



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION

May 14, 2024

REGION MEMORANDUM  
HRDD-2024-037

**FINAL PREPARATIONS FOR 2023 NATIONAL QUALIFYING EXAMINATION  
FOR SCHOOL HEADS (NQESH)**

To: Schools Division Superintendents

1. Pursuant to RM-HRDD-2024-09 titled Administration of the Fiscal Year 2023 National Qualifying Examination for School Heads set on May 26, 2024, two mock examinations were scheduled on May 5 and 19, 2024 respectively to prepare both the proctors and examinees in terms of the processes of online in-person modality of the examination.
2. The 1<sup>st</sup> Mock Test on May 5, 2024, provided areas for improvement based on the general findings gathered. Refer to the enclosures for details.
3. **To improve the process, this region directs all Schools Division Offices through the Division ITO to conduct re-orientation to all division examinees at a schedule set by each division. The re-orientation must include preventive measures for technical issues and actual checking of examinees' laptops for compliance to technical specifications.**
4. In preparation for the 2<sup>nd</sup> Mock Test and the actual NQESH, all Chief Examiners, RO Monitors, Roving Proctors, and Administrative Support Staff are enjoined to attend the virtual meeting on the following dates:

Date	Time	Link
May 16, 2024	3:00 p.m. – 5:00 p.m.	<a href="https://bit.ly/3UGntYh">https://bit.ly/3UGntYh</a>
May 23, 2024	3:00 p.m. – 5:00 p.m.	<a href="https://bit.ly/44HFMko">https://bit.ly/44HFMko</a>

5. For queries and clarifications, contact Dave C. Prodigio at [dave.prodigio@deped.gov.ph](mailto:dave.prodigio@deped.gov.ph)
6. For information, guidance and compliance.

  
**CARLITO D. ROCAFORT**  
Director IV

Encl.: As stated

Reference: As stated.

Allotment: None

To be indicated in the Perpetual Index under the following Subjects:  
ORIENTATION MEETING

DCP/HRDD/RM/ FINAL PREPARATIONS FOR 2023 NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH)/040/May 14, 2024



Address: Regional Center, Brgy. Carpenter Hill, City of Koronadal  
Telefax No.: (083) 2288825/ (083) 2281893  
Website: [depedoxii.org](http://depedoxii.org)  
Email: [region12@deped.gov.ph](mailto:region12@deped.gov.ph)



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Enclosure 1 to Region Memorandum HRDD-2024-037

**GENERAL FINDINGS ON THE 1<sup>ST</sup> MOCK EXAMINATION FOR 2023 NQESH**

<b>Indicators</b>	<b>Issues/Concerns</b>	<b>Agreements</b>
<b>Logistics</b> <i>(Examination Kits, Forms and Templates, other materials)</i>	Hard copies were not provided. Room examiners were requested to print the examination guide.	The testing sites shall take charge of printing the examination guides while all templates and other materials shall be provided by the regional office.
<b>Technical Working Group</b> <i>(Monitors, Examiners, Roving Proctors/IT, Admin Support)</i>	Some room examiners arrived late, while others were not ready with their proctor's code.	Room examiners shall follow the actual time of arrival as stated in the examination guide and shall be responsible of their specific tasks.
<b>Testing Site</b> <i>(Room Assignments, Help Desk, Directories, Traffic Management, Waiting Area, Medical and Security, Facilities)</i>	Some examinees were not comfortable with armchairs.  There were testing rooms that did not have enough ventilation, the wall fans and ceiling fans were not working.	Examination sites shall improve the conditions of testing rooms.
<b>Test Implementation</b> <i>(Examinees, Technological Support, Protocols)</i>	There were laptops that cannot run the Safe Exam Browser.  More examinees need the assistance of Roving IT personnel.	RO shall assign additional IT Support from the administrative staff. They shall perform dual functions as admin/IT support staff.



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*Enclosure 2 to Region Memorandum HRDD-2024-037*

**Preventive Measures for Technical Issues**

Hardware	Prevention/ Solution
Virtual machine	1. Change device 2. Seek assistance from IT to re-install OS
Prohibited apps	Manually uninstall remote controlling apps such as <u>anydesk</u> , team viewer, etc.
SEB launching issue	Avoid using gaming laptops due to configurations required in SEB
Connectivity	Prevention/ Solution
Internet loss	Have enough data or bring spare hotspot
No electricity onsite	Bring spare device, Coordinate w/ Local electricity provider
System (HR Avatar)	Prevention/ Solution
Blocked emails	1. Roving IT will unblock the email 2. Escalate to Command Center for correction of email
Missing proctor code	The Chief Examiner will have a list of proctor codes