May 3, 2024

REGIONAL MEMORANDUM

No. 528 s. 2024

GUIDELINES FOR THE ADMINISTRATION OF THE FY 2023 NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH)

To: Schools Division Superintendents
Regional Office Division Chiefs
Public Elementary and Secondary School Heads
All Others Concerned

1.   Enclosed is DepEd Memorandum DM-OUHROD-2024-0821 dated May 2, 2024, informing the field the Guidelines for the Administration of the FY 2023 National Qualifying Examination for School Heads (NQESH).

2.   The memorandum outlines the composition and responsibilities of the Technical Working Group (TWG) Committee, the requirements for examination sites, and the guidelines for the utilization of examination fees.

3.   All personnel who provided services during the Mock Examinations and actual administration of the FY 2023 NQESH, including those from the regional office, schools division offices, and schools, may avail overtime pay, which shall be charged against the examination fee. If the overtime pay cannot be availed due to funds unavailability, a Compensatory Time Off (CTO) or Service Credits, inclusive of travel time, may be granted as an alternative.

4.   Immediate dissemination of and strict compliance with this Memorandum are desired.

EVELYN R. FETALVERO CESO IV
Regional Director

DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. VIII

RELEASED

528

By: _____ Date: 5/7/24

Enclosure: DM-OUHROD-2024-0821
References: DepEd memorandum No. 13, s. 2024
Regional memorandum No. 456, s. 2024

To be indicated in the Perpetual Index under the following subjects:
ELIGIBILITY   EXAMINATIONS   QUALIFICATIONS

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MEMORANDUM
DM-OUHROD-2024-0421

TO : **Regional Directors**
Schools Division Superintendents
Assigned NQESH Central Office Monitors
All Others Concerned

FROM : **WILFREDO E. CABRAL**
Regional Director
Officer-In-Charge, Office of the Undersecretary
Human Resource and Organizational Development

SUBJECT : **GUIDELINES FOR THE ADMINISTRATION OF THE FY 2023 NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH)**

DATE : 02 May 2024

With reference to DepEd Memorandum No. 013, s.2024 dated February 26, 2024, on the Administration of the Fiscal Year 2023 National Qualifying Examination for School Heads (NQESH), this office provides the enclosed **Guidelines for the Administration of the FY2023 NQESH**, segmented into annexes outlined below:

Annex 1 - Technical Working Group Composition and Responsibilities
Annex 2 - Examination Sites Requirements
Annex 3 – Utilization of Examination Fee

All inquiries or clarifications on this memorandum may be coursed through email at bhrod.hrdd@deped.gov.ph with subject title "NQESH Inquiry – [Region, Division]" or you may call the NQESH focal office through telephone no. (02) 8470-6630.

For your information and appropriate action.

HRDD/Angeles

NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH)

TECHNICAL WORKING GROUP (TWG) COMPOSITION AND RESPONSIBILITIES

I. **National Technical Working Group (NTWG)**

   A. The NTWG shall be comprised of the following:

   1. The Chair of the NTWG shall be the Undersecretary for Human Resource and Organizational Development;

   2. The Vice-Chair shall be the Director IV of the Bureau of Human Resource and Organizational Development (BHROD);

   3. The focal office shall be the BHROD - Human Resource Development Division (BHROD-HRDD);

   B. The NTWG shall:

   1. provide the overall directions, guidelines, and supervision of the FY2023 National Qualifying Examination for School Heads (NQESH) administration;

   2. ensure that the issued policy and guidelines containing the examination objectives, standards, structures, procedures, and schedule are adhered to accordingly;

   3. establish the necessary systems and processes that will warrant efficient, effective, and timely administration of the FY2023 NQESH;

   4. oversee preparation for the administration, including the development and review of examination items, online application system, and online examination system;

   5. disseminate information and facilitate the conduct of the Central, Regional, and Schools Division orientations for all personnel involved in the preparation and administration of the test;

   6. announce the results of the FY2023 NQESH through a DepEd Memorandum.

