Regional Memorandum
No. 21 s. 2024

LIST OF PARTICIPANTS IN THE TRAINING FOR EXAMINERS AND IT SUPPORT TEAMS ON THE ONLINE SYSTEM FOR THE FY 2023 NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH) ADMINISTRATION

To
Schools Division Superintendents
Chief, Quality Assurance Division
OIC-Chief, Human Resource Development Division
Regional Information Technology Officer
All other concerned

1. With reference to DM-OUHROD-2023-1831, Training for Examiners and IT Support Teams on the Online System for the FY 2023 National Qualifying Examination For School Heads (NQESH) Administration, the Bureau of Human Resource and Organization Development – Human Resource Division (BHROD-HRDD) will conduct a Training for the Examiners and IT Support Teams on the Online System for CALABARZON on January 24-26, 2024 at Bayview, Park Hotel, Ermita, Manila.

2. The activity aims to train the examiners and IT Support Teams who will administer the examination and perform their duties and responsibilities during the administration of the FY 2023 NQESH.

3. Participants in this activity are the following: Quality Assurance Division (QAD) Chief; Human Resource Development Division (HRRDD) Chief; Regional Information Technology Officer (RITO); Identified Chief Examiners; Room Examiners and Roving Proctors from RO and SDOs. (See attached Enclosure for the List of Participants).

4. The participants are required to bring their own laptop computer with the following features:
   1. Either WINDOWS 10 (or higher) or MAC OS 11.1 (or higher)
   2. License and authority to install computer applications
   3. Extension cords
   4. Mobile data allocation in cases Wi-Fi is not available.
5. The program will start at 3:00 PM of Day 1. The participants check-in time on Day 1 is 2:00 PM and check-out time on Day 3 is 3:00 PM.

6. Expenses relative to this activity such as Board and lodging of all the participants shall be charged to BHROD-HRDD using the OPDNTF fund while travel expenses of the participants shall be charged against their respective local funds subject to existing COA, and accounting rules and regulations.

7. Immediate dissemination of this memorandum is earnestly desired.

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

ROQ3
<table>
<thead>
<tr>
<th>No.</th>
<th>Office/SDO</th>
<th>Position</th>
<th>Name</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>OAD Chief</td>
<td>Chief Examiner</td>
<td>Olimenia Liz</td>
<td>OAD-RRDD</td>
</tr>
<tr>
<td>2</td>
<td>OAD Chief</td>
<td>Chief Examiner</td>
<td>Vilmaa Jhansa</td>
<td>OAD-RRDD</td>
</tr>
<tr>
<td>3</td>
<td>OIC-RRDD</td>
<td>Policy Planning and Development Division</td>
<td>Carletta Eiliao</td>
<td>OIC-RRDD Chief</td>
</tr>
<tr>
<td>4</td>
<td>OAD Chief</td>
<td>Quality Assurance Division</td>
<td>Manuel Bunuelin</td>
<td>OAD-RRDD Chief</td>
</tr>
<tr>
<td>5</td>
<td>OAD Chief</td>
<td>Quality Assurance Division</td>
<td>Lopez Elena</td>
<td>Education Program Supervisor</td>
</tr>
<tr>
<td>6</td>
<td>OAD Chief</td>
<td>Quality Assurance Division</td>
<td>Arvena Pearlma</td>
<td>Education Program Supervisor</td>
</tr>
<tr>
<td>7</td>
<td>OAD Chief</td>
<td>Quality Assurance Division</td>
<td>Tomodelen Loda</td>
<td>Education Program Supervisor</td>
</tr>
<tr>
<td>8</td>
<td>OAD Chief</td>
<td>Quality Assurance Division</td>
<td>Pope Bryan</td>
<td>Education Program Supervisor</td>
</tr>
<tr>
<td>9</td>
<td>OAD Chief</td>
<td>Quality Assurance Division</td>
<td>Gamina Nadia</td>
<td>Education Program Supervisor</td>
</tr>
<tr>
<td>10</td>
<td>OAD Chief</td>
<td>Development Division</td>
<td>Legas Donnie</td>
<td>Education Program Supervisor</td>
</tr>
<tr>
<td>12</td>
<td>SDRS-HRD</td>
<td>Human Resource Human Resource</td>
<td>Gonzales Marita</td>
<td>Development Division</td>
</tr>
<tr>
<td>13</td>
<td>SDRS-HRD</td>
<td>Human Resource Human Resource</td>
<td>Sanzay Ronalyn</td>
<td>Development Division</td>
</tr>
<tr>
<td>14</td>
<td>SDRS-HRD</td>
<td>Human Resource Human Resource</td>
<td>Martin Regine</td>
<td>Development Division</td>
</tr>
<tr>
<td></td>
<td>SDRS-HRD</td>
<td>Human Resource Human Resource</td>
<td>Ombao Melvin</td>
<td>Development Division</td>
</tr>
</tbody>
</table>

