

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



25 March 2024

Regional Memorandum
No.215 s.2024

SUBMISSION OF LIST OF RECOMMENDED TESTING SITES AND PERSONNEL TO BE ASSIGNED IN THE ADMINISTRATION OF THE NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH)

To **Schools Division Superintendents**
All other concerned

- Relative to the conduct of the NQESH by the Bureau of Human Resource Organizational Development (BHROD), this Office requests recommendation of testing sites and nominees of personnel to be assigned in the said activity per cluster to be submitted on or before **April 5, 2024**. Please refer to the enclosure on the specific details in the selection of testing sites and nominees as manpower during the NQESH administration and the template for the said report. The final list of Testing Sites and manpower per cluster shall be announced separately through an advisory.
- The following are the needed number of testing sites and manpower requirements per cluster:

| Cluster No. | Total Number of Examinees | Needed Testing Sites | No. Of Testing Rooms | Chief Examiners | Room Examiners | Lead ITs | Roving ITs | Administrative Support Staff |
|------------------|---------------------------|----------------------|----------------------|-----------------|----------------|----------|------------|------------------------------|
| Cavite Cluster | 390 | 1 | 32 | 1 | 32 | 1 | 5 | 5 |
| Batangas Cluster | 672 | 2 | 56 | 2 | 56 | 2 | 10 | 10 |
| Laguna Cluster | 459 | 2 | 38 | 2 | 38 | 2 | 10 | 10 |
| Rizal Cluster | 193 | 1 | 16 | 1 | 16 | 1 | 5 | 5 |
| Quezon Cluster | 771 | 2 | 64 | 2 | 64 | 2 | 10 | 10 |
| TOTAL | 2,485 | 8 | 206 | 8 | 206 | 8 | 40 | 40 |





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Certificate No. PHP QMS
22 93 0085

3. Each cluster is requested to recommend at least 2-3 or more possible testing sites which can accommodate the total number of examinees subject for ocular inspection and checking based on the enclosed testing sites requirements. The Lead IT in the Region and SDOs and the NQESH focal person will conduct the ocular inspection of the recommended testing sites.
4. Travel expenses of the inspectorate team on the conduct of ocular inspection of the testing site shall be charged against Regional/SDO funds subject to existing COA, auditing and accounting rules and regulations.
5. Immediate dissemination of this memorandum is earnestly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director 



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Enclosure – IA. Examination Sites Requirements:

| Requirements | Technical Infrastructure Requirements |
|--|---------------------------------------|
| 1. Location shall not be a “Dead Spot” for internet Connection | * Outlets |
| 2. With mobile data accessibility for all Telcos | * Extension wires |
| 3. Has appropriate tables and chairs | * Electric fans |

Enclosure – IB. Manpower Requirements:

| Requirements | Qualifications |
|---|---|
| 1. Chief Examiners | <ul style="list-style-type: none"> * Must be digitally literate, agile, and attentive to details * Familiar and/or with knowledge on NQESH administrative and logistical operations * Preferably an incumbent chief of RO/SDO |
| 2. Room Examiners | <ul style="list-style-type: none"> * Must be Technology savvy, digitally literate, agile, attentive to details or can provide desktop/laptop support; * Preferably an incumbent SEPs, EPS, PSDS or Chief * Priority shall be given to SEPs of HRDS in the SDO |
| 3. Lead Roving Proctors | <ul style="list-style-type: none"> * Preferably the Information Technology Officer of the RO/SDOs * For Regions with more than one(1) examination sites, the ITOs in the SDOs shall be assigned to the other sites |
| 4. Roving Proctors | * Preferably IT personnel in the Region, SDOs ITOs, School IT coordinators |
| 5. Both the Roving Proctors and Room Examiners must : | |
| | <ul style="list-style-type: none"> * Not be eligible to take the NQESH * Not retiring in the next 2 years * Not related to any of the examinees to the second degree of consanguinity and affinity * Have intermediate knowledge of computer applications and trustworthy; and * Can facilitate in the RO/SDO training |
| <i>Source: DM-OUHROD-2023-1831, Training of Trainers for examiners and IT support Teams on the Online System for FY 2023 NQESH Administration</i> | |

Enclosure – IC. Report Template:

NQESH ADMINISTRATION RECOMMENDED TESTING SITES
CLUSTER NO. _____

| Name of School | Address | Contact Person | Contact Number |
|----------------|---------|----------------|----------------|
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NQESH NOMINEES FOR NEEDED MANPOWER DURING THE NQESH ADMINISTRATION

| Chief Examiner | Name | Position/Designation | Name of SDO |
|-------------------------|------|----------------------|-------------|
| | | | |
| | | | |
| Room Examiners | | | |
| | | | |
| | | | |
| Lead IT | | | |
| | | | |
| | | | |
| Roving IT | | | |
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| Administrative Staff | | | |
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(Note: Pls. Add additional row if needed.)