



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



02 May 2024

**REGIONAL MEMORANDUM**

No. 436, s. 2024

**To: Schools Division Superintendents  
Regional Functional Division Chiefs  
All Others Concerned**

**COMPOSITION OF FY 2023 NQESH TECHNICAL WORKING GROUP,  
ADMINISTRATORS, AND EXAMINATION SITES PERSONNEL**

1. 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*", and **BHROD Memorandum No. DM-OUHROD-2024-0821** dated May 02, 2024, titled "*Guidelines for the Administration of the FY 2023 NQESH*" from the Office of the Undersecretary for Human Resource and Organizational Development, Hon. Wilfredo E. Cabral, this Office informs the field of the above-captioned subject.
2. The NQESH Administrators and Exam Site Personnel are those who attended and completed the Regional Training of Examiners and IT Support Teams on the Online System for FY2023 NQESH Administration on April 29-30, 2024.
3. The administrators and examination site personnel shall be guided by the following:
  - A. Enclosure No. 1 – **List of FY2023 NQESH TWG and Administrators**
  - B. Enclosure No 2 - **Examination Sites Personnel**
  - C. Enclosure No. 2 – **Schedule of activities**
4. The duties, roles, and responsibilities of the Regional TWG, Examination sites personnel are found in Annexes 1 and 2 of the said BHROD Memorandum.
5. NQESH resources can be viewed and downloaded from the following:
  - A. <https://aseametrics.com/nqesh-resources/>
  - B. <https://aseametrics.com/nqesh-resources-admin/>
  - C. [tinyurl.com/NQESHAdminResources](http://tinyurl.com/NQESHAdminResources)
6. The examination sites and room assignments can be viewed at <https://tinyurl.com/ncr2023NQESHexaminees>.



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7. 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 4, 18, 25, Saturdays, and May 5, 19, 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.
8. 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.
9. For information and strict compliance.

*for: [Signature]*  
**JOCELYN DR ANDAYA**  
Director IV *[Signature]*

cte/hrdd



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Enclosure No. 1

**List of FY2023 NQESH Administrators**

**Regional Technical Working Group**

Chair: Jocelyn DR Andaya, Director IV  
Regional Director

Vice-Chair: Cristito A. Eco  
Assitant Regional Director

Regional Program Manager: Hajji R. Palmero  
Chief, HRDD-NEAP R

Regional NQESH Coordinator: Christian T. Español  
Education Program Supervisor

**Technical Committee**

Communication, Data Management and Technical Specs:	Richard D. Vidal, EPS-II
Exam site physical arrangement:	Rodolfo J. Colocar, EPS
Exam site internet connectivity capability:	Arren Aduan, EPS
Transportation arrangements:	Leah Ailah C. Vicencio, EPS-II
Meals and refreshments:	Rhea B. Eden, EPS
Supplies, materials, PR:	Jerol C. De Lira
Financial documents, certificates:	Don Ray V. Salvador, EPS-II
Secretariat, registration, attendance:	Nika A. Diaz
Secretariat, registration, attendance:	Miles Garcia
Cash and OR:	Naynie L. Ducut, AO V
Road Manager:	Rodrigo Penaranda
Overall Exam Sites Coordinator:	Ryan Regencia (ITO, SDO Marikina)
Exam Site Consultants:	School Heads of examination sites
SDO Host Consultant:	SDS Cynthia L. Ayles



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Enclosure No. 2

**List of FY2023 NQESH Examination Sites Personnel**

Examination Site: <b>Sta. Elena High School, SDO Marikina</b> Address: 226 E. Dela Paz St., Marikina City		
<b>Role</b>	<b>Name</b>	<b>Station/Division</b>
RO Monitor	Hajji R. Palmero	RO-HRDD
Chief Examiner	Angelyn B. Malabanan	SDO Quezon City
CO Monitor	Chris Jejomar S. Almerol	PS-EMISD
LEAD Roving IT	Ellaine I. Montas	SDO Las Piñas
<b>Room Examiners</b>		
<b>Room</b>	<b>Name</b>	<b>Station/Division</b>
NCR-Site1_Room1	Felisa P. Muñoz	SDO Marikina
NCR-Site1_Room2	Joey Z. Balsomo	SDO Las Piñas
NCR-Site1_Room3	Cesar A. Camayra	SDO San Juan
NCR-Site1_Room4	Edsel G. Fajardo	SDO Las Piñas
NCR-Site1_Room5	Annalli B. Salazar	SDO Marikina
NCR-Site1_Room6	Sharon C. Razon	SDO Las Piñas
NCR-Site1_Room7	Mila M. Casilao	SDO Marikina
NCR-Site1_Room8	Amador R. Ayapana	SDO Las Piñas
NCR-Site1_Room9	Hilda F. Tardecilla	SDO Marikina
NCR-Site1_Room10	Marie Joy L. Francisco	SDO Las Piñas
NCR-Site1_Room11	Eric Z. Samonteza	SDO Las Piñas
NCR-Site1_Room12	Ma. Josefina B. Luna	SDO Manila
NCR-Site1_Room13	Mercedita T. Insigne	SDO Manila
NCR-Site1_Room14	June Hayden R. Sinson	SDO Manila
NCR-Site1_Room15	Maria Eva S. Nacion	SDO Manila
NCR-Site1_Room16	Manolo G. Peña	SDO Manila
NCR-Site1_Room17	Nilo G. Salazar	SDO Manila
NCR-Site1_Room18	Judy V. Sampang	SDO Manila
NCR-Site1_Room19	Uldarico G. Fundal Jr.	SDO Manila
NCR-Site1_Room20	Lloyd T. Tulaylay	SDO San Juan



