





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

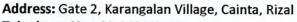
To Schools Division Superintendents
Chief, Quality Assurance Division
OIC-Chief, Human Resource Development Division
Regional Information Technology Officer
All other concerned

- 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 NOESH.
- 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.









Telephone No.: 02-8682-2114

Email Address: region4a@deped.gov.ph

Website: depedcalabarzon.ph



- 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 🔎

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

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Regina		Ronalyn		Marita		Mark Anthony		Donna		Nadina	•	Bryan	1	Loida		Emelia	:	Elena	!	Buenalyn		Elino		Jisela		Luz		Name	
Development	SEPS-Human Resource	Development	SEPS-Human Resource	Development	SEPS-Human Resource	SEPS- HRDD		Education Program Supervisor		Education Program Supervisor		Education Program Supervisor		Education Program Supervisor		OIC- PPRD Chief		OIC- HRDD Chief		QAD Chief		Position							
SDO Ouezon Province		SDO Cavite Province		SDO Rizal Province	- 1	Development Division	Human Resource	Development Division	Human Resource	Development Division	Human Resource	Development Division	Human Resource	Division	Quality Assurance	Development Division	Policy, Planning and	Development Division	Human Resource	Division	Quality Assurance	Office/SDO	THE PERSON NAMED ASSESSMENT OF						
Room Evaminer		Room Examiner		Room Examiner		Room Examiner		Chief Examiner		Chief Examiner		Chief Examiner		Chief Examiner		Chief Examiner		Chief Examiner		Chief Examiner		Chief Examiner		Chief	OIC-HRDD	QAD Chief		NQESH Role	

15	De Sagun	Evelyn	SEPS-Human Resource Development	SDO Batangas Province
			OIC SEPS-Human Resource	
16	Ortega	Enrico	Development	SDO Laguna Province
			SEPS-Human Resource	
17	Tayona	Arlene		SDO Antipolo City
			SEPS-Human Resource	
18	Cabiles	Mary Joy	Development	SDO Binan City
19	Valenzuela	Rey	Regional ITO	RO -ICT Unit
			EPS II-Human Resource	Human Resource
20	Dela Torre	Glenda	Development	Development Division
		•		Human Resource
21	Damian	Joseph	Administrative Assistant III	Development Division
22	Tolentino	Maria Florabel	Schools Division Office ITO	Antipolo City
23	Valeroso	Julie Boy	Schools Division Office ITO	Bacoor City
24	Ebora	Dandy	Schools Division Office ITO	Batangas City
25	Catapat	Ernani	Schools Division Office ITO	Batangas Province
26	Ramos	Lester	Schools Division Office ITO	Binan City
27	Sulsona	Rodel	Schools Division Office ITO	Calamba City
28	Cabaya	Lara Vey	Schools Division Office ITO	Cavite Province
29	Antig	Jayson	Schools Division Office ITO	Cavite City
30	Adao	Carlou	Schools Division Office ITO	Dasmarinas City
31	Adelan	June Bence	Schools Division Office ITO	Imus City
32	Advento	Avelyn	Schools Division Office ITO	Laguna
33	Balita	Jun Patrick	Schools Division Office ITO	Lipa City
34	Rogelio	Cristina	Schools Division Office ITO	Lucena City
35	Porteza	Wilbert	Schools Division Office ITO	Quezon Province
36	Durusan	John Raymond	Schools Division Office ITO	Rizal Province
37	Baldemoro	Felipe	Schools Division Office ITO	San Pablo City
38	Leosala	Lyka Jane	Schools Division Office ITO	San Pedro City
39	Fabella	Jason	Schools Division Office ITO	Sta. Rosa City
40	Lopez	Ritchel	Schools Division Office ITO	Tanauan City

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	Del Rosario	Soliga	De Galicia	Castillo	Mallanao	Buena	Malabanan	Animas	Cabungcal	Valencia
	Roberto Luis	John Mark	Pauline Mae	Jhon Justene	Richard	June Augustine	Rey Alexis	Mark Joshua	Chem Jayder	Mark Bryan
A 3 : - : - : - : Off : II	Administrative Officer II	Schools Division Office ITO								
)	Cavite Province	Cavite Province	San Pablo City	San Pablo City	Antipolo City	Antipolo City	Sto. Tomas City	General Trias City	Cabuyao City	Tayabas City
Dunaina Dunatan	Proving Proctor	Proving Proctor	Proving Proctor	Proving Proctor	Proving Proctor	Proving Proctor				



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM DM-OUHROD-2023- 1831

TO

: 11.

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:







oc. Ref. Code	DM-OUHROD	Rev	00
Effectivity	03.23.23	Page	1 of 3



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:

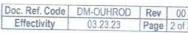
Regional Office No: _

NAME	POSITION	OFFICE	SEX	MOBILE NO.	EMAIL ADDRESS	NQESH











Notations:

- 1. Travel Expenses of the participants shall be charged against their respective
- 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:

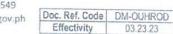
	Breakfast	AM snack	Lunch	PM snack	Dinner
Day 1			✓	/	
Day 2	V	1	V	/	
Day 3	✓ ×	V	√		

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

Thank you very much for your continued support.









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Page 3 of 3

ANNEXA

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

						PARTICIPANTS	PANTS			
CLUSTER	VENUE	SCHEDULED DATES	REGION	QAD CHIEF OR REP	HRDD CHIEF OR REP		CHIEF ROOM EXAMINER EXAMINER	REGIONAL	ROVING	No of Pax
DECEM	DECEMBER 2023									
0		December 3-5, 2023	REGION 3			7	7	1	28	45
	Swiss-Belhotel Blulane		NCR	-	-	8	3	T	12	21
4	METRO MANILA	December 5-7, 2023	MIMAROPA	П	-	4	4	1	16	27
			REGION 5		1	5	5	1	20	33
DECEMI	DECEMBER 2023									
ιΩ		December 11,13 2022	REGION 6			4	4	1	16	27
	Crown Regency Mactan		REGION 8	1	1	4	4	1	16	27
9	CEBU CITY	December 13.15 2023	REGION 7	1		9	9	-	24	39
		704 (24 24 104 104 104 104 104 104 104 104 104 10	REGION 9	1	-	10	10	1	20	33
JANUARY 2024	tY 2024									
7	CHALIRESORT	200 01.8 vacince	REGION 10	1		3	3	1	12	21
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00	HORIZON SUITES,	Cene 01 11 menue	REGON 11	1		4	4	1	16	27
	GENERAL SANTOS CITY	2017 (CT 77) 7053	REGION 12			4	4	1	16	27
JANUARY 2024	Y 2024									
			CAR	1	1	2	2	1	00	15
₩	METRO MANILA	January 22-24, 2023	REGION 1	1	1	9	9	1	24	39
And a second sec			REGION 2	П	1	4	4	1	16	27
m	METRO MANILA	Jamuary 24-26, 2023	CALABARZON	Н	1	80	co	1	32	51
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Republika ng Dilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

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
Cluster 3 (Regions 4A)	January 24-26, 2023	Ermita, Manila

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. DSIAS, LLM., CESO IV

Director IV, BHROD

