

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



HRDD-URM-2023-158

26 September 2023

Unnumbered Memorandum

**LIST OF PARTICIPANTS IN THE VALIDATION OF TRAINING
RESOURCE PACKAGE FOR NATIONAL QUALIFYING
EXAMINATION FOR SCHOOL HEADS (NQESH)
CATEGORIES B AND C**



To: **Chief Education Supervisor, RO-QAD
Schools Division Superintendents**
(Bacoor City, Cavite Province, and Lipa City)

1. In reference to DM-OUHROD-2023-1103 titled *Conduct of Activities for the Development of Specialized Training Programs for the National Qualifying Examination for School Heads (NQESH) Categories B and C*, this Office disseminates the list of participants from this Region in the Validation of Training Resource Package which will be conducted by National Educators Academy of the Philippines on **October 9-13, 2023 for Category B** and **December 11-15, 2023 for Category C**. Venue shall be announced in a separate issuance.
2. The activity aims to ensure that the program and materials are developed to meet the functional needs of the target participants.
3. Attached is the list of participants. They shall register through **bit.ly/NQESHBValidation** on or before **September 29, 2023**.
4. Participants are advised to check in at 1:00 pm on October 9, 2023 (Monday) and to check out at 11:00 am on October 13, 2023 (Friday) for validation of training resource package for Category B. The same check-in and check-out time shall be followed on December 11-15, 2023 for Category C.
5. Board and lodging and other incidental expenses all the participants shall be charged against FY 2023 HRD Funds of NEAP-PDD, while the travel expenses shall be charged against their local funds subject to the usual accounting and auditing rules and regulations.



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6. For inquiries and clarifications, please contact Mr. Daniel A. Mabini or Ms. Jhoanna C. Javier, at telefax no. (02) 8715 9199 or via email at neap.pdd@deped.gov.ph with the subject line *"Region XX Concerns on the Specialized Program for NQESH Categories B and C"* (e.g., *Region IV-A Concerns on the Specialized Program for NQESH Categories B and C*).
7. For the information of all concerned.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director 

06/ROH5/ROH1

Attachment to Unnumbered Memorandum No. _____

**List of Participants (Validators) for the Specialized Programs for NQESH
Categories B and C**

No.	Name	Sex	Position	Office
1.	Luz E. Osmena	Female	Chief Education Supervisor	Regional Office-QAD
2.	Cesar M. Mojica	Male	Chief Education Supervisor	SDO Bacoor City - SGOD
3.	Elpidia B. Bergado	Female	Chief Education Supervisor	SDO Cavite Province – CID
4	Lorna R. Medrano	Female	Chief Education Supervisor	SDO Lipa City– CID
5	Bernadette S. Sumagui	Female	Principal IV	SDO Cavite Province – Bulihan Integrated National High School
6.	Atty. Lovelyn M. Atienza	Female	Attorney III	SDO Lipa City
7.	Remelyn B. De Galicia	Female	Accountant III	SDO Lipa City




Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2023-1103

TO : **Regional Directors**
Schools Division Superintendents
Human Resource Development Division Chiefs
NEAP-R Focal Persons
All Others Concerned

FROM :  **GLORIA JUMAMIL-MERCADO**
Undersecretary for Human Resource and Organizational Development

SUBJECT : **Conduct of Activities for the Development of Specialized Training Programs for the National Qualifying Examination for School Heads (NQESH) Categories B and C**

DATE : September 6, 2023

1. Pursuant to DepEd Memorandum No. 100 s. 2022 titled "Results of the Fiscal Year 2021 National Qualifying Examination for School Heads," specifically Section 5, underscores an urgent need to develop a capacity-building program for aspiring school heads who were deemed less prepared not only in taking the NQESH but more importantly in taking the role of a full-fledged school administrator and instructional supervisor, the Department of Education (DepEd), through the National Educators Academy of the Philippines (NEAP) shall conduct the **Development of Specialized Training Programs for NQESH Category C Aspiring School Heads – Coaching and Mentoring for NQESH Category B and Intensive Leadership Training for NQESH Category C.**
2. The program aims to do the following:
 - a. Coach and mentor aspiring school heads in developing critical knowledge, skills, and attitude necessary for taking the role of a full-fledged school administrator and instructional supervisor.
 - b. Provide intensive training to aspiring school heads in developing critical knowledge, skills, and attitude necessary for taking the role of a full-fledged school administrator and instructional supervisor.
 - c. Clarify the roles and responsibilities of field offices in the implementation of the programs.
3. The activities to be conducted under the programs are as follows:

Title of the Activity	Coaching and Mentoring Program for National Qualifying Examination for School Heads (NQESH) Category B	Intensive Leadership Training for the National Qualifying Examination for School Heads (NQESH) Category C
	Date and Venue	
Development		
A. Planning and Coordination Meetings	September – December 2023	October – December 2023
B. Development of the Program Design and Training Resource Package in partnership with PUP	September 1 – 30, 2023	November 3 – December 3, 2023
C. Quality Assurance of the Developed Program Design and Training Resource Package	October 9 – 13, 2023	December 11 – 15, 2024
D. Validation of the Training Resource Package	October 9 – 13, 2023	December 11 – 15, 2024
E. Finalization of the Program Design and Materials	October 16 – 20, 2023	February 5 – 9, 2024
F. Post-meeting (Development)	October 23, 2023	February 2024
Implementation		
G. Orientation of the Resource Speakers	October 24 – 26, 2023	March 2024
H. Implementation Dates	Implementation of Coaching and Mentoring for the National Qualifying Examination for School Heads (NQESH) Category B Cluster 1 (Luzon A) – November 20 – 24, 2023	Implementation of the Intensive Leadership Training for NQESH Category C April 2024

	Cluster 2 (Luzon B) – November 27 – December 1, 2023	Implementation of Coaching and Mentoring for NQESH Category C
	Cluster 3 (VisMin A) – December 4 – 8, 2023	May 2024
	Cluster 4 (VisMin B) – December 11 – 15, 2023	Intensive Leadership Training and Coaching and Mentoring of Aspiring School Heads
		April 2025
I. Post-meeting (Implementation)	December 13, 2023	May 2024
Impact Study		
J. Data Gathering and Focus Group Discussion for the Impact Study	October – November 2024	September 2024
K. Writing of an Impact Study	October – November 2024	October 2024

A. Planning and Coordination Meetings

The meetings aim to set the scope of the work for the phases of the program development, present and agree on the timeline for the set activities and sub-activities, and set the terms of reference of the technical working group.

B. Development of the Program Design, Materials, and Policy

- i. This activity aims to produce the program design and training resource package that will be used for the Specialized Training Programs for NQESH Categories B and C.
- ii. The program design shall be the main reference in the development of the materials and the delivery of the program. Likewise, the materials shall be the primary learning resource and the policy shall be the program implementation guide.
- iii. The design and development of this training program will be in partnership with the Polytechnic University of the Philippines (PUP). This partner will provide:
 - excellent content writers for the design and development of the program, its modules, and other training resource materials;
 - expert content and language editors to ensure that the materials are aligned with DepEd standards and policies, as well as check for plagiarism and correct inconsistencies;
 - skilled layout artists to prepare the overall design of the modules,

- templates, and slide decks ready for implementation; and
- a layout editor who will check the consistency of the overall design of the modules, templates, and slide decks following the DepEd manual of style.

C. Quality Assurance of the Developed Program Design and Training Resource Package

The goal of this activity is to evaluate the developed program design against NEAP's Quality Standards.

D. Validation of the Training Resource Package

- This activity aims to ensure that the materials and policy are developed to meet the functional needs of its target participants.
- The list of the participants and program management team in this activity is attached in this Memorandum as Enclosure 1.
- Board and lodging and other incidental expenses of all the participants, as well as the travel expenses of all NEAP CO participants, shall be charged against FY 2023 HRD Funds of NEAP – PDD, while the travel expenses of the identified validators shall be charged against their local funds subject to accounting rules and regulations.
- Participants are advised to check in at 1:00 p.m. on October 9, 2023 (Monday) and to check out at 11:00 a.m. on October 13, 2023 (Friday) for the Coaching and Mentoring Program of NQESH Category B. The same check-in and check-out time shall be followed on December 11 – 15, 2024 for the Intensive Leadership Training of NQESH Category.

Meals	October 9 Monday	October 10 Tuesday	October 11 Wednesday	October 12 Thursday	October 13 Friday
Breakfast		✓	✓	✓	✓
AM Snack		✓	✓	✓	✓
Lunch		✓	✓	✓	✓
PM Snack	✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	

Meals	December 11 Monday	December 12 Tuesday	December 13 Wednesday	December 14 Thursday	December 15 Friday
Breakfast		✓	✓	✓	✓
AM Snack		✓	✓	✓	✓
Lunch		✓	✓	✓	✓
PM Snack	✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	

E. Finalization of the Program Design and Materials

- i. This activity aims to consolidate and incorporate all the comments from the previous activities and finalize all the outputs of the development activities.
- ii. Participants in this activity are the same participants in the Development of the Program Design and Training Resource Package.
- iii. Food and accommodation, travel, and other incidental expenses of all the participants shall be arranged by the partner.