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<b>IT Roving Proctors</b>		
<b>Room</b>	<b>Name</b>	<b>Station/Division</b>
NCR-Site1_Room1 to NCR-Site1_Room5	Jared Jay P. Robea	SDO Las Piñas
NCR-Site1_Room6 to NCR-Site1_Room10	Albert James P. Macaraeg	SDO Manila
NCR-Site1_Room11 to NCR-Site1_Room15	Leon M. Pangda	SDO San Juan
NCR-Site1_Room16 to NCR-Site1_Room20	Michael Angelo Adona	SDO San Juan
<b>Standby Room Examiners &amp; IT Roving Proctors</b>		
<b>Role</b>	<b>Name</b>	<b>Station/Division</b>
Room Examiner	Mary Grace O. Awkit	SDO Manila
Room Examiner	Elena C. Reyes	SDO Manila
Room Examiner	Ma. Melanie T. Pascua	SDO Manila
Room Examiner	Raygeinald P. Villacorta	SDO Las Piñas
IT Roving Proctor	Gerald Anthony R. Lazaro	SDO Quezon City
<b>Administrative Support</b>		
<b>Role</b>	<b>Name</b>	<b>Station/Division</b>
Secretariat	Melody Jolo	RO – FTAD
Medical Staff		
Security	c/o School	
Sanitation & Maintenance	c/o School	



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Examination Site: <b>Marikina High School</b> Address: 97 E. Santos St., Marikina City		
<b>Role</b>	<b>Name</b>	<b>Station/Division</b>
RO Monitor	Marina C. Espino	RO-QAD
Chief Examiner	Andres P. Bonifacio	RO-QAD
CO Monitor	Carla Jane E. Gob	BHROD-HRDD
LEAD Roving IT	Gerrie Roderic A. Padilla	RO-ICTU
<b>Room Examiners</b>		
<b>Room</b>	<b>Name</b>	<b>Station/Division</b>
NCR-Site2_Room1	Roldofo J. Colocar	RO-HRDD
NCR-Site2_Room2	Arren V. Aduan	RO-HRDD
NCR-Site2_Room3	Herbert D. Vertucio	RO-QAD
NCR-Site2_Room4	Amor Ducay	SDO Manila
NCR-Site2_Room5	Teresita S. Rodriguez	SDO Parañaque
NCR-Site2_Room6	Uriel B. Teodoro	SDO Marikina
NCR-Site2_Room7	Flora C. Baggayan	SDO Parañaque
NCR-Site2_Room8	Marina G. Minggoy	SDO Marikina
NCR-Site2_Room9	Evangeline E. Malicdem	SDO Parañaque
NCR-Site2_Room10	Doris R. Jasme	SDO Marikina
NCR-Site2_Room11	Ma. Estrellita C. Arceo	SDO Parañaque
NCR-Site2_Room12	Mineilwin R. Serdaña	SDO Parañaque
NCR-Site2_Room13	Noemi A. Velario	SDO Marikina
NCR-Site2_Room14	Zoren Pepito L. Gubalane	SDO Muntinlupa
NCR-Site2_Room15	Nestor T. Torrecampo	SDO Parañaque
NCR-Site2_Room16	Maria Idel C. Malay	SDO Caloocan
NCR-Site2_Room17	Estrella C. Ong	SDO Caloocan
NCR-Site2_Room18	Melanie B. Celeste	SDO Caloocan
NCR-Site2_Room19	Arnel S. Alde	SDO Caloocan
NCR-Site2_Room20	Gemo D. Parajas	SDO Marikina



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<b>IT Roving Proctors</b>		
<b>Room</b>	<b>Name</b>	<b>Station/Division</b>
NCR-Site2_Room1 to NCR-Site2_Room5	May L. Borjal	SDO Muntinlupa
NCR-Site2_Room6 to NCR-Site2_Room10	Al C. Catchillar	SDO Parañaque
NCR-Site2_Room11 to NCR-Site2_Room15	Edmond B. Obrar	SDO Parañaque
NCR-Site2_Room16 to NCR-Site2_Room20	Chrise Amiel M. Nopuente	SDO Parañaque
<b>Standby Room Examiners &amp; IT Roving Proctors</b>		
<b>Role</b>	<b>Name</b>	<b>Station/Division</b>
Room Examiner	Rizalina Castro	SDO Manila
Room Examiner	Raffy Cabales	SDO Manila
IT Roving Proctor	Daniel Morris O. Dimagiba	RO-ICTU
<b>Administrative Support</b>		
<b>Role</b>	<b>Name</b>	<b>Station/Division</b>
Secretariat	Geraldine T. Alizer	RO-RPSU
Medical Staff		
Security	c/o School	
Sanitation & Maintenance	c/o School	



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Examination Site: <b>Tañong High School</b> Address: 3 Lopez Jaena St., Marikina City		
Role	Name	Station/Division
RO Monitor	Rhea B. Eden	RO-HRDD
Chief Examiner	Lilia A. Ricero	RO-PPRD
CO Monitor	Sonia R. De Leon	AS-Cash Division
LEAD Roving IT	Gilbert D. Manucduc	SDO Malabon
Room Examiners		
Room	Name	Station/Division
NCR-Site3_Room1	Rosela Q. Abude	SDO Malabon
NCR-Site3_Room2	Aizaleen Gatchitorea	SDO Marikina
NCR-Site3_Room3	Proserfina I. Cardenas	SDO Malabon
NCR-Site3_Room4	Adoracion A. Valderrama	SDO Marikina
NCR-Site3_Room5	Ryan Jay C. Verbo	SDO Malabon
NCR-Site3_Room6	Analiza M. Paz	SDO Marikina
NCR-Site3_Room7	Windelle G. Morales	SDO Malabon
NCR-Site3_Room8	Ma. Aloha E. Veto	SDO Marikina
NCR-Site3_Room9	Milibeth D. Ruiz	SDO Malabon
NCR-Site3_Room10	Jean D.A. Castillo	SDO Marikina
IT Roving Proctors		
Room	Name	Station/Division
NCR-Site3_Room1 to NCR-Site3_Room5	Adrian G. Buban	SDO Caloocan
NCR-Site3_Room6 to NCR-Site3_Room10	Eugene O. Suba	SDO Caloocan
Standby Room Examiner		
Role	Name	Station/Division
Room Examiner	Rodelio I. Perez, Jr.	SDO Malabon
Room Examiner	Julius Jardiolin	SDO Manila
Administrative Support		
Role	Name	Station/Division
Secretariat	Aira L. Alarcon	RO-ASD
Medical Staff	Ledy Anne Quimbo Orlando Rojas Jr.	SDO Parañaque
Security	c/o School	
Sanitation & Maintenance	c/o School	