FY 2023 National Qualifying Examination for School Heads (NQESH) Administration
Endorsement: List of Participants in the Team for Examiners and IT Support Teams on the Online System for the
<table>
<thead>
<tr>
<th>Province</th>
<th>City</th>
<th>Office/Division</th>
<th>First Name</th>
<th>Last Name</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laguna</td>
<td>Larena City</td>
<td>Schools Division Office 10</td>
<td>32</td>
<td>Adrian</td>
<td>32</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Schools Division Office 10</td>
<td>33</td>
<td>Baitie</td>
<td>33</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Schools Division Office 10</td>
<td>34</td>
<td>Regino</td>
<td>34</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Schools Division Office 10</td>
<td>35</td>
<td>Porteza</td>
<td>35</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Schools Division Office 10</td>
<td>36</td>
<td>Jerson</td>
<td>36</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Schools Division Office 10</td>
<td>37</td>
<td>Delamoro</td>
<td>37</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Schools Division Office 10</td>
<td>38</td>
<td>Castaño</td>
<td>38</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Schools Division Office 10</td>
<td>39</td>
<td>Lepes</td>
<td>39</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Schools Division Office 10</td>
<td>40</td>
<td>Lopez</td>
<td>40</td>
</tr>
</tbody>
</table>

Additional columns in the table include: Province, City, Office/Division, First Name, Last Name, and Telephone.
<table>
<thead>
<tr>
<th>Province</th>
<th>City</th>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cavite</td>
<td>Province</td>
<td>Administrative Officer</td>
<td>Roberto Luis</td>
</tr>
<tr>
<td>Cebu</td>
<td>Province</td>
<td>Administrative Officer</td>
<td>John Mark</td>
</tr>
<tr>
<td>Camarines</td>
<td>Province</td>
<td>Administrative Officer</td>
<td>Pauline Mane</td>
</tr>
<tr>
<td>Batangas</td>
<td>Province</td>
<td>Administrative Officer</td>
<td>John Justin</td>
</tr>
<tr>
<td>Batangas</td>
<td>City</td>
<td>Administrative Officer</td>
<td>Richard</td>
</tr>
<tr>
<td>Batangas</td>
<td>Province</td>
<td>Administrative Officer</td>
<td>Bencio</td>
</tr>
<tr>
<td>Batangas</td>
<td>Province</td>
<td>Schools Division</td>
<td>Rey Alexis</td>
</tr>
<tr>
<td>Batangas</td>
<td>Province</td>
<td>Schools Division</td>
<td>Mark Joshua</td>
</tr>
<tr>
<td>Batangas</td>
<td>Province</td>
<td>Schools Division</td>
<td>Chien Javer</td>
</tr>
<tr>
<td>Batangas</td>
<td>Province</td>
<td>Schools Division</td>
<td>Mark Brayson</td>
</tr>
<tr>
<td>Batangas</td>
<td>Province</td>
<td>Schools Division</td>
<td>Valerie</td>
</tr>
<tr>
<td>Cainta</td>
<td>Province</td>
<td>Administrative Officer</td>
<td>John Carlo</td>
</tr>
<tr>
<td>Cainta</td>
<td>Province</td>
<td>Administrative Officer</td>
<td>Del Rosario</td>
</tr>
<tr>
<td>Cainta</td>
<td>Province</td>
<td>Administrative Officer</td>
<td>Solita</td>
</tr>
<tr>
<td>Cainta</td>
<td>Province</td>
<td>Administrative Officer</td>
<td>Del Cassia</td>
</tr>
<tr>
<td>Cainta</td>
<td>Province</td>
<td>Administrative Officer</td>
<td>Castillo</td>
</tr>
<tr>
<td>Cainta</td>
<td>Province</td>
<td>Administrative Officer</td>
<td>Castillo</td>
</tr>
<tr>
<td>Cainta</td>
<td>Province</td>
<td>Administrative Officer</td>
<td>Castillo</td>
</tr>
<tr>
<td>Cainta</td>
<td>Province</td>
<td>Administrative Officer</td>
<td>Castillo</td>
</tr>
<tr>
<td>Cainta</td>
<td>Province</td>
<td>Administrative Officer</td>
<td>Castillo</td>
</tr>
<tr>
<td>Cainta</td>
<td>Province</td>
<td>Administrative Officer</td>
<td>Castillo</td>
</tr>
</tbody>
</table>
MEMORANDUM
DM-OUHROD-2023-83

