30 April 2024

Regional Memorandum
No. 304 s. 2024

FINAL SCHEDULE OF THE 1st & 2nd MOCK EXAMINATIONS AND ACTUAL ADMINISTRATION OF 2023 NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH)

To   **Schools Division Superintendents**
All Functional Division Chiefs
All others concerned

1. In preparation for the actual administration of FY 2023 National Qualifying Examination for School Heads (NQESH), this Office through the Quality Assurance Division (QAD) in collaboration with Human Resource Development Division (HRDD) announces the final schedule of the conduct of the 1st and 2nd Mock Examinations and the actual administration of the 2023 National Qualifying Examination for School Heads.

2. The following is the schedule of NQESH activities:

   1st MOCK Examination: **May 5, 2024**
   2nd MOCK Examination: **May 19, 2024**
   Actual NQESH Examination: **May 26, 2024**

3. All NQESH examinees are required to be in the testing venue/site before **7:00 am** of the scheduled activities. The preparatory activities will start at exactly 7:00 am. Please refer to Regional Memorandum No. 280, s. 2024 dated April 18, 2024 entitled *List of Qualified Examinees and Assigned Examination/Testing Sites for FY 2023 National Qualifying Examination for School Heads (NQESH)*. They are also required to bring the Certificate of Eligibility (COE), valid Identification Card (ID), safe drinking water and food provision.

4. Examinees are requested to bring their extension cords, modem, power bank and laptops. The laptops must have the following platform technical specifications recommended by the ASEAMETRICS.

Items	Minimum	Ideal
Device *with functional and visible keyboard keys*	Laptop	Laptop (with battery life of 3-4 hours when fully charged)
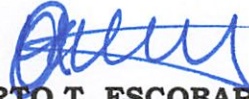
Operating System (OS)	Windows 10	Windows 11
Processor	Intel Core i5 or Ryzen	Intel Core i5 or Ryzen
RAM	At least 8 GB	The higher the better
Available Disk Space (For SEB Installation)	At least 5 GB or higher (either HDD/SSD)	At least 120 GB SSD
Available Disk Space (During NQESH)	At least 1 GB or higher (either HDD/SSD)	At least 120 GB SSD
User Access Rights	Can install (SEB) and uninstall prohibited application	Administrator Access
Browser to use in launching the test link	Any updated web browser (Google Chrome, Edge, Firefox, Safari, Opera, Brave)	Preferably latest Google Chrome or Edge
Internet Speed	At least 1 Mbps	5 Mbps
Safe Exam Browser (SEB) version	Most recent version of SEB	Most recent version of SEB

5. Transportation and other expenses of testing personnel relative to this activity such as meals, IDs, and color-coded Polo-shirts shall be charged against registration funds subject to the usual accounting and auditing rules and regulations. Please refer to the attached schedule of activities before and during the conduct of the Mock NQESH Exams and actual administration of NQESH.

6. All testing personnel involved in the 1st & 2nd MOCK Exams and the actual administration of NQESH are entitled to Compensatory Overtime Credit (COC) as per Civil Service Commission (CSC) and Department of Budget Management (DBM) Joint Circulars No. 2-A, s. 2005 and No. 2, s. 2004.

7. For clarifications and any concerns regarding this issued memorandum you may contact Luz E. Osmena, Chief Quality Assurance Division; Jisela L. Ulpina, OIC-Chief Human Resource Development Division and Buenalyn M. Manuel, EPS-Quality Assurance Division through the QAD landline (02) 8682-2114 loc.450.

8. Immediate dissemination of this memorandum is earnestly desired.

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

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SCHEDULE OF ACTIVITIES

PREPARATORY ACTIVITIES (MOCK & ACTUAL NQESH ADMINISTRATION)	
SATURDAY (May 4/May 18/May 25)	
AM	• Travel Time

1:00 – 2:30 PM	• Orientation/Briefing
	• Checklist of Readiness of Room Examiners
	  ✓ HR Avatar Account & Password
	  ✓ Proctor for Code (1st Mock Exam)
	  ✓ Synchronize time with Chief Examiner
	• Distribution of NQESH Administration Guide & Other Resources
	• Signing & Submission of Oath of Confidentiality (Actual Exam)

2:30 – 3:30 PM	• Checking of Rooms and Seat Arrangements
	  ✓ The list of examinees is displayed outside the room
	  ✓ The room is clean and organized
	  ✓ Desks and chairs are arranged properly
	• Report to the Chief Examiner any concerns

ACTIVITIES DURING THE ACTUAL CONDUCT OF MOCK NQESH EXAMS & ACTUAL NQESH EXAM	
SUNDAY (May 5/May 19/May 26)	
7:00 – 7:30 AM	• All Personnel involved in the administration of the NQESH must be in the Examination Site • Registration Attendance & Distribution of Forms/Tools
7:30:00 – 8:00 AM	• Examinees enter the room and sit in the assigned seat • Room examiner checks the following: the Certificate of Eligibility (COE) attendance and seat plan and conducts inspection to every examinee
8:00 – 8:30 AM	• Room examiner gives instructions/reminders to the examinees
8:30 – 9:00 AM	• Room examiners provides access/authorization code
9:00 AM	• **In-charge rings the bell** to signify the START of the test • Examinees turns their laptops towards or facing them
9:00 – 12:00 AM	**EXAMINATION PROPER**

12:00 AM	• In-charge rings the bell to signify the END of the test • Examination Links are deactivated
12:00 – 12:30 AM	• Re-authorizing (Room Examiners) • Uploading of offline examinations (Examinees)
12:00 – 3:00 PM	• Return of Room Examiner Kit, NQESH Administration Guide & Other Resources • Lunch, Debriefing Session