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Examination Site: **Concepcion Integrated School**  
Address: J. P. Rizal St., Marikina City

Role	Name	Station/Division
RO Monitor	Micah G. Pacheco	RO-CLMD
Chief Examiner	Louie C. Duterte	RO-QAD
CO Monitor	Natividad P. Danao	LS-Legal Division
LEAD Roving IT	Ramil B. Santillan	SDO Taguig-Pateros
Room Examiners		
Room	Name	Station/Division
NCR-Site4_Room1	Reingelyn P. Donato	SDO Marikina
NCR-Site4_Room2	Ramil D. Dorol	SDO Pasay
NCR-Site4_Room3	Wilfredo C. Padua	SDO Marikina
NCR-Site4_Room4	Myrna B. Martino	SDO Pasay
NCR-Site4_Room5	Nida P. Andrada	SDO Marikina
NCR-Site4_Room6	Jowen I. Samarita	SDO Pasay
NCR-Site4_Room7	Roseo T. Caburian	SDO Marikina
NCR-Site4_Room8	Noel P. Miranda	SDO Pasay
NCR-Site4_Room9	Imelda B. Olvida	SDO Marikina
NCR-Site4_Room10	Maria Jacqueline D. Bernardino	SDO Pasay
NCR-Site4_Room11	Fatima P. Fajardo	SDO Pasay
NCR-Site4_Room12	Sylwyn S. Tenorio	SDO Pasay
NCR-Site4_Room13	Agapito Teodoro N. Manaog	SDO Pasay
NCR-Site4_Room14	Rouell S. Santero	SDO Pasay
NCR-Site4_Room15	Grace B. Torres	SDO Pasay
NCR-Site4_Room16	Ma. Cleofe B. Garde	SDO Pasay
NCR-Site4_Room17	Mark Anthony F. Familiaran	SDO Pasay
NCR-Site4_Room18	Ronalyn G. Sorongon	SDO Taguig-Pateros
NCR-Site4_Room19	Roldan R. Jamindang	SDO Taguig-Pateros
NCR-Site4_Room20	John Keeneth M. Ferrera	SDO Taguig-Pateros



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<b>IT Roving Proctors</b>		
<b>Room</b>	<b>Name</b>	<b>Station/Division</b>
NCR-Site4_Room1 to NCR-Site4_Room5	Erick D. Comia	SDO Pasay
NCR-Site4_Room6 to NCR-Site4_Room10	Jocelyn C. Chinchilla	SDO Pasay
NCR-Site4_Room11 to NCR-Site4_Room15	Ma. Luisa M. Mansayon	SDO Pasay
NCR-Site4_Room16 to NCR-Site4_Room20	Florante Torrefiel	SDO Quezon City
<b>Standby Room Examiners &amp; IT Roving Proctors</b>		
<b>Role</b>	<b>Name</b>	<b>Station/Division</b>
Room Examiner	Tiburcio A. Aplacador, Jr.	SDO Marikina
Room Examiner	Leonard A. Laureta	SDO Pasay
IT Roving Proctor	Christian David Talavera	SDO Quezon City
<b>Administrative Support</b>		
<b>Role</b>	<b>Name</b>	<b>Station/Division</b>
Secretariat	Jerol C. De Lira	RO-HRDD
Medical Staff		
Security	c/o School	
Sanitation & Maintenance	c/o School	



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Examination Site: **Marikina Elementary School**  
Address: 12 Florencio Paz, Marikina City

Role	Name	Station/Division
RO Monitor	Roger R. Morillos	RO-FTAD
Chief Examiner	Andrew E. Tan	RO-CLMD
CO Monitor	Julie Anne V. Vertudes	BLR-PD
LEAD Roving IT	Reddino Roan P. Ancheta	SDO Pasig
Room Examiners		
Room	Name	Station/Division
NCR-Site5_Room1	Leilanie N. Villanueva	SDO Marikina
NCR-Site5_Room2	Edna L. Llanera	SDO Valenzuela
NCR-Site5_Room3	Agnes D. Garrote	SDO Valenzuela
NCR-Site5_Room4	Maria Czarina P. Cruz	SDO Valenzuela
NCR-Site5_Room5	Lilia H. Jaime	SDO Valenzuela
NCR-Site5_Room6	Olivia D. Cariaso	SDO Valenzuela
NCR-Site5_Room7	Remia L. Ricabar	SDO Marikina
NCR-Site5_Room8	Philip V. Austria	SDO Quezon City
NCR-Site5_Room9	Ederlina D. Balena	SDO Quezon City
NCR-Site5_Room10	Ruth G. Yap	SDO Quezon City
NCR-Site5_Room11	Patrocina T. Ariate	SDO Quezon City
NCR-Site5_Room12	Sherly Ann D. Hernandez	SDO Marikina
NCR-Site5_Room13	Ryan C. Atezora	SDO Quezon City
NCR-Site5_Room14	Julio R. Villapa	SDO Quezon City
NCR-Site5_Room15	Shiarell Loida M. Cruz	SDO Quezon City
NCR-Site5_Room16	Elena M. Santos	SDO Marikina
NCR-Site5_Room17	Levita G. Cardenas	SDO Quezon City
NCR-Site5_Room18	Alma M. Escobia	SDO Valenzuela
NCR-Site5_Room19	Guillermo Nikus A. Telan	SDO Quezon City
NCR-Site5_Room20	Emily G. Santos	SDO Marikina



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<b>IT Roving Proctors</b>		
<b>Room</b>	<b>Name</b>	<b>Station/Division</b>
NCR-Site5_Room1 to NCR-Site5_Room5	Ike Joseph P. Lumaad	SDO Valenzuela
NCR-Site5_Room6 to NCR-Site5_Room10	Neil Ian Leon M. Pabunan	SDO Valenzuela
NCR-Site5_Room11 to NCR-Site5_Room15	Allen Raphael Gutierrez	SDO Valenzuela
NCR-Site5_Room16 to NCR-Site5_Room20	Noel E. Reyes	SDO Valenzuela
<b>Standby Room Examiners</b>		
<b>Role</b>	<b>Name</b>	<b>Station/Division</b>
Room Examiner	Marites A. Torres	SDO Valenzuela
Room Examiner	Leah D. Oducayen	SDO Valenzuela
Room Examiner	Jessica A. Beltran	SDO Marikina
<b>Administrative Support</b>		
<b>Role</b>	<b>Name</b>	<b>Station/Division</b>
Secretariat	Ricardo Matan	NEAP NCR Marikina
Medical Staff		
Security	c/o School	
Sanitation & Maintenance	c/o School	