F. Post-meeting (Development)

This activity aims to identify strengths and weaknesses in the program design (e.g., program management, coordination, and staff) and determine ways to improve program processes and how it contribute to the effectiveness of the activities.

G. Orientation of the Resource Speakers

- i. The goal of this activity is to prepare the resource speakers and the regional program management team for the process of executing the program.
- ii. Participants of the orientation are the identified experts from the National Network of Normal Schools (3NS) who will serve as the resource persons during the implementation, the Polytechnic University of the Philippines writers who will serve as the activity's resource persons, and the program management team from the Central Office and the Regions.
- iii. The regional offices are requested to submit a list of personnel who will form part of the regional program management team that will assist Central Office personnel in the implementation of the program (Please see Enclosure 1 for the number of participants requested from the regions.). Personnel from the HRDD and NEAP in the regions shall be prioritized.
- iv. Please refer to DM 44, s. 2023 titled "Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines Core Programs" enclosure 18 for the Terms of Reference of the Regional PMT (Please refer to items b, e, f, and g). The said TOR shall also be discussed in the orientation.

H. Implementation

- i. This activity is intended to provide school heads with the necessary training and resources they need to effectively lead and manage educational institutions.
- ii. NQESH Category B participants will undergo coaching and mentoring under an experienced school head identified through DM 46, s 2023 titled "Guidelines on the Conduct of Coaching and Mentoring Sessions for the National Qualifying Examination for School Heads (NQESH) Category B Aspiring School Heads," while NQESH Category C participants will

undertake an intensive leadership training that will cover a comprehensive discussion of the roles, duties, and responsibilities of a school head.

- iii. Participants are advised to check in at 1:00 p.m. on all Mondays of the implementation dates and to check out at 12:00 nn on all Fridays of the implementation dates for both the Coaching and Mentoring Program of NQESH Category B and the Intensive Leadership Training of NQESH Category.

Meals	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast		✓	✓	✓	✓
AM Snack		✓	✓	✓	✓
Lunch		✓	✓	✓	✓
PM Snack	✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	

I. Post-meeting (Implementation)

This activity aims to identify strengths and weaknesses in program design (e.g., program management, coordination, and staff) and determine ways to improve program processes and how it contributes to the effectiveness of the activities.

J. Implementation of Coaching and Mentoring for NQESH Category C

This activity intends to utilize the program design and learning resource package developed for coaching and mentoring NQESH 2021 Category B for NQESH Category C. The additional layer of preparation ensures that the participants are well prepared to take on the role of a full-fledged school head as they are coached and mentored by seasoned school heads.

K. Data gathering and Focus Group Discussion for the Impact Study

This activity focuses on assessing the impact of the program in terms of its efficiency and effectiveness and gathering data on the program's responsiveness, appropriateness, and relevance for its review and incorporation into the Coaching and Mentoring and Intensive Leadership Training for Aspiring School Heads.

L. Writing of an Impact Study

This activity is focused on the analysis of the gathered data and writing them into an impact study that will serve as the main reference in the refinement of the program and as the basis for the development of future and ongoing programs for school leaders.

M. Intensive Leadership Training and Coaching and Mentoring of Aspiring School Heads

This activity aims to use the program design and learning resource package in conducting intensive leadership training and coaching and mentoring for

aspiring school heads. This program shall be open to all teachers who would like to become instructional leaders and administrators in schools.

4. All the participants are requested to register to the following links on or before the following deadlines, following their allotted schedule.

Activity	Deadline of the Registration	Registration Link
1. Validation of the Program Design and Training Resource Package	September 29, 2023	https://bit.ly/NQESHBValidation
2. Orientation of the Resource Speakers and the Program Management Team	October 13, 2023	https://bit.ly/NQESHBOrientation
3. Implementation of Coaching and Mentoring for the National Qualifying Examination for NQESH Category B – Cluster 1 Luzon A No. of Participants per Region a. NCR – 122 b. CAR – 10 c. Region 1 – 14 d. Region 2 – 30 e. Region 3 – 118 f. Region 4B – 101 g. Region 5 – 105	November 10, 2023	https://bit.ly/NQESHBCluster1
4. Implementation of Coaching and Mentoring for the National Qualifying Examination for NQESH Category B – Cluster 2 Luzon B No. of Participants per Region a. NCR – 4 b. 4A – 496	November 18, 2023	https://bit.ly/NQESHBCluster2