   7. conduct a post-evaluation activity in aid of the future conduct of the NQESH;

   8. ensure integrity and confidentiality of the FY2023 NQESH;

   9. perform other tasks as may be assigned towards the successful administration of the FY2023 NQESH.

II. Regional Technical Working Group (RTWG)

A. The RTWG shall be comprised of the following:

1. The Chair of the RTWG shall be the Regional Director;

2. The Vice-Chair shall be the Assistant Regional Director;

3. The Regional Program Manager (RPM) and Co-Regional Program Manager (Co-RPM) shall either be the Chief Education Supervisor of the Quality Assurance Division (CES-QAD) or the Human Resource Development Division (CES-HRDD), as designated by the RTWG Chair.

4. The Regional NQESH coordinator shall be the Education Program Supervisor (EPS) from the office of the designated RPM.

5. The Regional IT Lead Manager shall be the Regional Information Technology Officer (RITO)

6. The focal office shall be the office of the designated RPM.

7. The secretariat shall include the Co-RPM, Education Program Supervisors (EPS) in charge of NQESH in the QAD & HRDD, Chief Administrative Officer of the Finance Division (CAO – FD), Chief Administrative Officer of the Administrative Services Division (CAO – ASD), and other personnel identified by the RTWG Chair.

B. The **RTWG Chair** shall:

1. provide overall directions and supervision of the FY2023 NQESH administration in the region, in accordance with the national policies and guidelines;

2. ensure that the issued policy and guidelines containing the examination objectives, standards, structures, procedures, and schedule are adhered to accordingly.

C. The **RTWG Vice-Chair** shall:

1. provide assistance to the RTWG chair in the supervision of the FY2023 NQESH administration in the region to ensure that the issued that the issued policy and guidelines containing the examination objectives, standards, structures, procedures, and schedule are adhered to accordingly;

2. assume the function of the RTWG chair in the absence of the Regional Director.

D. The **Regional Project Manager (RPM)** shall lead in the:

1. Coordination with the NTWG and preparatory work relative to the administration of FY2023 NQESH (i.e preparation and submission of the final list of examinees);

2. Dissemination of relevant information relative to online application, preparation for the mock, actual and post examination;

3. Conduct of regional training/capacity building on the FY2023 NQESH Online Examination System for the region and SDO personnel involved in administration of FY2023 NQESH;

4. Management of the examination sites (identification and recommendation of examination sites, consolidation of incident reports per examination site);

5. Monitoring of the conduct of the Mock Examinations and actual administration of FY2023 NQESH;

6. Post examination report requirements (i.e regional capability building completion, site examination and liquidation report)

E. The **Co-RPM** shall assist the RPM in all the responsibilities and ensure that it is consistent and compliance with the national issued policies and guidelines relative to the NQESH administration.

F. The **Regional NQESH coordinator** shall provide support to the RPM, as needed.

G. The **Regional IT Lead Manager** shall:

1. facilitate the simulation session for the NQESH Online Examination System during the Regional Training/Capacity Building;

2. assist the RPM in the identification and recommendation of examination sites;

3. provide the necessary technical support relative to the NQESH Online Examination System;

4. identify, recommend, and supervise Lead IT and Roving IT to be assigned in the examination sites;

H. The **CAO of the Finance Division** shall ensure that:

1. all funds for the purpose are utilized in accordance with the existing budgeting, accounting, auditing, and procurement rules and regulations;

2. the necessary financial documents are prepared, submitted to the proper authority, and a copy are securely stored;

I. The **CAO of the Administrative Division** shall ensure that:

1. payment for eligible expenses is disbursed/reimbursed on time, in accordance with the existing budgeting, accounting, auditing, and procurement rules and regulations;

2. the request for overtime and/or Compensatory Time Off (CTO) are processed on time.

