



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DIGOS CITY

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

August 3, 2022

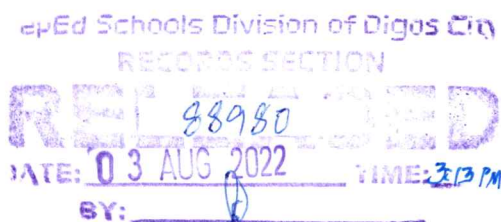
**OFFICE MEMORANDUM**  
**OSDS-2022- 001**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID & SGOD)  
PSDS for Secondary School  
EPS for Math  
Division ITO  
SEPS, HRD & SMM&E

Subject: **ADDITIONAL INSTRUCTIONS AND UPDATES ON THE CONDUCT OF THE 2021 ONLINE NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH)**

Date: 02 August 2022

1. In reference to the enclosed DM-HROD-2022 No. 1730, s.2022 dated July 29, 2022, this Office informs the field of the additional instructions and updates in ensuring an orderly and systematic conduct of the 2021 Virtual NQESH on July 31, 2022.
2. Please refer to the enclosure for the details of the final instructions on the Test Administration, Financial Requirements and Awards and Recognition of the 2021 Virtual NQESH.
3. Relative to the mock examinations (July and actual NQESH (July 31, 2022), each of which was conducted on a Sunday, the following personnel are entitled to Compensatory Time Off (CTO) or Service Credits subject to the existing rules and regulations of filing such claims, for the services they have rendered during these activities:
  - a) Division NQESH Coordinator: Eleser D. Mateo
  - b) Online/Live Proctors: Beverly S. Daugdaug, EdD  
Ida I. Juezan, EdD  
Jem Boy Cabrella, PhD  
Stephen R. Pascual  
Ronald B. Dedace
4. For guidance of all concerned.



  
**CRISTY C. EPE** 2022-08-02  
Schools Division Superintendent

Encl: as stated  
OSDS: cuy




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Republika ng Pilipinas  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM  
DM-HROD-2022- 1730

FOR : Regional Directors, QAD Chiefs  
Schools Division Superintendents  
All others concerned

FROM :   
ATTY. ANNE RACHEL C. MIGUEL  
Director IV and concurrent Officer-in-Charge  
OUHROD, NEAP, PS, ICO, AND DEACO

SUBJECT : ADDITIONAL INSTRUCTIONS AND UPDATES ON THE  
CONDUCT OF THE 2021 ONLINE NATIONAL QUALIFYING  
EXAMINATION FOR SCHOOL HEADS (NQESH)

DATE : 29 July 2022

Relative to the administration of the 2021 National Qualifying Examinations for School Heads (NQESH) on 31 July 2022, from 8:00 AM until 5:00 PM, this is to provide additional instructions and update in ensuring orderly and systematic conduct of the first full remote online examination for aspiring school heads in the Department.

**I. Test Administration:**

**A. Regional Command Center Protocols**

1. The **Regional Project Manager** is requested to inform their respective examinees the hotline numbers of their respective Regional Command Center since all concerns outside the online platform should be communicated to the Regional Command Center, through the Helpdesk.
2. If the **Live Proctor is not available** during the Actual NQESH due to unavoidable situation, he/she is required to submit a letter justifying his/her absence, addressed to his/her respective Chair of the Regional Technical Working Group. Consequently, the assigned Head Proctor shall take his/her place (substitute).
3. If the **Examinee is not able to take the NQESH** due to unavoidable situation (sickness certified by a doctor and force majeure circumstances) he/she is advised to submit a request letter stating his/her reason for not taking the exam, addressed to the Chair of the National Technical Working Group, subject for approval. In addition, if the examinee failed to appear during the examination day, he/she shall not be allowed to take the FY2022 NQESH.

## **B. Administration Procedure**

For more details on the test administration and for reference of live proctors, head proctors, attached is the NQESH administration guide. (*See Annex A*)

## **C. Regional Command Center and Helpdesk Manpower Requirements**

1. All DepEd personnel involved in the online NQESH, including the examinees, are instructed to wear the prescribed uniform or an appropriate business attire, in line with the provisions of RA 6713 or the *Code of Conduct and Ethical Standards for Public Official and Employees*, and in order to maintain modesty and proper decorum during the administration of the examination.
2. To ensure that services beyond regular duties and responsibilities rendered during the mock examination and actual NQESH, which are administered on a weekend, all RO and SDO personnel involved, including the Head Proctors, Live Proctors, and Helpdesk Personnel may be provided with either of the following:
  - a. **Overtime Pay or Honoraria** charged to the examination fee or other source of fund (e.g. MOOE, other program funds), subject to the existing accounting and auditing rules and regulations.
  - b. Grant of **Compensatory Time Off (CTO)** or **Service Credits** (include the travel time in the duration)

## **II. Financial Requirements:**

To augment the inadequate funds drawn out from the NQESH examination fee for the operational requirements for the preparations and administration of the mock and actual NQESH, the Regional Office is advised to consider charging these expenses to other funding sources, such as MOOE, other program funds subject to COA and accounting rules and regulations.

## **III. NQESH Awards and Recognition**

To formally recognize the efforts and outstanding performance of regions and school divisions on the conduct of the first ever remote examination, there will be an awarding ceremony to all qualified Regions during the Post NQESH Activity (date and venue to be announced) based on the criteria as follows:

- 25% - Admission
- 25% - Completion
- 25% - Resolution
- 25% - Customer Satisfaction Rating

*All areas will be based on the Post Test Survey to be extracted from HR Avatar US*

- *Application System*
- *Helpdesk*
- *Testing System*
- *Test Content*

For your information and guidance.

Thank you.