<p>5. Implementation of Coaching and Mentoring for the National Qualifying Examination for NQESH Category B – Cluster 3 VisMin A</p> <p>No. of Participants per Region</p> <p>a. 4A - 73 b. 6 - 105 c. 7 - 166 d. 8 - 69 e. 9 - 137</p>	<p>November 24, 2023</p>	<p>https://bit.ly/NQESHBCluster3</p>
<p>6. Implementation of Coaching and Mentoring for the National Qualifying Examination for NQESH Category B – Cluster 4 VisMin B</p> <p>No. of Participants per Region</p> <p>a. 9 - 18 b. 10 - 42 c. 11 - 204 d. 12 - 162 e. Caraga - 120</p>	<p>December 1, 2023</p>	<p>https://bit.ly/NQESHCluster4</p>

5. For the conduct of the aforementioned activities that will fall on weekends and holidays, the Regional Office and/or Schools Division Office is requested to provide Compensatory Time-Off (CTO) to the participants to compensate for the time rendered.
6. For inquiries and clarifications, please contact **Mr. Daniel A. Mabini** or **Ms. Jhoanna C. Javier**, at telefax no. (02) 8715 9919 or via email at neap.pdd@deped.gov.ph with the subject line *“Region XX Concerns on the Specialized Program for NQESH Categories B and C,”* (e.g., *Region I Concerns on the Specialized Program for NQESH Categories B and C*).
7. Immediate dissemination of and appropriate action on this memorandum is sincerely desired.

Enclosure 1: List of Participants (Validators) and Program Management Team for the Specialized Programs for NQESH Categories B and C

Name	Position	Region
1. Renato N. Felipe Jr.	PSDS	NCR
2. Irene Dayandante	PSDS	5
3. Filmore Caballero	CID Chief	NCR
4. Luz Osmeña	QAD Chief	4A
5. Marylou Argamosa	Principal	5
6. Sarah Ganancial	Principal	6
7. Enerio Ebisa	HRDD Chief	10
8. Eladio Escolano	Principal	NCR
9. Edmund Villareal	Principal	NCR
10. Carina Untalasco	Principal	1
11. Marivic C. Bacud	PSDS	2
12. Maribel M. Ancheta	PSDS	2
13. Severino Morales	EPS	2
14. Jeaz Campano	Principal	3
15. Rosaline Tuble	Principal	3
16. Cesar Mojica	SGOD Chief	4A
17. Elpidia Bergado	CID Chief	4A
18. Lorna Medrano	CID Chief	4A
19. Bernadette Sumagui	Principal	4A
20. Atty. Lovelyn Atienza	Legal Officer	4A
21. Remelyn De Galicia	Accountant	4A
22. Felix Pamaran	ASDS	4B
23. Delfin A. Bondad	PSDS	5
24. Decimo L. Espiritu	Principal	5
25. Roger Z. Rochar	ASDS	6
26. Cherryl Mae Hongcuay	Principal	7
27. Christy Jabonillo	Principal	7
28. Aura Aguilar	Principal	8
29. Diana Flor Eco	Principal	8
30. Jeryl Casilao	Principal	9
31. Roberto D. Napare Jr.	ASDS	10
32. Beth V. Tabanag	SGOD Chief	10
33. Nancy Sumagaysay	EPS	11
34. Arlen Jumamoy	Principal	11
35. Ruel Collong	Principal	12
36. Joseph Estigoy	PSDS	CAR
37. Maria Ruth R. Edradan	Principal II	CARAGA
38. BHROD SED Representative		DepEd CO
39. Planning Service Representative		DepEd CO

Name	Position	Region
40. BHROD HRDD Representative		DepEd CO
Program Management Team		
Name	Position	Region
1. Dr. Jennifer E. Lopez	Director III - OIC Director IV	NEAP CO
2. Dr. Leah B. Apao	Director III	NEAP CO
3. Dr. Marife T. Morcilla	PDO V - Chief	NEAP CO
4. Daniel A. Mabini	SEPS	NEAP CO
5. Guillermo Nikus A. Telan	SEPS	NEAP CO
6. Jhoanna C. Javier	EPS II	NEAP CO
7. Dr. Cristina Monsanto	EPS II	NEAP CO
8. Jessica Kristel Abeleda	PDO II	NEAP CO
9. NEAP QAD Personnel	QAD	NEAP CO
10. Jojet Gabriel	Admin Support	NEAP CO
11. Five (5) PUP Representatives	Resource Persons	PUP

Number of the Regional Program Management Team	
Region	No. of Requested Personnel
NCR	5
CAR	3
1	3
2	3
3	5
4A	3
4B	4
5	4
6	4
7	5
8	4
9	4
10	4
11	4
12	4
Caraga	4