J. The RTWG shall perform other tasks assigned to aid the successful conduct of the FY 2023 NQESH.

III. **Schools Division Technical Working Group (SDTWG)**

A. The SDTWG shall be comprised of the following:

1. The Chair shall be the Schools Division Superintendent (SDS);

2. The Vice-Chair shall be the Assistant Schools Division Superintendent (ASDS);

3. The Division NQESH Coordinator shall be the Chief Education Supervisor of the School Governance and Operations Division (SGOD);

4. The Secretariat and Focal Office shall be the SGOD.

5. The members shall include the CID Chief Education Supervisor, Administrative Officer V, Personnel Officer, SDO Cashier, SDO ITO, Senior Education Program Specialist and Education Program specialist II in the HRDS & SMME, and other personnel identified by the Chair of the SDTWG.

B. The **SDTWG** shall oversee the overall direction, administration, and supervision of the FY 2023 NQESH in the division, in accordance with the national policies and guidelines and regional issuances.

C. The **SDTWG Chair** shall be the official and authorized signatory of all division issuances and documents related to the conduct of the FY2023 NQESH. The **SDTWG Vice-Chair** shall assume the function of the SDTWG Chair in the latter's absence. If the SDO has more than one ASDS, the SDS shall designate one of the ASDSs to be the SDTWG Vice-Chair.

D. The **SDTWG** shall coordinate with the RTWG regarding the directions, preparation, administration, and supervision of the test.

E. The **SDTWG** shall be in-charge of the information dissemination to all examinees.

F. The **SDO ITO** shall provide the necessary technical support.

G. The **SDTWG** shall assist the RTWG and perform other tasks assigned to aid the successful conduct of the FY2023 NQESH.

NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH) EXAMINATION SITE AND ADMINISTRATION PERSONNEL

I. EXAMINATION SITE

A. Identification of Examination Site:

The following should be considered in the identification of Examination Sites:

1. Conducive to test taking and free from unnecessary noise;
2. Location is not a **"dead spot"** for internet connection;
3. The bandwidth capacity is at least 5mbps per examinee;
4. The number of rooms should be sufficient to accommodate the examinees assigned to the Examination Site.
5. Provisions for examinees with **special needs**;
6. Clean restrooms with available water that is accessible to all examinees;
7. Adequate space for parking;
8. Waiting area for non-examinees or companions to prevent them from entering the premises near the testing area;
9. Accessible via public transportation to majority of the examinees;
10. Availability of nearby affordable accommodation as an option for examinees who resides far from the examination site;
11. Provided with Barangay or Police Officials for security.

B. Examination Room:

The Examination Rooms should have the following conditions:

1. Clean and adequately lighted and ventilated;
2. Have appropriate tables and chairs that are suitable for adults;
3. There must be 12 desks and chairs in every Examination room;
4. If cases where there will be excess examinees (not meeting the maximum 12 examinees per room), there's no need to add another room, instead the examinees shall be distributed to existing rooms for a maximum of 13 examinees per room.

C. Seating Arrangement:

The examinees will be seated in the examination room based on the conditions provided below:

1. Facing the examinees, the seating order will start from the left side of the Room Examiner;
2. Examinees shall be arranged in alphabetical order, however, examinees with the same surname should not be seated together or maybe assigned to a separate examination room;
3. Examinees in the same Schools Division Office (SDO) may be in the same room;

