



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



HROD

22 May 2024

REGIONAL MEMORANDUM

No. 515, s. 2024

**To: Schools Division Superintendents
Regional Office Personnel
All Others Concerned**

ADMINISTRATION OF 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", 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.
- The administration of the nationwide FY 2023 NQESH shall be on **May 26, 2024**, from 6:00 AM to 3:00 PM.
- Examinees NQESH TWG, administrators and examination site personnel shall be in their respective examination site at 6:00 AM. Please see **Enclosure No. 1** for the **schedule of activities**.
- To distinguish the roles of the examination site personnel, the following color-coded shirt with NQESH logo shall be worn:

Blue	Red	Yellow	White
NQESH TWG	Room Examiners	Secretariat	Security
Chief Examiners	Roving IT Proctors	Medical Staff	
CO and RO Monitors		Sanitation & Maintenance	
Lead IT Proctors			
School Site Principal			

- Examinees shall wear **white shirts with collars** for uniformity purposes and easy identification. Everyone shall dress properly according to the occasion.
- Administrative reminders** for examination personnel and examinees are found in **Enclosure No. 2**.





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7. The internet connection voucher used during the second mock examination shall no longer be used. However, the school's internet connectivity will continue to be available through SSID during the examination day as an **option only**. The examinee shall bring their own pocket Wi-Fi/modem or mobile hotspots, which were tested more dependable during the first and second mock examinations.
8. Examinees' computer laptops shall have a **Safe Examination Browser installed** before coming to their respective examination rooms. **Lead and Roving ITs shall not** be responsible for providing solutions for inactive/inaccessible DepEd email and mismatched passwords during the examination period, nor shall they be responsible for upgrading the computer laptop and its software.
9. Examinees and examination site personnel shall bring their own prescription drugs/medicine. No personnel shall be asked to buy their prescription drugs/medicine during the examination period.
10. The duties, roles, and responsibilities of the Regional TWG, Examination Sites Personnel are found in Annexes 1 and 2 of the BHROD Memorandum No. DM-OUHROD-2024-0821 dated May 02, 2024.
11. Compensatory time-off (CTO) for the non-teaching personnel, Service Credits for teachers, and over-time pay for other personnel such as security guard, utility, driver, and COS shall be granted in lieu of the actual conduct of all activities relative to FY 2023 NQESH 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.
12. Meals during the actual NQESH (May 26) shall be charged to PSF, while supplies and materials, board and lodging (if required), and other incidental expenses of the NQESH TWG, administrators, and examination site personnel during the actual exams shall be charged against the FY2023 NQESH registration fund. On the other hand, travel expenses shall be charged against their respective local funds subject to accounting and auditing rules and regulations.
13. For information and strict compliance.


JOCELYN DR ANDAYA
Director IV

cte/hrdd



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Enclosure No. 1

SCHEDULE OF ACTIVITIES

Time	Activities
6:30 – 7:00 AM	<ul style="list-style-type: none"> ALL Personnel involved in the administration of the NQESH must be in the Examination Site Registration/Attendance Distribution of Room Examiner Forms and Kits 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.)
7:00 – 7:30 AM	<ul style="list-style-type: none"> Chief Examiner, with the assistance of CO/RO monitors, to conduct final briefing/ instruction to Room Examiners Lead IT and Roving ITs shall join the National Online Command Center via Zoom link provided by ASEAMETRICS
7:30 – 8:00 AM	<ul style="list-style-type: none"> Room Examiner <ol style="list-style-type: none"> Verifies ID with the Certificate of Eligibility (COE)/Examination Permit and designated seat based on seat plan Accomplish attendance sheets Checks attendance and readiness of the examinees' devices (Connectivity, Exam link via examinees' email, Safe Exam browser installation)
8: 00 – 8:30 AM	<ul style="list-style-type: none"> Room examiner gives instructions/ reminders to the examinees as contained in the NQESH Administration Guide.
8:30 – 9:00 AM	<ul style="list-style-type: none"> Room examiners authorize examinee access to the exam through their respective password and proctor codes.
9:00 AM	<ul style="list-style-type: none"> In-charge rings the bell to signify the START of the test Examinees turns their laptops toward/facing them
9:00 AM – 12:00 PM	EXAMINATION PROPER
12:00 PM	<ul style="list-style-type: none"> In-charge rings the bell to signify the END of the test Examination Links are deactivated
12:00 – 12:30 PM	<ul style="list-style-type: none"> Room Examinees conducts re-authorization to examinees with offline exam Examinees uploads offline examination
12:30 – 1:30 PM	<ul style="list-style-type: none"> Lunch
1:30 – 3:00 PM	<ul style="list-style-type: none"> Retrieval of Room Examiner Administration Guide, Forms and Kits Debriefing session



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Enclosure No. 2

ADMINISTRATIVE REMINDERS

Examinees

1. Examinees are strongly advised to use their own pocket Wi-Fi/modem or mobile hotspots. These devices shall no longer be surrendered to the room examiner except for mobile phones.
2. Shall bring the following:
 - Laptop with a fully charged battery
 - Pocket Wi-Fi/modem
 - Laptop charger
 - Power bank (fully charged)
 - Extension cord
 - DepEd ID card
 - Copy of the Certificate of Examination
 - Black ball pen
 - Correction tape
 - Water bottles
 - Portable mini-fan
 - Prescription drugs/medicine
 - Decent snacks (if necessary)

Room Examiners

1. Shall surrender their mobile phones, computer laptops, and cameras to the Chief Examiners before they enter the examination rooms.
2. Shall stay in their respective assigned room during their entire examination period.
3. Meals will be delivered to their respective rooms.

Roving IT

1. Mobile phones can be used (for ASEAMETRICS assistance via Zoom).
2. Shall not entertain other requests not related to NQESH.

Chief Examiners

1. Shall lead the entire operation and administration of the examination in their respective site.
2. Shall lead the briefing and debriefing sessions.

RO and CO Monitors

1. Shall fill out the monitoring tool both online and in hard copy (for RO use).
2. Shall coordinate concerns, issues, and problems encountered during the entire examination period to the with the Chief Examiner.

Secretariat (RO, School's AO and ICT Teacher)

1. Shall ensure that all forms and tools are filled out and signed.
2. Shall ensure the completeness and safety of materials and surrendered gadgets.



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Security Staff

- Shall ensure that only NQESH TWG, administration, and examination site personnel will be allowed to park inside the school premises.
- Shall ensure the peace and order of the school premises.

Sanitation and Maintenance Staff

- Shall ensure the cleanliness of school premises, examination rooms, and toilets.
- Shall assist the secretariat in the distribution of meals for the room examiners.

Medical Staff

- Shall ensure that first aid kits, OTC medicine, BP apparatus, and glucometer are available.
- Shall do an alternate roving along the hallways with assigned exam rooms to assist the medical needs of room examiners and examinees if necessary.

School Head of the Examination Site

- Shall assist the Chief Examiner in addressing concerns and issues in their respective examination site.