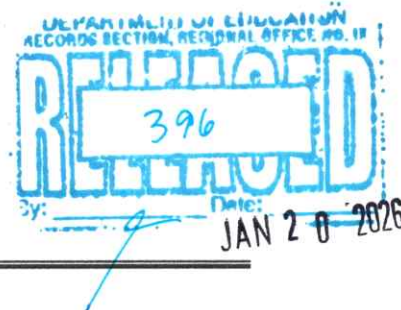




Republic of the Philippines
Department of Education
REGIONAL OFFICE IX, ZAMBOANGA PENINSULA



Office of the Regional Director

ADVISORY NO. 24, s. 2026
January 20, 2026

*In compliance with DepEd order (DO) No. 8, s. 2013,
this advisory is issued not for endorsement per DO No. 28, s. 2001 but only for the
information of DepEd officials, personnel/staff, as well as the concerned public.
(Visit www.depedro9.info)*

**CONDUCT OF THE 2025-2026 PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM
NATIONAL COMPETITIVE EXAMINATION (NCE)**

The Department of Education Region IX informs all concerned that the Philippine Science High School System (PSHSS) will conduct its 2025-2026 National Competitive Examination (NCE) on January 31, 2026 (Saturday). The following schools have been designated as official testing centers:

- Zamboanga del Norte:
 - Zamboanga del Norte National High School, Dipolog City (10 rooms)
 - Liloy National High School, Liloy (5 rooms)
 - Polanco National High School, Polanco (5 rooms)
- Zamboanga del Sur:
 - Zamboanga del Sur National High School – SHS, Pagadian City (11 rooms)
 - Betinan National High School, San Miguel (10 rooms)
 - Molave Technical Vocational School, Molave (11 rooms)
- Zamboanga City:
 - Zamboanga National High School West (8 rooms)
- Zamboanga Sibugay:
 - Ipil National High School, Ipil (7 rooms)
 - Imelda National High School, Imelda (9 rooms)

Faculty and staff who will serve as room examiners and proctors shall receive an honorarium for their services. Selection and responsibilities of personnel shall follow the guidelines provided by the PSHSS.

For inquiries and coordination, concerned parties may contact Keisel Van Valerie Gamil, SSD Chief, at 0968-455-9346 or kvgamil@zrc.pshs.edu.ph.

The cooperation of all concerned is highly appreciated to ensure the smooth and organized conduct of the examination.

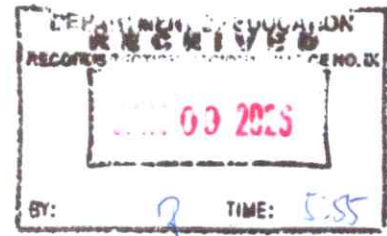
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January 5, 2026

Dr. RUTH L. FUENTES, CESO III
Regional Director
Region IX, Department of Education
Pagadian City



Dear Dr. Fuentes,

Warm greetings of peace!

In connection with the 2025–2026 Philippine Science High School System (PSHSS) National Competitive Examination (NCE)—the nationwide search for incoming PSHS Scholars—scheduled on January 31, 2026 (Saturday), we respectfully request permission to use the identified schools listed below as testing centers for the said examination.

We likewise request the assistance of your faculty and staff in the administration of the examination. Faculty and staff members who will serve as room examiners and proctors shall receive an honorarium for the half-day session. Attached herewith are the guidelines for the selection of faculty/staff who will be assigned as examiners or proctors.

In addition, we kindly request the issuance of an advisory to concerned schools, offices, and personnel to ensure the smooth and organized conduct of the NCE.

Below is the list of the identified schools within the region to be utilized for the NCE:

For the Province of Zamboanga del Norte

- **Zamboanga del Norte National High School**
Sorronda Road, Estaka, Dipolog City
No. of Rooms: 10
- **Liloy National High School**
Brgy. Fatima, Liloy, Zamboanga del Norte
No. of Rooms: 5
- **Polanco National High School**
Poblacion South, Polanco, Zamboanga del Norte
No. of Rooms: 5

For the Province of Zamboanga del Sur

- **Zamboanga del Sur National High School- Senior High School**
Sta. Maria, Pagadian City
No. of Rooms: 11
- **Betinan National High School**
Betinan, San Miguel, Zamboanga del Sur
No. of Rooms: 10



Republic of the Philippines

PHILIPPINE SCIENCE HIGH SCHOOL

ZAMBOANGA PENINSULA REGION CAMPUS IN DIPOLOG CITY

DEPARTMENT OF SCIENCE AND TECHNOLOGY

OneDOST4U: Solutions and Opportunities for All



- **Molave Technical Vocational School**
Poblacion, Molave, Zamboanga del Sur
No. of Rooms: 11
- **Zamboanga National High School West**
R.T Lim Boulevard, Zamboanga City
No. of Rooms: 8

For the Province of Zamboanga Sibugay

- **Ipil National High School**
Ipil Heights, Ipil, Zamboanga Sibugay
No. of Rooms: 7
- **Imelda National High School**
Poblacion, Imelda, Zamboanga Sibugay
No. of Rooms: 9

We recognize the unconditional support you have been providing us in the conduct of the yearly search for PSHS Scholars. Through your help we were able to identify the deserving and talented youth from the region and offer them a special science secondary education on a scholarship basis.

Should you have further queries, please contact SSD Chief Keisel Van Valerie Gamil. His contact information:

Mobile Phone: 09684559346
E-mail Address: kvgamil@zrc.pshs.edu.ph

Thank you and God bless!