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Enclosure No. 3

**Schedule of FY 2023 NQESH Activities**

<b>Date</b>	<b>Activities</b>	<b>Persons Involved</b>
May 3, 2024	2 <sup>nd</sup> ocular inspection of examination sites	NQESH TWG
May 4, 2024	Preparation of each site for 1 <sup>st</sup> mock exam	NQESH TWG RO Monitors CO Monitors Chief Examiners IT Lead Proctors
May 5, 2024	1 <sup>st</sup> Mock Exam	Examinees Room Examiners IT Roving Proctors RO Monitors Chief Examiners IT Lead Proctors Admin Support Staff
May 9-10, 2024	3 <sup>rd</sup> ocular inspection of examination sites	NQESH TWG
May 18, 2024	Preparation of each site for 2 <sup>nd</sup> mock exam	NQESH TWG RO Monitors CO Monitors Chief Examiners IT Lead Proctors
May 19, 2024	2 <sup>nd</sup> Mock Exam	Examinees Room Examiners IT Roving Proctors RO Monitors Chief Examiners IT Lead Proctors Admin Support Staff
May 20-24, 2024	4 <sup>th</sup> ocular inspection, final preparation week, meeting with School Heads (exam sites), Barangay Officials	NQESH TWG
May 25, 2024	Final briefing, room inspection, and arrangement	NQESH TWG RO Monitors CO Monitors Chief Examiners IT Lead Proctors
May 26, 2024	Administration of FY2023 NQESH	ALL



Republika ng Pilipinas

## Department of Education


OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

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**MEMORANDUM**

**DM-OUHROD-2024-0921**

**TO :** Regional Directors  
Schools Division Superintendents  
Assigned NQESH Central Office Monitors  
All Others Concerned

**FROM :**   
WILFREDO E. CABRAL  
Regional Director  
Officer-In-Charge, Office of the Undersecretary  
Human Resource and Organizational Development

**SUBJECT :** GUIDELINES FOR THE ADMINISTRATION OF THE FY 2023  
NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS  
(NQESH)

**DATE :** 02 May 2024

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With reference to DepEd Memorandum No. 013, s.2024 dated February 26, 2024, on the Administration of the Fiscal Year 2023 National Qualifying Examination for School Heads (NQESH), this office provides the enclosed **Guidelines for the Administration of the FY2023 NQESH**, segmented into annexes outlined below:

- Annex 1 - Technical Working Group Composition and Responsibilities
- Annex 2 - Examination Sites Requirements
- Annex 3 - Utilization of Examination Fee

All inquiries or clarifications on this memorandum may be coursed through email at [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph) with subject title "NQESH Inquiry - [Region, Division]" or you may call the NQESH focal office through telephone no. (02) 8470-6630.

For your information and appropriate action.

HRDD/Angeles

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**NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH)**  
**TECHNICAL WORKING GROUP (TWG) COMPOSITION AND RESPONSIBILITIES**

**I. National Technical Working Group (NTWG)**

A. The NTWG shall be comprised of the following:

1. The Chair of the NTWG shall be the Undersecretary for Human Resource and Organizational Development;
2. The Vice-Chair shall be the Director IV of the Bureau of Human Resource and Organizational Development (BHROD);
3. The focal office shall be the BHROD - Human Resource Development Division (BHROD-HRDD);

B. The NTWG shall:

1. provide the overall directions, guidelines, and supervision of the FY2023 National Qualifying Examination for School Heads (NQESH) administration;
2. ensure that the issued policy and guidelines containing the examination objectives, standards, structures, procedures, and schedule are adhered to accordingly;
3. establish the necessary systems and processes that will warrant efficient, effective, and timely administration of the FY2023 NQESH;
4. oversee preparation for the administration, including the development and review of examination items, online application system, and online examination system;
5. disseminate information and facilitate the conduct of the Central, Regional, and Schools Division orientations for all personnel involved in the preparation and administration of the test;
6. announce the results of the FY2023 NQESH through a DepEd Memorandum.
7. conduct a post-evaluation activity in aid of the future conduct of the NQESH;
8. ensure integrity and confidentiality of the FY2023 NQESH;
9. perform other tasks as may be assigned towards the successful administration of the FY2023 NQESH.

## II. Regional Technical Working Group (RTWG)

### A. The RTWG shall be comprised of the following:

1. The Chair of the RTWG shall be the Regional Director;
2. The Vice-Chair shall be the Assistant Regional Director;
3. The Regional Program Manager (RPM) and Co-Regional Program Manager (Co-RPM) shall either be the Chief Education Supervisor of the Quality Assurance Division (CES-QAD) or the Human Resource Development Division (CES-HRDD), as designated by the RTWG Chair.
4. The Regional NQESH coordinator shall be the Education Program Supervisor (EPS) from the office of the designated RPM.
5. The Regional IT Lead Manager shall be the Regional Information Technology Officer (RITO)
6. The focal office shall be the office of the designated RPM.
7. The secretariat shall include the Co-RPM, Education Program Supervisors (EPS) in charge of NQESH in the QAD & HRDD, Chief Administrative Officer of the Finance Division (CAO – FD), Chief Administrative Officer of the Administrative Services Division (CAO – ASD), and other personnel identified by the RTWG Chair.

### B. The **RTWG Chair** shall:

1. provide overall directions and supervision of the FY2023 NQESH administration in the region, in accordance with the national policies and guidelines;
2. ensure that the issued policy and guidelines containing the examination objectives, standards, structures, procedures, and schedule are adhered to accordingly.

