



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

30 April 2024

REGIONAL MEMORANDUM

No. 430, s. 2024

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

**FY2023 NQESH DEPED-NCR OFFICIAL EXAMINATION SITES, ROOM
 ASSIGNMENTS, SEAT NUMBERS, AND CONDUCT OF MOCK EXAMINATION**

- 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 Office of the Regional Director extends its gratitude to **the Schools Division Office of Marikina City** for hosting the FY2023 NQESH and providing technical assistance to the Regional Office NQESH Team (HRDD) in the preparations of this national activity of the Department of Education.
- Examinations sites** shall be the following:

<i>Exam Site Code</i>	<i>Examination Site</i>	<i>Address</i>
NCR-Site1	Sta. Elena High School	226 E. Dela Paz St., Marikina City
NCR-Site2	Marikina High School	97 E. Santos St., Marikina City
NCR-Site3	Tañong High School	3 Lopez Jaena St., Marikina City
NCR-Site4	Concepcion Integrated School	J. P. Rizal St., Marikina City
NCR-Site5	Marikina Elementary School	12 Florencio Paz, Marikina City

- Examinees can view their assigned examination sites, room, and seat assignments using the link: <https://tinyurl.com/ncr2023NQESHexaminees>.
- All examinees shall attend the **mock examinations** to familiarize themselves with the process of taking the exam, transportation routes, exam site, and room environment.

<i>Date</i>	<i>Activity</i>	<i>Time</i>
May 5, 2024	1 st Mock Exam	7:00 to 12:00
May 19, 2024	2 nd Mock Exam	7:00 to 12:00

- Examinees shall ensure that all necessary preparations are given the utmost attention, especially on the installation and setting up of the Safe Examination Browser (SEB). A web browser application can be downloaded through this link: <https://tiny.cc/NQESHFY2023Resources>.





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7. Examinees shall read all relevant information found in <https://aseametrics.com/nqesh-resources/> prior to taking the NQESH on **May 26, 2024**.
8. Examinees shall bring their laptop computers, extension cords, pocket WIFI, or may use mobile hotspots from their mobile phones. Water bottles, portable fans, and maintenance medicine shall also be brought.
9. The actual date of FY2023 NQESH is on **May 26, 2024** (Sunday). Examinees shall be on their respective examination sites **before 7:00 A.M.** Latecomers may be admitted but shall strictly follow the termination time of the online exam at exactly 12:00 N.N.
10. Compensatory time-off (CTO) for the non-teaching personnel and Service Credits for teachers and other school personnel shall be granted in lieu of the actual conduct of the activities on **May 5, 19, and 26, 2024, Sundays** (considered as a whole day due to travel time spent), in accordance with the CSC and DBM Joint Circular No. 2, s. 2004 and DepEd Order No. 53, s. 2003.
11. Meals, supplies and materials, board and lodging (if required), and other incidental expenses of the NQESH TWG, administrators, and examination site personnel during the mock and actual exams shall be charged against the FY2023 NQESH registration fund, while travel expenses shall be charged against their respective local funds subject to accounting and auditing rules and regulations.
12. For questions and clarification, please contact **Christian T. Español**, Education Program Supervisor and Regional NQESH Coordinator through christian.espanol@deped.gov.ph.
13. For information and strict compliance.

for:
JOCELYN DR ANDAYA
Director IV

cte/hrdd