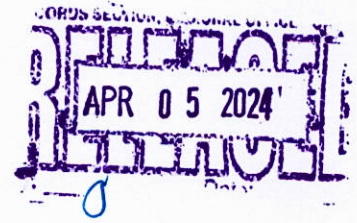




Republic of the Philippines
Department of Education
CARAGA REGION



April 3, 2024

REGIONAL MEMORANDUM

No. 0309, s. 2024

To: SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
CHIEFS SGOD
NQESH SDTWG
SCHOOL HEADS
This Region

ONSITE INSPECTION FOR THE EXAMINATION SITES IN THE
FY 2023 NQESH

- In preparation for the FY 2023 NQESH, one of the key activities as mentioned in DepEd Memorandum No. 013 and 014, s. 2024 is to monitor the compliance and readiness of the examination sites for the National Qualifying Examination for School Heads.
- The examination sites for the National Qualifying Examination for School Heads (NQESH) play a crucial role in providing accessibility, support, and resources for aspiring school heads preparing for the examination. Thus, the identified examination sites shall prepare the testing rooms and seating arrangement for the 1,150 examinees across 12 SDOs, to wit:

Examination Sites	SDOs	No. of Examinees	Host Division	Venue
1	Cabadbaran City	10	Butuan City	Butuan City School of Arts and Trades (BCSAT)
	Butuan City	88		
	Agusan del Norte	89		
	Total	187		
2	Dinagat Islands	53	Surigao City	Surigao City National High School
	Surigao City	61		
	Surigao del Norte	95		
	Siargao	65		
	Total	274		
3	Tandag City	33	Tandag City	Jacinto P. Elpa National High School
	Surigao del Sur	304		
	Total	337		
4	Bislig City	44	Agusan del Sur	Agusan del Sur National High School
	Agusan del Sur	276		
	Bayugan City	32		
	Total	352		

3. The schedule of the Mock and Actual Examination are as follows:

Date	Activity
May 5, 2024	First Mock Examination
May 19, 2024	Second Mock Examination
May 26, 2024	Actual Examination

4. The NQESH Regional Technical Working Group shall conduct an onsite ocular inspection of the examination sites to determine the readiness and compliance of the schools. Prior to the actual ocular inspection, the Schools Division Technical Working Group (SDTWG), headed by the Chiefs of SGOD, SEPS/EPS II HRD, ITO and other members, shall ensure the compliance of the schools identified as examination sites and provide technical assistance/action on issues/concerns identified by the team.

5. The schedule of onsite inspection to the examination sites are as follows:

Date	Examination Sites	RTWG
April 11, 2024	Jacinto P. Elpa National High School	Team Leader: Flordelisa R. Dalin Members: Edmund D. Mendoza Maria Ruth R. Edradan
	Agusan del Sur National High School	
April 12, 2024	Surigao City National High School	
April 15, 2024	Butuan City School of Arts and Trades (BCSAT)	

6. Immediate and wide dissemination of this memorandum to all concerned is highly desired.

MARIA INES C. ASUNCION
Director III
Officer-in-Charge
Office of the Regional Director

Encl/s.: As stated
Reference/s: DepEd Memorandum No. 013 and 014, s. 2024
To be indicated in the Perpetual Index under the following subjects:
POLICY PROMOTION QUALIFICATIONS TEST

QAD/edm
04/03/2024

EXAMINATION SITES REQUIREMENTS FOR FY 2023 NQESH

A. FOCUS GROUP DISCUSSION OF RTWG AND SDTWG

ACTIVITIES	IN-CHARGE
Onsite Inspection of the RTWG	RTWG
- Interfacing Activity a. Presentation of the Examination Site, Seating Arrangement, and TOR of the RTWG and School Support Staff. b. SDTWG presentation of findings/observations and action taken in the examination site. c. RTWG technical assistance and presentation of findings/observations in the examination site.	Regional NQESH Coordinator SDTWG RTWG
Ways Forward/Next Steps	RTWG
Commitment of Support in the FY 2023 NQESH	Schools Division Office School Head

B. EXAMINATION SITES

Based on the provided information, the Examination Sites in the National Qualifying Examination for School Heads (NQESH) should meet the following qualifications:

1. Internet Connectivity: The location should not be a "dead spot" for internet connection, ensuring that examinees can access the examination platform without connectivity issues.

2. Mobile Data Accessibility: All TELCO should have mobile data accessibility at the examination sites, allowing exam to utilize mobile data services for internet access if needed.

3. Appropriate Facilities: The examination sites should have appropriate tables and chairs to accommodate the examinees during the examination.