### C. The **RTWG Vice-Chair** shall:

1. provide assistance to the RTWG chair in the supervision of the FY2023 NQESH administration in the region to ensure that the issued that the issued policy and guidelines containing the examination objectives, standards, structures, procedures, and schedule are adhered to accordingly;
2. assume the function of the RTWG chair in the absence of the Regional Director.



D. The **Regional Project Manager (RPM)** shall lead in the:

1. Coordination with the NTWG and preparatory work relative to the administration of FY2023 NQESH (i.e preparation and submission of the final list of examinees);
2. Dissemination of relevant information relative to online application, preparation for the mock, actual and post examination;
3. Conduct of regional training/capacity building on the FY2023 NQESH Online Examination System for the region and SDO personnel involved in administration of FY2023 NQESH;
4. Management of the examination sites (identification and recommendation of examination sites, consolidation of incident reports per examination site);
5. Monitoring of the conduct of the Mock Examinations and actual administration of FY2023 NQESH;
6. Post examination report requirements (i.e regional capability building completion, site examination and liquidation report)

E. The **Co-RPM** shall assist the RPM in all the responsibilities and ensure that it is consistent and compliance with the national issued policies and guidelines relative to the NQESH administration.

F. The **Regional NQESH coordinator** shall provide support to the RPM, as needed.

G. The **Regional IT Lead Manager** shall:

1. facilitate the simulation session for the NQESH Online Examination System during the Regional Training/Capacity Building;
2. assist the RPM in the identification and recommendation of examination sites;
3. provide the necessary technical support relative to the NQESH Online Examination System;
4. identify, recommend, and supervise Lead IT and Roving IT to be assigned in the examination sites;

H. The **CAO of the Finance Division** shall ensure that:

1. all funds for the purpose are utilized in accordance with the existing budgeting, accounting, auditing, and procurement rules and regulations;
2. the necessary financial documents are prepared, submitted to the proper authority, and a copy are securely stored;

I. The **CAO of the Administrative Division** shall ensure that:

1. payment for eligible expenses is disbursed/reimbursed on time, in accordance with the existing budgeting, accounting, auditing, and procurement rules and regulations;
  2. the request for overtime and/or Compensatory Time Off (CTO) are processed on time.
- J. The RTWG shall perform other tasks assigned to aid the successful conduct of the FY 2023 NQESH.

III. **Schools Division Technical Working Group (SDTWG)**

A. The SDTWG shall be comprised of the following:

1. The Chair shall be the Schools Division Superintendent (SDS);
  2. The Vice-Chair shall be the Assistant Schools Division Superintendent (ASDS);
  3. The Division NQESH Coordinator shall be the Chief Education Supervisor of the School Governance and Operations Division (SGOD);
  4. The Secretariat and Focal Office shall be the SGOD.
  5. The members shall include the CID Chief Education Supervisor, Administrative Officer V, Personnel Officer, SDO Cashier, SDO ITO, Senior Education Program Specialist and Education Program specialist II in the HRDS & SMME, and other personnel identified by the Chair of the SDTWG.
- B. The **SDTWG** shall oversee the overall direction, administration, and supervision of the FY 2023 NQESH in the division, in accordance with the national policies and guidelines and regional issuances.
- C. The **SDTWG Chair** shall be the official and authorized signatory of all division issuances and documents related to the conduct of the FY2023 NQESH. The **SDTWG Vice-Chair** shall assume the function of the SDTWG Chair in the latter's absence. If the SDO has more than one ASDS, the SDS shall designate one of the ASDSs to be the SDTWG Vice-Chair.
- D. The **SDTWG** shall coordinate with the RTWG regarding the directions, preparation, administration, and supervision of the test.
- E. The **SDTWG** shall be in-charge of the information dissemination to all examinees.
- F. The **SDO ITO** shall provide the necessary technical support.
- G. The **SDTWG** shall assist the RTWG and perform other tasks assigned to aid the successful conduct of the FY2023 NQESH.

**NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH)  
EXAMINATION SITE AND ADMINISTRATION PERSONNEL**

**I. EXAMINATION SITE**

**A. Identification of Examination Site:**

The following should be considered in the identification of Examination Sites:

1. Conducive to test taking and free from unnecessary noise;
2. Location is not a "dead spot" for internet connection;
3. The bandwidth capacity is at least 5mbps per examinee;
4. The number of rooms should be sufficient to accommodate the examinees assigned to the Examination Site.
5. Provisions for examinees with **special needs**;
6. Clean restrooms with available water that is accessible to all examinees;
7. Adequate space for parking;
8. Waiting area for non-examinees or companions to prevent them from entering the premises near the testing area;
9. Accessible via public transportation to majority of the examinees;
10. Availability of nearby affordable accommodation as an option for examinees who resides far from the examination site;
11. Provided with Barangay or Police Officials for security.

**B. Examination Room:**

The Examination Rooms should have the following conditions:

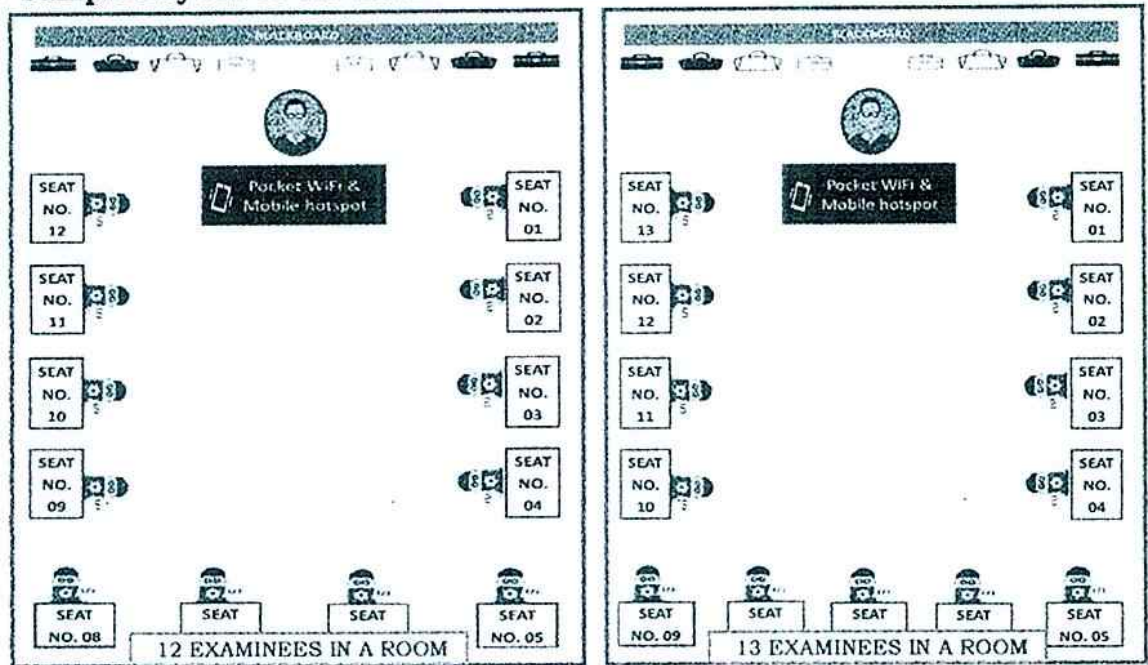
1. Clean and adequately lighted and ventilated;
2. Have appropriate tables and chairs that are suitable for adults;
3. There must be 12 desks and chairs in every Examination room;
4. If cases where there will be excess examinees (not meeting the maximum 12 examinees per room), there's no need to add another room, instead the examinees shall be distributed to existing rooms for a maximum of 13 examinees per room.