D. Sample Layout of the Examination Room

12 EXAMINEES IN A ROOM

13 EXAMINEES IN A ROOM
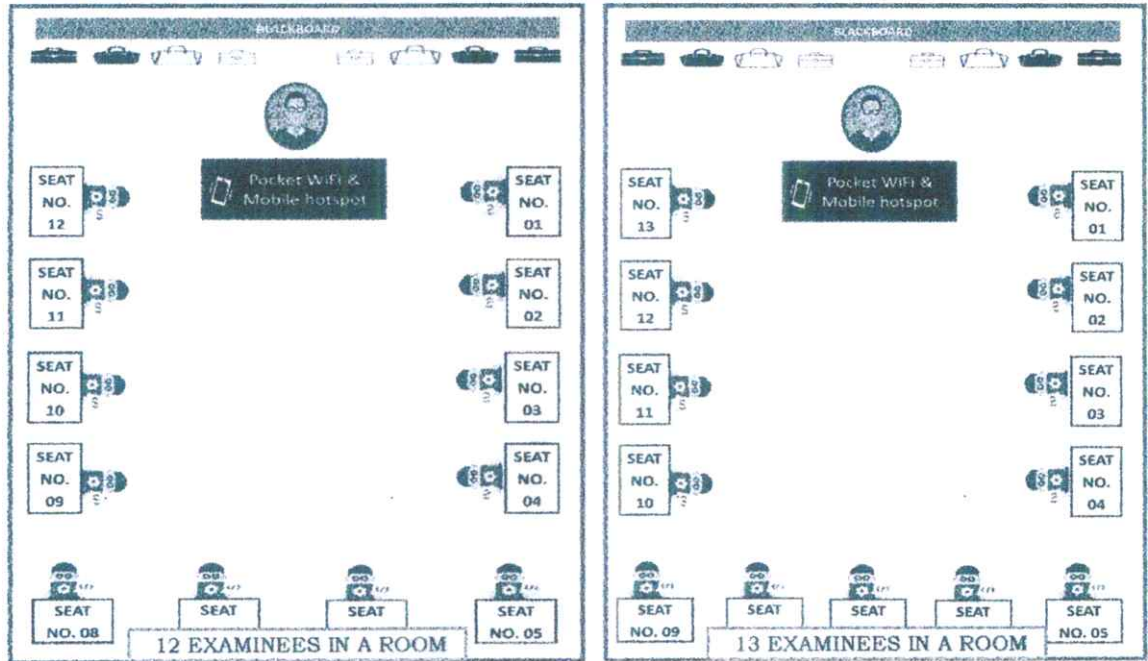
II. NQESH ADMINISTRATION PERSONNEL

A. Identification of Examination Site Personnel

The following qualifications and considerations must be followed in identifying the manpower who will facilitate the administration of the FY 2023 NQESH:

1. CENTRAL OFFICE MONITOR
- Must be digitally literate, agile, and attentive to details;
- Willing to travel on weekends and assigned in a regional examination site;
- Willing to render services beyond working hours;
- NOT be retiring in the next two (2) years;
- NOT eligible to take the next NQESH;
- NOT affiliated with any review centers/groups in whatever form or capacity;
- Have proven competence and integrity.

2. REGIONAL OFFICE MONITOR
- Must be digitally literate, agile, and attentive to details;
- NOT be retiring in the next two (2) years;
- NOT eligible to take the next NQESH;
- NOT affiliated with any review centers/groups in whatever form or capacity;
- Have proven competence and integrity.

3. CHIEF EXAMINERS
- Preferably an incumbent Chief in the Regional Office or NQESH Coordinators from QAD or HRDD;
- Must be digitally literate, agile, and attentive to details;
- Familiar and/or with knowledge of NQESH administrative and logistical operation;
- NOT be retiring in the next two (2) years;
- NOT eligible to take the next NQESH;
- NOT affiliated with any review centers/groups in whatever form or capacity;
- Have proven competence and integrity.

4. LEAD IT
- Preferably the Information Technology Officer (ITO) in the Region or Schools Division Offices;
- NOT be retiring in the next two (2) years;
- NOT eligible to take the next NQESH;
- NOT affiliated with any review centers/groups in whatever form or capacity;
- Have proven competence and integrity.

5. ROOM EXAMINERS
- Must be tech-savvy, digitally literate, agile, attentive to details, and can provide desktop support;
- Preferably an incumbent Principal, Senior Education Program Specialist, Education Program Supervisor, Public Schools Division Supervisor, or Chief;
- NOT be retiring in the next two (2) years;
- NOT eligible to take the next NQESH;
- NOT affiliated with any review centers/groups in whatever form or capacity;
- NOT be related to any of the examinees in the assigned room up to second degree of consanguinity or affinity and should sign a disclosure statement for this purpose, and
- Have proven competence and integrity.

6. ROVING IT
- Preferably IT personnel/staff in the Region, SDO ITOs or School IT coordinators;
- NOT be retiring in the next two (2) years;
- NOT eligible to take the next NQESH;
- NOT affiliated with any review centers/groups in whatever form or capacity;
- Have proven competence and integrity.

