



Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

23 April 2024

**REGIONAL MEMORANDUM**

No. 397, s. 2024

**To: Schools Division Superintendents  
 All Others Concerned**

**REQUEST FOR ADDITIONAL ROOM EXAMINERS AND IT ROVING PROCTORS  
 FOR THE ADMINISTRATION OF THE FY 2023 NATIONAL QUALIFYING  
 EXAMINATION FOR SCHOOL HEADS**

- In reference to **DepEd Memorandum 013, s. 2024**, dated February 26, 2024, titled "*Administration of the Fiscal Year 2023 National Qualifying Examination for School Heads*", this Office informs the field of the above-captioned subject.
- The Regional Office has previously identified several Room Examiners and IT Roving Proctors for the upcoming administration of 2023 NQESH. However, due to additional slots of examinees given to DepEd NCR, our Region requires additional manpower for 90 examination rooms.
- Schools Division Superintendents shall recommend additional Room Examiners and IT Roving Proctors based on the following qualifications:

**Room Examiners**

- Incumbent Chief, EPS, PSDS, SEPS, or Principal;
- Not be retiring in the next two years;
- Not eligible to take the 2023 NQESH;
- Have proven competence and integrity;
- Not be related to any of the test takers in the assigned room up to the second degree of consanguinity or affinity;
- Not affiliated with any review centers/groups in whatever form of capacity.

**IT Roving Proctors**

- SDO Information Technology Officer
- Not be retiring in the next two years;
- Not eligible to take the 2023 NQESH;
- Have proven competence and integrity;
- Not be related to any of the test takers in the assigned room up to the second degree of consanguinity or affinity;
- Not affiliated with any review centers/groups in whatever form of capacity.



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Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01.26.23	Page	1 of 2



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4. SDS shall recommend **20 Room Examiners** and **2 IT Roving Proctors** from their respective SDO to ensure immediate replacement in case of unexpected withdrawal of other examiners.
5. Schools Division Superintendents shall ensure that the recommended Room Examiners and IT Roving Proctors attend the mock examinations on **May 4-5 and May 18-19, 2024**; while the actual examination is on **May 25-26, 2024**. Compensatory Time-Off shall be granted based on the Joint Circular Memorandum of DBM and CSC.
6. To equip examiners and proctors on the use of the NQESH online system, Regional Training will be conducted on **April 29-30, 2024**. A separate memorandum will be issued regarding its details.
7. SEPS HRD shall encode the names of recommended examiners and proctors using the link <https://bit.ly/NQESHNCRExaminersandProctors> on or before **April 25, 2024**.
8. For questions and clarification, please contact **Christian T. Español**, Education Program Supervisor, through [christian.espanol@deped.gov.ph](mailto:christian.espanol@deped.gov.ph).
9. For immediate compliance.

  
**JOCELYN DR. ANDAYA**  
Director IV

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