**C. Seating Arrangement:**

The examinees will be seated in the examination room based on the conditions provided below:

1. Facing the examinees, the seating order will start from the left side of the Room Examiner;
2. Examinees shall be arranged in alphabetical order, however, examinees with the same surname should not be seated together or maybe assigned to a separate examination room;
3. Examinees in the same Schools Division Office (SDO) may be in the same room;

#### D. Sample Layout of the Examination Room



## II. NQESH ADMINISTRATION PERSONNEL

### A. Identification of Examination Site Personnel

The following qualifications and considerations must be followed in identifying the manpower who will facilitate the administration of the FY 2023 NQESH:

#### 1. CENTRAL OFFICE MONITOR

- Must be digitally literate, agile, and attentive to details;
- Willing to travel on weekends and assigned in a regional examination site;
- Willing to render services beyond working hours;
- NOT be retiring in the next two (2) years;
- NOT eligible to take the next NQESH;
- NOT affiliated with any review centers/groups in whatever form or capacity;
- Have proven competence and integrity.

#### 2. REGIONAL OFFICE MONITOR

- Must be digitally literate, agile, and attentive to details;
- NOT be retiring in the next two (2) years;
- NOT eligible to take the next NQESH;
- NOT affiliated with any review centers/groups in whatever form or capacity;
- Have proven competence and integrity.

**3. CHIEF EXAMINERS**

- Preferably an incumbent Chief in the Regional Office or NQESH Coordinators from QAD or HRDD;
- Must be digitally literate, agile, and attentive to details;
- Familiar and/or with knowledge of NQESH administrative and logistical operation;
- NOT be retiring in the next two (2) years;
- NOT eligible to take the next NQESH;
- NOT affiliated with any review centers/groups in whatever form or capacity;
- Have proven competence and integrity.

**4. LEAD IT**

- Preferably the Information Technology Officer (ITO) in the Region or Schools Division Offices;
- NOT be retiring in the next two (2) years;
- NOT eligible to take the next NQESH;
- NOT affiliated with any review centers/groups in whatever form or capacity;
- Have proven competence and integrity.

**5. ROOM EXAMINERS**

- Must be tech-savvy, digitally literate, agile, attentive to details, and can provide desktop support;
- Preferably an incumbent Principal, Senior Education Program Specialist, Education Program Supervisor, Public Schools Division Supervisor, or Chief;
- NOT be retiring in the next two (2) years;
- NOT eligible to take the next NQESH;
- NOT affiliated with any review centers/groups in whatever form or capacity;
- NOT be related to any of the examinees in the assigned room up to second degree of consanguinity or affinity and should sign a disclosure statement for this purpose, and
- Have proven competence and integrity.

**6. ROVING IT**

- Preferably IT personnel/staff in the Region, SDO ITOs or School IT coordinators;
- NOT be retiring in the next two (2) years;
- NOT eligible to take the next NQESH;
- NOT affiliated with any review centers/groups in whatever form or capacity;
- Have proven competence and integrity.

**B. Roles and Responsibilities of Examination Site Personnel**

**1. CENTRAL OFFICE MONITOR (1 per examination site)**

- Monitor the administration of the NQESH in the assigned Examination site in coordination with the Regional Monitor;
- Safeguard the integrity of the test and orderly test administration in accordance with national policies and guidelines;
- Ensure synchronization of time that every test taker starts and ends at the same time;
- Substitute as room examiner (if alternate is not available), in case of personal necessity of the room examiner;
- Assist the Chief Examiner in unlocking Secure Examination Browser (SEB);
- Prepare monitoring report together with the Regional Office Monitor and submit it to BHROD-HRDD.

**2. REGIONAL OFFICE MONITOR (1 per examination site)**

- Coordinate with the Central Office monitor in the monitoring of the administration of the NQESH in the assigned Examination site;
- Safeguard the integrity of the test and orderly test administration in accordance with national policies and guidelines;
- Substitute as room examiner (if alternate is not available), in case of personal necessity of the room examiner;
- Assist the Chief Examiner in unlocking Secure Examination Browser (SEB);
- Prepare monitoring report together with the Central Office Monitor and submit it to the NQESH Regional Program Manager.

**3. CHIEF EXAMINER (1 per examination site)**

- Manage the operations during the actual administration of the FY 2023 NQESH in the assigned Examination Site;
- Ensure orderly and systematic administration of the test;
- Maintain integrity in administering the examination at all times;
- Lead in the conduct of briefing and debriefing for all 2023 NQESH Administration Personnel and ensure that they perform their respective functions;
- Substitute as room examiner (if alternate is not available), in case of personal necessity of the room examiner;
- Responsible in unlocking of Secure Examination Browser (SEB) and in authorizing the 2<sup>nd</sup> request for SEB unlocking;
- Consolidate all reports from the Room Examiners and submit it to the Regional Office Monitor.