B. Roles and Responsibilities of Examination Site Personnel

1. CENTRAL OFFICE MONITOR (1 per examination site)
- Monitor the administration of the NQESH in the assigned Examination site in coordination with the Regional Monitor;
- Safeguard the integrity of the test and orderly test administration in accordance with national policies and guidelines;
- Ensure synchronization of time that every test taker starts and ends at the same time;
- Substitute as room examiner (if alternate is not available), in case of personal necessity of the room examiner;
- Assist the Chief Examiner in unlocking Secure Examination Browser (SEB);
- Prepare monitoring report together with the Regional Office Monitor and submit it to BHROD-HRDD.

2. REGIONAL OFFICE MONITOR (1 per examination site)
- Coordinate with the Central Office monitor in the monitoring of the administration of the NQESH in the assigned Examination site;
- Safeguard the integrity of the test and orderly test administration in accordance with national policies and guidelines;
- Substitute as room examiner (if alternate is not available), in case of personal necessity of the room examiner;
- Assist the Chief Examiner in unlocking Secure Examination Browser (SEB);
- Prepare monitoring report together with the Central Office Monitor and submit it to the NQESH Regional Program Manager.

3. CHIEF EXAMINER (1 per examination site)
- Manage the operations during the actual administration of the FY 2023 NQESH in the assigned Examination Site;
- Ensure orderly and systematic administration of the test;
- Maintain integrity in administering the examination at all times;
- Lead in the conduct of briefing and debriefing for all 2023 NQESH Administration Personnel and ensure that they perform their respective functions;
- Substitute as room examiner (if alternate is not available), in case of personal necessity of the room examiner;
- Responsible in unlocking of Secure Examination Browser (SEB) and in authorizing the 2nd request for SEB unlocking;
- Consolidate all reports from the Room Examiners and submit it to the Regional Office Monitor.

4. LEAD IT (1 per examination site)

- Supervise the Roving IT in providing Level 2 Technical Assistance to Room Examiners and Examinees on the following:
  a. Resending of Test link via HR Avatar
  b. Launching of Safe Exam Browser
  c. Re-installing Safe Exam Browser
- Coordinate with the system provider (Aseametrics) for Level 3 concerns, as follows:
  a. System Crashing
  b. Resetting of Password
  c. Missing/Invalid Test Key
  d. Test key Creation
- Substitute as room examiner (if alternate is not available), in case of personal necessity of the room examiner;
- Assist the Chief Examiner in unlocking Secure Examination Browser (SEB);

5. ROVING IT (1 for every 5-examination room)

- Provide Technical Assistance to Room Examiners and Examinees on the following:
  a. Resending of Test link via HR Avatar
  b. Launching of Safe Exam Browser
  c. Re-installing Safe Exam Browser
- Assist the Chief Examiner in unlocking Secure Examination Browser (SEB);

6. ROOM EXAMINERS (1 per examination room)

- Manage the conduct of Mock Examinations and administration of NQESH in the assigned Examination Room, strictly following the Room Examiner Administration Guide and procedure in the conduct of the NQESH;
- Authorizes examinee to access the exam through their respective password and proctor codes;
- Provide Technical Support/Assistance to assigned examinees on the following:
  a. Missing NQESH Examination test email
  b. Safe Exam Browser Installation
  c. Safe Exam Browser Launching
  d. Slow Internet Connection
  e. Inactive Test Key
- Report to the Chief Examiner any observations that might affect the integrity of the test as well as the actions undertaken as necessary;
- Ensure the confidentiality of the HR Avatar account and password, including the proctor code provided;
- Submit accomplished Room Examiner Status Report, Technical Assistance Report, and SEB Unlocking report the Chief Examiner.

