QAD-RM-2024-21

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

10 January 2023

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 (HRDD) 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 OPDNTP 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

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Enclosure - 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

No.	Name		Position	Office/SDO	NQESH Role
1	Osmena	Luz	QAD Chief	Quality Assurance Division	QAD Chief
2	Ulpina	Jisela	OIC- HRDD Chief	Human Resource Development Division	OIC-HRDD Chief
3	Garcia	Elino	OIC- PPRD Chief	Policy, Planning and Development Division	Chief Examiner
4	Manuel	Buenalyn	Education Program Supervisor	Quality Assurance Division	Chief Examiner
5	Lopez	Elena	Education Program Supervisor	Quality Assurance Division	Chief Examiner
6	Aytona	Emelia	Education Program Supervisor	Quality Assurance Division	Chief Examiner
7	Tomelden	Loida	Education Program Supervisor	Quality Assurance Division	Chief Examiner
8	Pobe	Bryan	Education Program Supervisor	Human Resource Development Division	Chief Examiner
9	Gaton	Nadina	Education Program Supervisor	Human Resource Development Division	Chief Examiner
10	Lago	Donna	Education Program Supervisor	Human Resource Development Division	Chief Examiner
11	Malonzo	Mark Anthony	SEPS- HRDD	Human Resource Development Division	Room Examiner
12	Gonzales	Marita	SEPS-Human Resource Development	SDO Rizal Province	Room Examiner
13	Salazar	Ronalyn	SEPS-Human Resource Development	SDO Cavite Province	Room Examiner
14	Marino	Regina	SEPS-Human Resource Development	SDO Quezon Province	Room Examiner

No.	Last Name	First Name	Office/Designation	Location	Role
15	De Sagun	Evelyn	SEPS-Human Resource Development	SDO Batangas Province	Room Examiner
16	Ortega	Enrico	OIC SEPS-Human Resource Development	SDO Laguna Province	Room Examiner
17	Tayona	Arlene	SEPS-Human Resource Development	SDO Antipolo City	Room Examiner
18	Cabiles	Mary Joy	SEPS-Human Resource Development	SDO Binan City	Room Examiner
19	Valenzuela	Rey	Regional ITO	RO -ICT Unit	Regional ITO
20	Dela Torre	Glenda	EPS II-Human Resource Development	Human Resource Development Division	Proving Proctor
21	Damian	Joseph	Administrative Assistant III	Human Resource Development Division	Proving Proctor
22	Tolentino	Maria Florabel	Schools Division Office ITO	Antipolo City	Proving Proctor
23	Valeroso	Julie Boy	Schools Division Office ITO	Bacoor City	Proving Proctor
24	Ebora	Dandy	Schools Division Office ITO	Batangas City	Proving Proctor
25	Catapat	Ernani	Schools Division Office ITO	Batangas Province	Proving Proctor
26	Ramos	Lester	Schools Division Office ITO	Binan City	Proving Proctor
27	Sulsona	Rodel	Schools Division Office ITO	Calamba City	Proving Proctor
28	Cabaya	Lara Vey	Schools Division Office ITO	Cavite Province	Proving Proctor
29	Antig	Jayson	Schools Division Office ITO	Cavite City	Proving Proctor
30	Adao	Carlou	Schools Division Office ITO	Dasmarinas City	Proving Proctor
31	Adelan	June Bence	Schools Division Office ITO	Imus City	Proving Proctor
32	Advento	Avelyn	Schools Division Office ITO	Laguna	Proving Proctor
33	Balita	Jun Patrick	Schools Division Office ITO	Lipa City	Proving Proctor
34	Rogelio	Cristina	Schools Division Office ITO	Lucena City	Proving Proctor
35	Porteza	Wilbert	Schools Division Office ITO	Quezon Province	Proving Proctor
36	Durusan	John Raymond	Schools Division Office ITO	Rizal Province	Proving Proctor
37	Baldemoro	Felipe	Schools Division Office ITO	San Pablo City	Proving Proctor
38	Leosala	Lyka Jane	Schools Division Office ITO	San Pedro City	Proving Proctor
39	Fabella	Jason	Schools Division Office ITO	Sta. Rosa City	Proving Proctor
40	Lopez	Ritchel	Schools Division Office ITO	Tanauan City	Proving Proctor