**4. LEAD IT (1 per examination site)**

- Supervise the Roving IT in providing Level 2 Technical Assistance to Room Examiners and Examinees on the following:
  - a. Resending of Test link via HR Avatar
  - b. Launching of Safe Exam Browser
  - c. Re-installing Safe Exam Browser
- Coordinate with the system provider (Aseametrics) for Level 3 concerns, as follows:
  - a. System Crashing
  - b. Resetting of Password
  - c. Missing/Invalid Test Key
  - d. Test key Creation
- Substitute as room examiner (if alternate is not available), in case of personal necessity of the room examiner;
- Assist the Chief Examiner in unlocking Secure Examination Browser (SEB);

**5. ROVING IT (1 for every 5-examination room)**

- Provide Technical Assistance to Room Examiners and Examinees on the following:
  - a. Resending of Test link via HR Avatar
  - b. Launching of Safe Exam Browser
  - c. Re-installing Safe Exam Browser
- Assist the Chief Examiner in unlocking Secure Examination Browser (SEB);

**6. ROOM EXAMINERS (1 per examination room)**

- Manage the conduct of Mock Examinations and administration of NQESH in the assigned Examination Room, strictly following the Room Examiner Administration Guide and procedure in the conduct of the NQESH;
- Authorizes examinee to access the exam through their respective password and proctor codes;
- Provide Technical Support/Assistance to assigned examinees on the following:
  - a. Missing NQESH Examination test email
  - b. Safe Exam Browser Installation
  - c. Safe Exam Browser Launching
  - d. Slow Internet Connection
  - e. Inactive Test Key
- Report to the Chief Examiner any observations that might affect the integrity of the test as well as the actions undertaken as necessary;
- Ensure the confidentiality of the HR Avatar account and password, including the proctor code provided;
- Submit accomplished Room Examiner Status Report, Technical Assistance Report, and SEB Unlocking report the Chief Examiner.

## 7. ADMINISTRATIVE SUPPORT

### a. Medical Staff

- Provide medical assistance where necessary; and
- Ensure that Over the Counter (OTC) drugs are available for emergency cases.

### b. Sanitation & Maintenance Staff

- Keep the vicinity clean and conducive to the activity;
- Ensure that the testing rooms are clean and well-lit with proper ventilation;
- Keep the restrooms clean and ensure availability of tissue/soap;
- Assist in the posting of signages and locator charts in proper areas for the guidance of the examinees;
- Ensure that there are no communication devices or pieces of paper in the restroom.

### c. Security Staff

- Take charge of the safety and security of the examination site;
- Move around to ensure peace and orderliness of the surroundings;
- Assist the companion/s of the examinees to the waiting area.

### d. Financial Staff (Accounting/Budget/Cash)

- Ensure that payments/honoraria due to the concerned personnel are given right after administration of NQESH;
- Accomplished forms in accordance with accounting and auditing rules;
- Keeps all documents related to the financial operations of the examination.

### e. Help Desk and Secretariat Staff

- Assist in the distribution of forms and meals;
- Take charge of the Help Desk located strategically near the entrance of the examination site;
- Respond to concerns regarding Official Receipts, master list of examinees and room numbers.

## III. OPERATIONS

### A. COLOR CODING UNIFORM

For easy recognition of roles in the Examination Site, color coding shirts as uniform is preferred. The assignment of color as follows:

Roles	Assigned Color
Central Office Monitor	Gray
Regional Office Monitor	same color (to be determined by the RTWG)
Chief Examiner	
Lead IT	
Room Examiner	color shall vary for each role (to be determined by the RTWG)
Roving IT	
Administrative Support	



**B. SCHEDULE OF ACTIVITIES**

<b>SATURDAY (April 27, May 4, May 18, and May 25, 2024)</b>		
	<b>OPTION 1 (Face to Face)</b>	<b>OPTION 2 (Virtual/Asynchronous)</b>
MORNING	Travel Time	Travel Time (Chief Examiners/Lead IT/RO & CO monitor)
1:00 – 2:30 PM	<ul style="list-style-type: none"> <li>▪ (F2F) Orientation, Updates, Level 1 technical assistance to examinee and Final Reminders</li> <li>▪ Synchronize Time</li> <li>▪ Checking of proctor account (codes and password)</li> </ul>	<ul style="list-style-type: none"> <li>▪ (Virtual) Orientation, Updates, Level 1 technical assistance to examinee and Final Reminders</li> <li>▪ Synchronize Time</li> <li>▪ Checking of proctor account (codes and password)</li> </ul>
2:30 – 3:00 PM	<ul style="list-style-type: none"> <li>▪ Chief Examiners/Lead IT/RO &amp; CO monitor discuss coordination plan</li> <li>▪ Room Examiners to checks the following in the assigned Examination Site:               <ul style="list-style-type: none"> <li>✓ The list of examinees is displayed outside the room</li> <li>✓ The room is clean and organized</li> <li>✓ Desks and chairs are arranged properly</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Chief Examiners/Lead IT/RO &amp; CO monitor discuss coordination plan and checks the following in the assigned Examination Site:               <ul style="list-style-type: none"> <li>✓ The list of examinees is displayed outside the room</li> <li>✓ The room is clean and organized</li> <li>✓ Desks and chairs are arranged properly</li> </ul> </li> </ul>