7. ADMINISTRATIVE SUPPORT

a. Medical Staff
- Provide medical assistance where necessary; and
- Ensure that Over the Counter (OTC) drugs are available for emergency cases.

b. Sanitation & Maintenance Staff
- Keep the vicinity clean and conducive to the activity;
- Ensure that the testing rooms are clean and well-lit with proper ventilation;
- Keep the restrooms clean and ensure availability of tissue/soap;
- Assist in the posting of signages and locator charts in proper areas for the guidance of the examinees;
- Ensure that there are no communication devices or pieces of paper in the restroom.

c. Security Staff
- Take charge of the safety and security of the examination site;
- Rove around to ensure peace and orderliness of the surroundings;
- Assist the companion/s of the examinees to the waiting area.

d. Financial Staff (Accounting/Budget/Cash)
- Ensure that payments/honoraria due to the concerned personnel are given right after administration of NQESH;
- Accomplished forms in accordance with accounting and auditing rules;
- Keeps all documents related to the financial operations of the examination.

e. Help Desk and Secretariat Staff
- Assist in the distribution of forms and meals;
- Take charge of the Help Desk located strategically near the entrance of the examination site;
- Respond to concerns regarding Official Receipts, master list of examinees and room numbers.

III. OPERATIONS

A. COLOR CODING UNIFORM
For easy recognition of roles in the Examination Site, color coding shirts as uniform is preferred. The assignment of color as follows:

Roles	Assigned Color
Central Office Monitor	Gray
Regional Office Monitor	same color (to be determined by the RTWG)
Chief Examiner	
Lead IT	
Room Examiner	color shall vary for each role (to be determined by the RTWG)
Roving IT	
Administrative Support	

B. SCHEDULE OF ACTIVITIES

SATURDAY (April 27, May 4, May 18, and May 25, 2024)		
	OPTION 1 **(Face to Face)**	**OPTION 2** **(Virtual/Asynchronous)**
MORNING	Travel Time	Travel Time (Chief Examiners/Lead IT/RO & CO monitor)
1:00 – 2:30 PM	■ (F2F) Orientation, Updates, Level 1 technical assistance to examinee and Final Reminders ■ Synchronize Time ■ Checking of proctor account (codes and password)	■ (Virtual) Orientation, Updates, Level 1 technical assistance to examinee and Final Reminders ■ Synchronize Time ■ Checking of proctor account (codes and password)
2:30 – 3:00 PM	■ Chief Examiners/Lead IT/RO & CO monitor discuss coordination plan ■ Room Examiners to checks the following in the assigned Examination Site: ✓ The list of examinees is displayed outside the room ✓ The room is clean and organized ✓ Desks and chairs are arranged properly	■ Chief Examiners/Lead IT/RO & CO monitor discuss coordination plan and checks the following in the assigned Examination Site: ✓ The list of examinees is displayed outside the room ✓ The room is clean and organized ✓ Desks and chairs are arranged properly

SUNDAY (April 28, May 5, May 19, and May 26, 2024)	
6:30 - 7:00 AM	■ ALL Personnel involved in the administration of the NQESH must be in the Examination Site ■ Registration/Attendance ■ Distribution of Room Examiner Forms and Kits ■ Examinees may be allowed to enter the room, proceed to the assigned seat and set up the devices (laptop, Wi-Fi, mobile hotspot, mini electric fan, etc.)
7:00 – 7:30 AM	■ Chief Examiner, with the assistance of CO/RO monitors and Lead IT, to conduct final briefing/instruction to Room Examiners ■ Lead IT and Roving IT to log in the Zoom Command Center together with Aseametrics Help Desk Personnel. (simultaneously while briefing is ongoing)
7:30 – 8:00 AM	■ Room Examiner verifies ID with the Certificate of Eligibility (COE)/Examination Permit and designated seat based on seatplan ■ Room examiner checks and accomplish attendance sheets ■ Room examiner checks readiness of the examinees' devices (connectivity, test link via examinees email, Safe Exam browser installation)
8:00 – 8:30 AM	■ Room examiner gives instructions/reminders to the examinees as contained in the NQESH Administration Guide.
8:30 – 9:00 AM	■ Room examiners authorizes examinee access the exam through their respective password and proctor codes
9:00 AM	■ In-charge rings the bell to signify the *START* of the test ■ Examinees turns their laptops toward/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	■ Room Examiners conducts Re-authorization to examinees with offline exam ■ Examinees uploads offline examination
12:30 – 1:30 PM	■ Lunch
1:30 – 3:00 PM	■ Retrieval of Room Examiner Administration Guide, Forms and Kits ■ Debriefing session

