussion of other relevant matters.
3. Participants are the ICT Coordinators of public secondary schools and Cluster ICT Coordinators.
4. The meeting link will be sent through the official group chat of ICT Coordinators.
5. Immediate and wide dissemination of this Memorandum to all concerned is earnestly desired.

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Schools Division Superintendent

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