These qualifications are crucial to ensure that the examination process is conducted smoothly and fairly for all examinees.

The technical/infrastructure requirements for Examination Sites in the National Qualifying Examination for School Heads (NQESH) include the following:

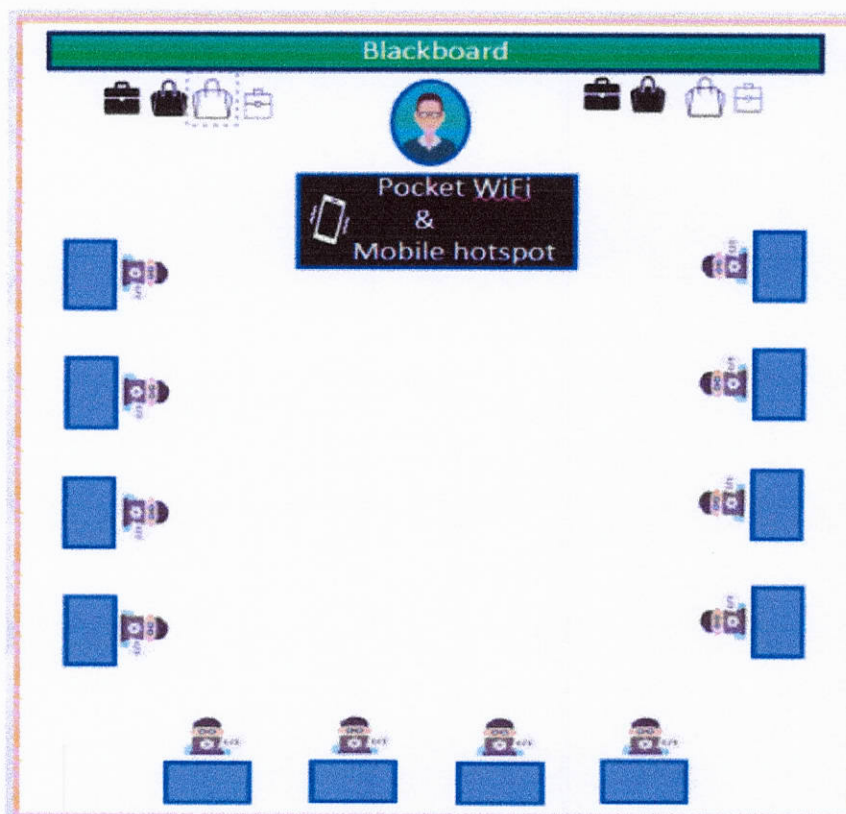
1. Outlets: The examination sites should have sufficient electrical outlets to accommodate the technical equipment and devices required for the examination.

2. **Extension Wire:** Examinees may be required to bring their own extension wire to ensure that they have access to power sources for their devices during the examination.
3. **Electric Fans:** It is important for the examination sites to have electric fans to provide a comfortable environment for the examinees, especially in locations with warm climates.

These technical and infrastructure requirements are essential to ensure that the examination sites are equipped to support the smooth conduct of the National Qualifying Examination for School Heads (NQESH).

C. SEATING ARRANGEMENT

1. There must be 12 tables and chairs in every testing room following the arrangement as shown below:



EVALUATION CHECKLIST FOR THE EXAMINATION SITE

School Name	
School ID	
Address	

- I. Direction: The RTWG/SDTWG shall monitor and evaluate the readiness and compliance of the examination site in the conduct of the FY 2023 NQESH. Mark $\checkmark$ or $\times$ is on the identified indicators for the examination site.

Indicators	YES	NO	Remarks
The examination site to be identified by the RTWG/SDTWG for the FY 2023 NQESH must:			
1. be conducive to test taking and free from unnecessary noise.			
2. be provided with Barangay/Police Officials for security.			
3. be with Mobile data accessibility for all telephone companies.			
4. be accessible via public transportation to majority of the test takers.			
5. be nearby affordable accommodation.			
6. have provisions for examinees with special needs.			
7. have adequate space for parking.			
8. Have a provision for a waiting area for non-examinees or companions to prevent them from entering the premises near the testing area.			
9. have clean restrooms with available water accessible to all examinees.			
10. Have testing rooms with the following conditions:			
10.1 clean and adequately lighted and ventilated;			
10.2 have appropriate tables and chairs that are suitable for adults; and			
10.3 have a total of 12 examinees per room.			

II. Issues/Concerns and Action Taken

Issues/Concerns	Action Taken

III. Recommendations

Monitored by:

Noted by:

Member, SDTWG

Chief, SGOD

Approved by:

Schools Division Superintendent