<b>SUNDAY (April 28, May 5, May 19, and May 26, 2024)</b>	
6:30 - 7:00 AM	<ul style="list-style-type: none"> <li>▪ ALL Personnel involved in the administration of the NQESH must be in the Examination Site</li> <li>▪ Registration/Attendance</li> <li>▪ Distribution of Room Examiner Forms and Kits</li> <li>▪ Examinees may be allowed to enter the room, proceed to the assigned seat and set up the devices (laptop, Wi-Fi, mobile hotspot, mini electric fan, etc.)</li> </ul>
7:00 – 7:30 AM	<ul style="list-style-type: none"> <li>▪ Chief Examiner, with the assistance of CO/RO monitors and Lead IT, to conduct final briefing/instruction to Room Examiners</li> <li>▪ Lead IT and Roving IT to log in the Zoom Command Center together with Aseametrics Help Desk Personnel. (simultaneously while briefing is ongoing)</li> </ul>
7:30 – 8:00 AM	<ul style="list-style-type: none"> <li>▪ Room Examiner verifies ID with the Certificate of Eligibility (COE)/Examination Permit and designated seat based on seatplan</li> <li>▪ Room examiner checks and accomplish attendance sheets</li> <li>▪ Room examiner checks readiness of the examinees' devices (connectivity, test link via examinees email, Safe Exam browser installation)</li> </ul>
8:00 – 8:30 AM	<ul style="list-style-type: none"> <li>▪ Room examiner gives instructions/reminders to the examinees as contained in the NQESH Administration Guide.</li> </ul>
8:30 – 9:00 AM	<ul style="list-style-type: none"> <li>▪ Room examiners authorizes examinee access the exam through their respective password and proctor codes</li> </ul>
9:00 AM	<ul style="list-style-type: none"> <li>▪ In-charge rings the bell to signify the <i>START</i> of the test</li> <li>▪ Examinees turns their laptops toward/facing them</li> </ul>
9:00 – 12:00 AM	<b>EXAMINATION PROPER</b>
12:00 AM	<ul style="list-style-type: none"> <li>▪ In-charge rings the bell to signify the <i>END</i> of the test</li> <li>▪ Examination Links are deactivated</li> </ul>
12:00 – 12:30 AM	<ul style="list-style-type: none"> <li>▪ Room Examiners conducts Re-authorization to examinees with offline exam</li> <li>▪ Examinees uploads offline examination</li> </ul>
12:30 – 1:30 PM	<ul style="list-style-type: none"> <li>▪ Lunch</li> </ul>
1:30 – 3:00 PM	<ul style="list-style-type: none"> <li>▪ Retrieval of Room Examiner Administration Guide, Forms and Kits</li> <li>▪ Debriefing session</li> </ul>

**C. MONITORING TOOLS AND REPORTS**

ROLES	TOOLS/REPORTS
Central Office Monitor	Monitoring Report
Regional Office Monitor	
Room Examiner	1. Room Examiner Kit: <ul style="list-style-type: none"><li>▪ Proctor Code</li><li>▪ Rooming List with Seat No</li><li>▪ RO copy of COE (for examinee recognition)</li><li>▪ NQESH Administration Guide</li></ul> 2. Forms: <ul style="list-style-type: none"><li>▪ Room Examiner Status Report</li><li>▪ Technical Assistance Report</li><li>▪ SEB unlocking Report</li></ul> 3. Official Receipts (if available) of Examinees to be distributed on the 1 <sup>st</sup> Mock Exam

**NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH)**

**EXAMINATION FEE AND FUNDING REQUIREMENTS**

**I. Utilization of the Examination Fee**

- A. For the guidance of the Budget Officer, Accountant, Cashier in the Regional Office, the examination fee of Six Hundred Pesos (Php 600.00) shall be utilized as follows:
1. Ten Pesos (Php 10.00) is for the Legal Research Fund as stipulated in DepEd Order No. 14, s. 2015. The remittance to the Bureau of Treasury is stipulated in the said order.
  2. Five Hundred Ninety Pesos (Php 590.00) shall cover various expenses relative to activities for the preparation, administration, and post-administration of the National Qualifying Examination for School Heads (NQESH) such as, but not limited to:
    - i. Accommodation/meals, travel/transportation expenses, communication expenses, and payment of overtime services or honoraria of DepEd personnel involved in each phase of the FY 2023 NQESH administration (application, preparation, conduct of the two (2) Mock Examinations, administration of the actual FY2023 NQESH, and post evaluation activity).
    - ii. Color coded uniform/polo shirt of DepEd personnel.
    - iii. Printing of NQESH Room Examiner Administration Guide and other printed materials and forms.
    - iv. Examination Sites rental and electricity.
    - v. Supplies and other incidental expenses.
- B. In case of additional fund requirements for transportation, payment of overtime services and other expenses relative to the preparation for the conduct of Mock Examinations and administration of FY2023 NQESH, payment shall be charged to the MOOE/local funds of the Regional and Schools Division Offices subject to availability.
- C. Utilization of funds shall be approved by the Regional Director, in accordance with the existing budgeting, accounting, auditing, and procurement rules and regulations.
- D. Unused collections from the Examination Fee should be deposited to the Bureau of Treasury after full payment/settlement of eligible expenses stipulated herein.
- E. For monitoring purposes, a copy of the statement of expenditure prepared by the Regional Accountant should be submitted after 30 days from completion payment/ settlement of eligible expenses to the BHRD-HRDD by uploading the signed scanned copy through this link:  
<https://bit.ly/FY2023NQESHReports>

## **II. Payment of Honorarium**

- A. Granting of Honoraria to personnel from DepEd Central Office, Regional Office, Schools Division Office, Schools, and other personnel involved in the conduct of the Mock Examinations and actual administration of the FY 2023 NQESH shall be authorized, in consideration of the following:
  - 1. These personnel shall be required to render services beyond their regular duties and responsibilities; and
  - 2. The activities will be conducted during weekends/non-working days.
- B. The computation of the honorarium for the FY 2023 NQESH shall be based on the DBM Circular No. 2007-2 dated October 1, 2007, entitled "Guidelines on the Grant of Honoraria Due to Assignment in Government Special Projects."
- C. Expenses allocated for the honorarium shall be drawn out from the examination fees. No funds shall be expended from the Central, Regional, and Schools Division Offices for this matter.

## **III. Payment of Overtime Services**

- A. Payment of overtime services shall be allowed in consideration of the following:
  - 1. Regional and Schools Division Office personnel who served as validators and evaluators during the Online Application for FY 2023 NQESH to be charged to local funds;
  - 2. Personnel from DepEd Central Office, Regional Office, Schools Division Office, Schools, and other personnel who served during the conduct of the Mock Examinations and actual administration of the FY 2023 NQESH to be charged against the examination fee;
- B. In case of non-availment of overtime pay due to funds unavailability, a Compensatory Time Off (CTO) or Service Credits including the travel time may be granted to DepEd personnel not availing the overtime pay.