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

September 16, 2026

DIVISION MEMORANDUM
No.540, s. 2026

COORDINATION MEETING OF CLUSTER ICT COORDINATORS ON THE PREPARATION OF LEARNER ACCOUNTS FOR THE CONDUCT OF THE COMPUTER-BASED NATIONAL CAREER ASSESSMENT EXAMINATION SY 2026-2027

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 learner accounts and computer laboratories for the conduct of the Computer-Based National Career Assessment Examination (CB-NCAE) SY 2026-2027 on September 22, 2026 from 1:00PM to 3:00PM via Microsoft Teams.

2. The agenda for the said activities are as follows:
   - Discussion of the templates for learner accounts creation and MFA removal requests
   - Orientation on the submission guidelines and deadlines
   - Other accounts-related concerns

3. Participants in the said meeting are the Cluster ICT Coordinators and ICT Coordinators of public secondary schools.

4. The meeting link will be sent through the official group chat of the ICT Coordinators.

5. Immediate and wide dissemination of this Memorandum to all concerned is earnestly desired.

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