TO: ALL REGIONAL DIRECTORS

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

SUBJECT: TRAINING OF TRAINERS FOR EXAMINERS AND IT SUPPORT TEAMS ON THE ONLINE SYSTEM FOR THE FY 2023 NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH) ADMINISTRATION

DATE: 28 November 2023

In preparation for the administration of the FY 2023 National Qualifying Examination for School Heads (NQESH), the Bureau of Human Resource and Organization Development - Human Resource Development Division (BHROD-HRDD) will be conducting a Training for the Room Examiners and IT Support Teams on the Online System for the NQESH starting December 2023 until January 2024. Attached are the details and schedule for each region (see Annex A).

The activity aims to train trainers who will capacitate Regional and Schools Division personnel on the features and functionality of the examination platform and site requirements and procedures in order administer the examination and perform their duties and responsibilities during the administration of the FY 2023 NQESH efficiently and effectively.

The participants in this activity are the following:

1. Quality Assurance Division (QAD) Chief or representative
2. Human Resource Development Division (HRDD) Chief or representative
3. Regional Information Technology Officer (RITO)
4. Identified Chief Examiners (1 per examination site)
5. Identified Room Examiners (1 per examination site)
6. Identified Roving Proctors (4 per examination site)

In identifying the Examiners and Roving Proctors, please be guided on the following qualifications and considerations:
A. Chief Examiner
✓ Must be digitally literate, agile, and attentive to details.
✓ Familiar and/or with knowledge on NQESH administrative and logistical operation.
✓ Preferably an incumbent Chief in the Regional Office or assigned NQESH Coordinators of QAD & HRDD.

B. Room Examiner
✓ Must be tech-savvy, digitally literate, agile, attentive to details, and can provide desktop support.
✓ Preferably an incumbent Senior Education Program Specialist, Education Program Supervisor, Public Schools Division Supervisor, or Chief. Priority shall be given to the Senior Education Program Specialist of the Human Resource Section in the Schools Division Office.

C. Lead Roving Proctor
✓ Preferably the Information Technology Officer (ITO) in the Regional Office.
✓ For regions with more than one (1) examination sites, the ITOs in the Schools Division Offices shall be assigned to the other sites.

D. Roving Proctor
✓ Preferably IT personnel/staff in the Region, SDO ITOs or School IT coordinators

Both the roving proctors and examiners must:
1. Not be eligible to take the NQESH
2. Not retiring in the next two (2) years
3. Not related to any of the examinees to the second degree of consanguinity and affinity
4. Have intermediate knowledge on computer applications and trustworthy
5. Can facilitate RO/SDO training.

Participants in the activity are required to bring their own laptop computer with the following features:

1. Either WINDOWS 10 (or higher) or MAC OS 11.1 (or higher)
2. License and authority to install computer applications
3. Extension cords
4. Mobile data allocation in cases Wi-Fi is not available.