41	Valencia	Mark Bryan	Schools Division Office ITO	Tayabas City	Proving Proctor
42	Cabungcal	Chem Jayder	Schools Division Office ITO	Cabuyao City	Proving Proctor
43	Animas	Mark Joshua	Schools Division Office ITO	General Trias City	Proving Proctor
44	Malabanan	Rey Alexis	Schools Division Office ITO	Sto. Tomas City	Proving Proctor
45	Buena	June Augustine	Administrative Officer II	Antipolo City	Proving Proctor
46	Mallanao	Richard	Administrative Officer II	Antipolo City	Proving Proctor
47	Castillo	Jhon Justene	Administrative Officer II	San Pablo City	Proving Proctor
48	De Galicia	Pauline Mae	Administrative Officer II	San Pablo City	Proving Proctor
49	Soliga	John Mark	Administrative Officer II	Cavite Province	Proving Proctor
50	Del Rosario	Roberto Luis	Administrative Officer II	Cavite Province	Proving Proctor
51	Berdos	John Carlo	Administrative Officer II	Santa Rosa City	Proving Proctor

MEMORANDUM
DM-OUHROD-2023- 1831

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:

Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

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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.hrdd@deped.gov.ph cc: fatima.angeles@deped.gov.ph in excel format, using the template below:

Regional Office No: _____

NAME	POSITION	OFFICE	SEX	MOBILE NO.	EMAIL ADDRESS	NQESH ROLE

Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

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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 OPDNTP 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:

	Breakfast	AM snack	Lunch	PM snack	Dinner
Day 1			✓	✓	✓
Day 2	✓	✓	✓	✓	✓
Day 3	✓	✓	✓		

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

CLUSTER	VENUE	SCHEDULED DATES	REGION	PARTICIPANTS						No of Pax
				QAD CHIEF OR REP	HRDD CHIEF OR REP	CHIEF EXAMINER	ROOM EXAMINER	REGIONAL ITO	ROVING PROCTOR	
DECEMBER 2023										
2	Swiss-Belhotel Blulane METRO MANILA	December 3-5, 2023	REGION 3	1	1	7	7	1	28	45
			NCR	1	1	3	3	1	12	21
4	METRO MANILA	December 5-7, 2023	MIMAROPA	1	1	4	4	1	16	27
			REGION 5	1	1	5	5	1	20	33
DECEMBER 2023										
5	Crown Regency Mactan CEBU CITY	December 11-13, 2023	REGION 6	1	1	4	4	1	16	27
			REGION 8	1	1	4	4	1	16	27
6		December 13-15, 2023	REGION 7	1	1	6	6	1	24	39
			REGION 9	1	1	5	5	1	20	33
JANUARY 2024										
7	CHALI RESORT CAGAYAN DE ORO	January 8-10, 2024	REGION 10	1	1	3	3	1	12	21
			CARAGA	1	1	4	4	1	16	27
JANUARY 2024										
8	HORIZON SUITES, GENERAL SANTOS CITY	January 17-19, 2023	REGON 11	1	1	4	4	1	16	27
			REGION 12	1	1	4	4	1	16	27
JANUARY 2024										
1	METRO MANILA	January 22-24, 2023	CAR	1	1	2	2	1	8	15
			REGION 1	1	1	6	6	1	24	39
			REGION 2	1	1	4	4	1	16	27
3	METRO MANILA	January 24-26, 2023	CALABARZON	1	1	8	8	1	32	51

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:

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

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, LLM., CESO IV
Director IV, BHROD

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