C. MONITORING TOOLS AND REPORTS

ROLES	TOOLS/REPORTS
Central Office Monitor	Monitoring Report
Regional Office Monitor	
Room Examiner	1. Room Examiner Kit: • Proctor Code • Rooming List with Seat No • RO copy of COE (for examinee recognition) • NQESH Administration Guide 2. Forms: • Room Examiner Status Report • Technical Assistance Report • SEB unlocking Report 3. Official Receipts (if available) of Examinees to be distributed on the 1st Mock Exam

NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH)

EXAMINATION FEE AND FUNDING REQUIREMENTS

I.   Utilization of the Examination Fee

A. For the guidance of the Budget Officer, Accountant, Cashier in the Regional Office, the examination fee of Six Hundred Pesos (Php 600.00) shall be utilized as follows:

1. Ten Pesos (Php 10.00) is for the Legal Research Fund as stipulated in DepEd Order No. 14, s. 2015. The remittance to the Bureau of Treasury is stipulated in the said order.

2. Five Hundred Ninety Pesos (Php 590.00) shall cover various expenses relative to activities for the preparation, administration, and post-administration of the National Qualifying Examination for School Heads (NQESH) such as, but not limited to:

    i.   Accommodation/meals, travel/transportation expenses, communication expenses, and payment of overtime services or honoraria of DepEd personnel involved in each phase of the FY 2023 NQESH administration (application, preparation, conduct of the two (2) Mock Examinations, administration of the actual FY2023 NQESH, and post evaluation activity).

    ii. Color coded uniform/polo shirt of DepEd personnel.

    iii. Printing of NQESH Room Examiner Administration Guide and other printed materials and forms.

    iv. Examination Sites rental and electricity.

    v.   Supplies and other incidental expenses.

B. In case of additional fund requirements for transportation, payment of overtime services and other expenses relative to the preparation for the conduct of Mock Examinations and administration of FY2023 NQESH, payment shall be charged to the MOOE/local funds of the Regional and Schools Division Offices subject to availability.

C. Utilization of funds shall be approved by the Regional Director, in accordance with the existing budgeting, accounting, auditing, and procurement rules and regulations.

D. Unused collections from the Examination Fee should be deposited to the Bureau of Treasury after full payment/settlement of eligible expenses stipulated herein.

E. For monitoring purposes, a copy of the statement of expenditure prepared by the Regional Accountant should be submitted after 30 days from completion payment/ settlement of eligible expenses to the BHROD-HRDD by uploading the signed scanned copy through this link: https://bit.ly/FY2023NQESHReports

II. Payment of Honorarium

A. Granting of Honoraria to personnel from DepEd Central Office, Regional Office, Schools Division Office, Schools, and other personnel involved in the conduct of the Mock Examinations and actual administration of the FY 2023 NQESH shall be authorized, in consideration of the following:

   1. These personnel shall be required to render services beyond their regular duties and responsibilities; and

   2. The activities will be conducted during weekends/non-working days.

B. The computation of the honorarium for the FY 2023 NQESH shall be based on the DBM Circular No. 2007-2 dated October 1, 2007, entitled "Guidelines on the Grant of Honoraria Due to Assignment in Government Special Projects."

C. Expenses allocated for the honorarium shall be drawn out from the examination fees. No funds shall be expended from the Central, Regional, and Schools Division Offices for this matter.

III. Payment of Overtime Services

A. Payment of overtime services shall be allowed in consideration of the following:

   1. Regional and Schools Division Office personnel who served as validators and evaluators during the Online Application for FY 2023 NQESH to be charged to local funds;

   2. Personnel from DepEd Central Office, Regional Office, Schools Division Office, Schools, and other personnel who served during the conduct of the Mock Examinations and actual administration of the FY 2023 NQESH to be charged against the examination fee;

B. In case of non-availment of overtime pay due to funds unavailability, a Compensatory Time Off (CTO) or Service Credits including the travel time may be granted to DepEd personnel not availing the overtime pay.