



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



11 July 2022

Regional Memorandum

**HELP DESK OFFICERS OF THE REGIONAL AND DIVISION
COMMAND CENTERS FOR THE 2021 NQESH ADMINISTRATION**

To **Schools Division Superintendents**

1. Relative to Regional Memorandum 419, s. 2022 re: Preparations relative to Administration of the 2021 NQESH, the regional and schools' division officials listed in the Enclosure are hereby directed to serve as Help Desk Officers of the Regional and Division Command Centers.
2. The following are the Terms of Reference of the Help Desk Officers:
 - a. report physically to the designated command center during the Mock and Actual Examinations;
 - b. receive the examinees' and proctors' calls and queries during the examination day and address them appropriately;
 - c. elevate to the CO Command Center if the issues and concerns are technical and system-related using the Ticketing System; and
 - d. monitor the progress and ensure that issues and concerns are addressed accordingly.
3. Help Desk Officers who work physically in the Command Centers during weekends are entitled to Compensatory Overtime Credits (COC).
4. For queries, please contact Mr. Rey M. Valenzuela, RO-ITO or Mr. Elino S. Garcia, QAD OIC-Chief.
5. Widest dissemination of and strict compliance with this Memorandum are enjoined.


FRANCIS CESAR B. BRINGAS
Regional Director

qad/esg
ict/rmv



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Enclosure to Regional Memorandum No. _____, s. 2022

LIST OF HELP DESK OFFICERS

DESIGNATED COMMAND CENTER	HELP DESK OFFICERS	CONTACT NUMBER
REGIONAL OFFICE	1. REY M. VALENZUELA – Overall Lead	09982821775
	2. ELINO S. GARCIA	09171585376
	3. BUENALYN M. MANUEL	09563683060
	4. DANILO H. ILAGAN	09937669815
	5. PACITA Q. LUNGCAY	09272183145
	6. ELENA L. LOPEZ	09935019825
	7. ALLAIN B. ALVAREZ	09937669746
	8. EMELIA M. AYTONA	09169541154
	9. FLORENCE M. SANTOS	09935019824
	10. JOCELYN E. ALBA	09613329883
	11. EPHRAIM L. GIBAS	09937669811
	12. ANN GERALYN T. PELIAS	09175415461
	13. MARIA SUSANA OLIVEROS	09205947303
ANTIPOLO CITY	14. JONATHAN P. DOMINGO	09989858543
	15. ARLENE L. TAYONA	09089400255
	16. NOVA U. SILGUERA	09085975762
BACOR CITY	17. JULIE BOY VALEROSO	09992272857
	18. EARLENE JOY S. CUEVAS	09913455848
BATANGAS CITY	19. ALDIN VAN ALI	09154036805
	20. RAYMAR C. COMIA	09684929502
BATANGAS PROVINCE	21. MARIAN L. ARIAS	09190814734
	22. ERNANI CATAPAT	09190814763
	23. RYAN GENEROSO	09420548833
	24. NINO BRADLEY MAGSOMBOL	09459914183
BINAN CITY	25. MARY JOY L. CABILES	09810724314
	26. ERNANE S. ESCUVANIA	09169562827
CABUYAO CITY	27. ALLAN GILBERT JAIN	09177193772
	28. GILBERT ESCALA	09471048947
CALAMBA CITY	29. FLORETTE LAARNI C. BAUTISTA	09230826555
	30. ROWENA B. CAMBEL	09237292759
CAVITE CITY	31. JAYSON B. ANTIG	09776428147
CAVITE PROVINCE	32. JAY DAYRIT	09454419818
	33. CHRISTOPHER MATTHEW TOLENTINO	09395083006
	34. ROBERTO DEL ROSARIO	09454419817
	35. CHENSON BAGAN	09395083060

DASMARINAS CITY	36. CARLOU A. ADAO	09663359948
	37. CHRISTOPHER HISTORILLO	09956175702
GENERAL TRIAS CITY	38. PAULINE VIANCA CARDINES	09762141928
	39. WENDIELYN ROSS I. PATAM	09750197497
IMUS CITY	40. IVAN HONORPETTE A. MIJARES	09475411994
	41. MARK JUSTIN L. ALMONTE	09684713080
LAGUNA PROVINCE	42. AVELYN J. ADVENTO	09684964835
	43. DYESSA JANE CALDERON	09684964551
	44. MIKE JEROME A. SILVERIO	09684964836
	45. BON KENNETTE M. FLORES	09684964837
LIPA CITY	46. ROLAND D. DIAZ	09082328432
	47. GLENDA A. SAMBAYAN	09272702833
LUCENA CITY	48. PRECIOSA MARIE T. ALBA	09435736010
	49. KAREN JANE P. MONTERO	09985486796
QUEZON PROVINCE	50. ROMMEL OCZON	09126357486
	51. WILBERT PORTEZA	09237470556
	52. CRISTELL MANGUBAT	09929039694
	53. MARIA ANGELICA J. LAVARRO	09438276884
	54. JESSICA M. DIMAILIG	09216766194
	55. CYNTHIA L. RUSTIA	09230222233
RIZAL PROVINCE	56. MARITA L. GONZALES	09989942063
	57. AMELIA R. DEAN	09357178164
	58. JOHN RAYMOND P. DURUSAN	09498875748
	59. SIEGFREID L. ARALAR	09976348260
SAN PABLO CITY	60. FELIPE V. BALDEMORO	09493435497
	61. JERICO E. LEX ARGANA	09777236352
	62. EARL GIBBSON F. HERNANDEZ	09994785272
SAN PEDRO CITY	63. JOEL M. CASPE	09052180515
	64. CHARINA C. SUYAO	09564486002
SANTA ROSA CITY	65. KATRINA A. ARGUEL	09174670103
	66. GIORE MARK LAURENTE	09760388872
TANAUAN CITY	67. RIBLYN JOAN B. MIRANA	09538301034
	68. ANNE JELIENE C. CAPACIA	09273335828
TAYABAS CITY	69. MARIA CORAZON A. BORBON	09175071780

