



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



10 May 2024

**REGIONAL MEMORANDUM**

No. 464, s. 2024

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

**ADMINISTRATIVE REMINDERS RELATIVE TO THE CONDUCT OF  
FY 2023 NQESH SECOND MOCK EXAMINATION**

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 second mock examination activity shall be conducted on **May 19, 2024**. Examination site personnel and examinees shall be in their respective examination sites at **6:30 AM**.

3. Based on the feedback and suggestions gathered during the conduct of the first mock examination, all examination site personnel and examinees are advised of the following:

- a. **Only NQESH TWG, administration, and examination site personnel** shall be **allowed to park** inside the school premises, provided that they show their NQESH ID to the assigned security guard. The school grounds shall serve as assembly areas in case of earthquakes, fire, or other emergency situations. This will allow emergency vehicles to pass through.
- b. To avoid complaints about drinking water-related illnesses, the schools shall **not** provide drinking fountains, water dispensers, and the like. All personnel and examinees shall bring their own water bottles and/or tumblers.
- c. Bringing food is allowed provided that it will not cause any form of disturbances to other examinees while taking the exam.
- d. While examinees are provided with a Wi-Fi voucher unique code to be used during the second mock and actual exam, they shall bring their pocket Wi-Fi, modem, or any other internet connection devices, such as mobile hotspots from mobile phones, in case of connection failure. They shall surrender these devices to their respective room examiners.



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

- e. Examination site personnel and examinees shall bring their electric mini-fans, extension cords, and a fully charged power bank device.
- f. Examinees shall ensure that computer laptops are fully charged before coming to examination sites, and the battery can last up to 5-6 hours even without plugging into electric receptacles.
- g. Examinees' computer laptops shall have a **Safe Examination Browser installed** before coming to their respective examination rooms.
- h. Examinees shall ensure their **DepEd email address** is active and the log-in password matches the email address.
- i. While the examination ends at 12:00NN for both second mock and actual examinations, **room examiners** shall conduct re-authorization to examinees with an offline exam, and **examinees** shall upload their offline exam **from 12:00 NN until 12:30 PM only**.
- j. **Chief examiners** shall conduct their debriefing and retrieve forms and kits after the examination.
- k. **Lead and Roving ITs shall not** be responsible for providing solutions for inactive/inaccessible DepEd email and mismatched passwords during the examination period, as well as upgrading the computer laptop and its software.
- l. **Examinees shall remain** in their assigned examination room from 7:30 AM until the examination ends at 12:00 NN (up to 12:30 PM for uploading of the offline exam). Bystanders, walking along the hallways, and hopping to other examination rooms are strictly prohibited.
- m. **Examinees and all NQESH personnel** shall exercise due diligence and remain calm, courteous, and respectful towards each other.

4. 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>.

5. Examinees shall read all relevant information found in <https://aseametrics.com/nqesh-resources/> prior to taking the second mock and actual NQESH.

6. For other details of the activities relative to the preparation and actual conduct of FY 2023 NQESH, please refer to the following issuances:

- a. BHROD Memorandum No. DM-OUHROD-2024-0821 dated May 02, 2024
- b. FY2023 NQESH Administration Guide
- c. Regional Memorandum No. 424, s. 2024 dated April 29, 2024
- d. Regional Memorandum No. 430, s. 2024 dated April 30, 2024
- e. Regional Memorandum No. 436, s. 2024 dated May 02, 2024



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

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7. NQESH TWG, administration, and examination site personnel shall be granted compensatory time-off (CTO) for the non-teaching personnel and Service Credits for teachers and other school personnel in lieu of the actual conduct of the activities on **May 18, 25, Saturdays, and May 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, while the identified security and utility personnel of the school shall be given their due honorarium in accordance with DBM Circular No. 2007-2 dated October 1, 2007.
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.

**JOCELYN DR ANDAYA**  
Director IV

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