Regional Office proper shall send the list of confirmed participants to bhrod.hrrd@deped.gov.ph cc: fatima.angeles@deped.gov.ph in excel format, using the template below:

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>OFFICE</th>
<th>SEX</th>
<th>MOBILE NO.</th>
<th>EMAIL ADDRESS</th>
<th>NQESH ROLE</th>
</tr>
</thead>
</table>

Regional Office No: ____________________________
Notations:

1. Travel Expenses of the participants shall be charged against their respective local funds.
2. All expenses of the DepEd Central Office team, including Board and lodging of all participants and management team, shall be charged to BHROD-HRDD using the OPDNTF fund.
3. All expenses shall be subject to existing COA and accounting rules and regulations.
4. Check-in time: 2:00 PM; Check-out time: 1:00 PM.
5. Program will start at 3:00 PM of Day 1.

Board and lodging details:

<table>
<thead>
<tr>
<th></th>
<th>Breakfast</th>
<th>AM snack</th>
<th>Lunch</th>
<th>PM snack</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day 1</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Day 2</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Day 3</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

For questions and clarifications, please contact Ms. Fatima Angeles of BHROD-HRDD through telephone number (02) 8470-6630 or email at fatima.angeles@deped.gov.ph.

Thank you very much for your continued support.
# ANNEX A

Training of Trainers for Examiners and IT Support Teams on the Online System for the FY 2023 National Qualifying Examination for School Heads (NQESH) Administration

<table>
<thead>
<tr>
<th>CLUSTER</th>
<th>VENUE</th>
<th>SCHEDULED DATES</th>
<th>REGION</th>
<th>PARTICIPANTS</th>
<th>No of Pax</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>QAD CHIEF OR REP</td>
<td>HRDD CHIEF OR REP</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>DECEMBER 2023</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Swiss-Belhotel Bluane</td>
<td>December 3-5, 2023</td>
<td>REGION 3</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>METRO MANILA</td>
<td>December 5-7, 2023</td>
<td>NCR</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>MIMAROPA</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>REGION 5</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>DECEMBER 2023</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Crown Regency Mactan</td>
<td>December 11-13, 2023</td>
<td>REGION 6</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>CEBU CITY</td>
<td>December 13-15, 2023</td>
<td>REGION 8</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>REGION 7</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>REGION 9</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>JANUARY 2024</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>CHALI RESORT</td>
<td>January 8-10, 2024</td>
<td>REGION 10</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>CAGAYAN DE ORO</td>
<td></td>
<td>CARAGA</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>JANUARY 2024</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>HORIZON SUITES,</td>
<td>January 17-19, 2023</td>
<td>REGION 11</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>GENERAL SANTOS CITY</td>
<td></td>
<td>REGION 12</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>JANUARY 2024</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>METRO MANILA</td>
<td>January 22-24, 2023</td>
<td>CAR</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>REGION 1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>REGION 2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>METRO MANILA</td>
<td>January 24-26, 2023</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>CALABARZON</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>
ADVISORY
03 January 2024

In reference to DM-OUHROD-2023- 1831 dated 28 November 2023 titled Training of Trainers for Examiners and IT Support Teams on the Online System for the FY 2023 National Qualifying Examination for School Heads (NQESH) Administration, please be informed on the following details and administrative arrangements:

<table>
<thead>
<tr>
<th>CLUSTER/REGION</th>
<th>SCHEDULE</th>
<th>VENUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cluster 7 (Regions 10 &amp; 13)</td>
<td>January 8-10, 2023</td>
<td>Chali Beach &amp; Resort Brgy. Cugman, Cagayan De Oro City</td>
</tr>
<tr>
<td>Cluster 1 (Regions 1, 2 and CAR)</td>
<td>January 22-24, 2023</td>
<td>Bayview Park Hotel Ermita, Manila</td>
</tr>
<tr>
<td>Cluster 3 (Regions 4A)</td>
<td>January 24-26, 2023</td>
<td></td>
</tr>
</tbody>
</table>

In addition, preliminaries and program will start on Day 2, thus Day 1 will be dedicated to check-in of participants.

For questions and clarifications, please contact Ms. Fatima Angeles of BHROD-HRDD through telephone no. 02) 8470-6630 or email at fatima.angeles002@deped.gov.ph.

For your information and appropriate action.

Atty. RESTY C. OSIAS, LL.M., CESO IV
Director IV, BHRODA