Sincerely,

EDMAN H. GALLAMASO
Campus Director

**GUIDELINES IN THE SELECTION OF PERSONNEL INVOLVED
IN THE CONDUCT OF THE PSHS SYSTEM NATIONAL COMPETITIVE EXAMINATIONS**

- A. **HOST SCHOOL COORDINATOR:** The principal or school head of the host school or test center may act as or may designate a coordinator who shall perform the following functions in relation to the conduct of the NCE:
1. coordinates with the PSHS campus/Admissions Office in the preparation of the test center;
 2. assigns testing rooms for the examinations, per request of the PSHSS;
 3. chooses the janitor/s and marshal/s (if applicable) who will help in the preparation of the host school and its rooms for the examinations;
 4. instructs the janitors to prepare/clean/arrange the classrooms the day before the examination;
 5. chooses faculty/staff who will serve as proctors for the examination, checks their qualifications, and recommends them for approval of the school principal and the PSHSS Chief Examiner; and
 6. attends the orientation conducted by the Chief Examiner for the Proctors/Room Examiners.
- B. **ROOM EXAMINER/PROCTOR:** The Proctor is a faculty/staff of a PSHS campus or of the host school, or personnel of other DOST agencies assigned to administer the PSHS National Competitive Examination to thirty (30) examinees in a testing room. The number of Room Examiners/Proctors will be based on the request made by the PSHS System.

The following are the qualifications of a Room Examiner/Proctor:

1. a faculty/staff of any PSHS Campus or of a host school/test center or personnel from other DOST agencies;
2. he/she must have the facility to give instructions and answer questions in English; and
3. he/she must be able to effectively communicate with or "connect" to the examinees, while in the process of giving instructions or responding to their queries.

The duties and responsibilities of the Room Examiner/Proctor are the following:

Before Testing:

1. attends the briefing for Proctors conducted by the Chief Examiner assigned to a specific test center, the day before the examination;
2. signs the contract for Proctors;
3. checks and prepared the room the day before the examination itself (i.e., enough number of chairs, proper and orderly arrangement of seats, proper ventilation, cleanliness, lighting, etc.);

During Testing:

1. reports at 7:00 am and/or 12:00 noon (if applicable) in appropriate attire, on the day of examination;
2. receives the packs of test booklets, answer sheets from the Chief Examiner together with the master list of examinees, NCE manual, Proctor's Report, Poster Guide and pentel pen;
3. checks the completeness of the test materials and signs in the Accountability Form;
4. as the examinees enter the room, assigns them seats according to the master list of examinees;
5. reads all directions/instructions for filling up the information sheet to the examinees carefully and audibly; checks that the answer sheets and master list of examinees are properly filled out by the examinees before the test proper;
6. during the test proper, reads all directions word for word; there should be no additional instructions, explanations or comments in giving the instructions for the test proper;
7. sees to it that the room is free from noise and interruption while testing is going on; Makes sure that NO CHEATING is being done;
8. keeps track of the time allotted for each test: under no circumstances shall additional time be allowed for any examinee;

9. keeps all extra or defective booklets inside the plastic provided and must turn these over to the Chief Examiner; proctors are not allowed to read the test booklets nor copy the test questions; proctors are also not allowed to entertain questions about the test items;
10. after the test, collects all answer sheets and arranges them according to the master list of examinees, fold the master list in the middle and insert the duly counted answer sheets;
11. collects all booklets, arranges them consecutively according to serial number and packs them inside the plastic bag provided;
12. informs the examinees on who, when and where to inquire about the results of the test before dismissing them;
13. allows all examinees to leave the testing room quietly and orderly.

After Testing:

1. returns all test materials (booklets, answer sheets, masterlist of examinees, proctor's report, NCE manual, etc.) to the Chief Examiner for checking against the Accountability Form signed earlier;
 2. receives honorarium and signs in the payroll; and
 3. witnesses and helps in the repacking of test materials and affixes signature to the package/s.
- C. MARSHAL:** A test center may employ one (1) Marshal for every one hundred fifty (150) examinees, or as requested by PSHSS, to see to the smooth conduct of the examinations. The Marshal is a faculty/staff of the host school/test center assigned to maintain the conducive environment of testing. Specifically, the Marshal performs the following function/s:
1. plans and executes smooth traffic of vehicles, examinees, and parents/visitors in the test center;
 2. prepares directions, signages, posters, post test announcements, etc. and posts them the day before the examinations;
 3. guides the examinees to the testing rooms/restrooms/exit areas;
 4. maintains peace and order before, during and after examinations;
 5. assists the Chief Examiner/s and proctors by doing some errands related to the conduct of the NCE; AND
 6. assists in the retrieval and repacking of test materials and other test paraphernalia after testing.
- D. JANITOR:** The janitor/s who are chosen by the host school coordinator, have the following function/s:
1. prepares the classrooms the day before the examination (i.e. cleans the room and the blackboard, arranges the chairs as prescribed: 6 columns, 5 rows), extra chairs to be taken out of the room;
 2. maintains the cleanliness of the restrooms used by the examiners, examinees and their families;
 3. reports to the Chief Examiner for further instructions;
 4. assists the Chief Examiner and Proctors in the unpacking/repacking of test paraphernalia; and
 5. restores the classrooms to their original arrangement (i.e. return extra chairs back to the rooms) after the examinations.

For all the above-mentioned personnel participating in the conduct of the PSHSS-NCE, the following will apply:

1. **MUST NOT**, in any capacity, be connected with any review center or review class in relation to the PSHS-NCE;
2. **MUST NOT** have relatives to the fourth degree of consanguinity or affinity who are taking the PSHS-NCE at a given school year;
3. **MUST NOT** have committed lapses or related irregularities (e.g. tardiness, not doing one's task diligently, etc.) in the performance of their NCE-related functions in previous testing activities participated in; and
4. **MUST** possess the skill or expertise in test administration (for Proctors), or must have the facility to give directions and answer questions in either English or in dialect, as well as respectful and approachable (for Marshals).