



HRDD-URM-2024-183

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

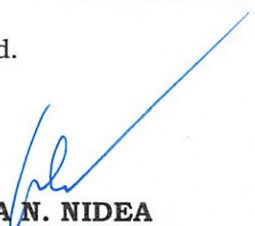
10 September 2024

**Unnumbered Memorandum**

**OCULAR VISIT OF PRINTING FACILITIES RELATIVE TO  
THE WRITTEN ASSESSMENT FOR FY 2021  
NQESH CATEGORY B**

To: **Schools Division Superintendents  
SDO Calamba City and SDO Lipa City**

1. Per the attached letter from the Office of the Undersecretary for Human Resource and Organizational Development, this Office promptly informs the concerned personnel for the scheduled ocular visit of the printing facilities of SDO Calamba City on September 12, 2024, and SDO Lipa City on September 13, 2024.
2. Authorized representatives from the SDOs are requested to meet and discuss possible assistance and requirements needed for the printing of booklets and answer sheets.
3. Travel, per diem, and other incidental expenses of personnel concerned relative to this activity shall be charged to RO/SDO local funds (MOOE) subject to the usual auditing and accounting rules of the government.
4. For further information, you may refer to the enclosed letter addressed to this Office.
5. To facilitate proper and direct coordination, your assigned personnel can contact Ms. Fatima Angeles at (02)8470-6630, (0951) 160-8740 or email at fatima.angeles002@deped.gov.ph.
6. Should there be queries pertaining to this matter, please get in touch with Ms. Jisela N. Ulpina, or Mr. Mark Anthony R. Malonzo through email at [hrd.calabarzon@deped.gov.ph](mailto:hrd.calabarzon@deped.gov.ph).
7. Immediate response on this Memorandum is earnestly expected.

  
**LOIDA N. NIDEA**  
Director III  
Officer-in-Charge  
Office of the Regional Director

06/ROH4/ROH1



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# Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

09 September 2024

**ATTY. ALBERTO T. ESCOBARTE**

Regional Director  
DepEd Region IV-A

**Dear Atty. Escobarte,**

The Department of Education through the Bureau of Human Resource and Organizational Development – Human Resource Development Division (BHROD-HRDD) and National Educators Academy of the Philippines – Professional Development Division (NEAP-PDD) will conduct the **Evaluation and Certification of FY 2021 NQESH Category B** in support DepEd Memorandum No. 13, s. 2024 titled “Administration of the FY 2023 National Qualifying Examination for School Heads (NQESH) for School Heads”.

Part of the Evaluation and Certification process and following the learning phase, a post learning written assessment will be administered which will require printing of booklets and answer sheets.

In view of this, we kindly request your permission to conduct a site visit of the printing facilities of the following Schools Division Offices on the specified date:

1. SDO Calamba City - September 12, 2024
2. SDO Lipa City – September 13, 2024

Representatives from BHROD-HRDD, headed by Ms. Cecille A. Anyayahan, Project Development Officer V and two (2) of her staff will meet with the authorized representative of the Schools Division Offices to discuss the possible assistance needed and requirements for the printing of booklets and answer sheets.

For more information, your staff may contact Ms. Fatima Angeles at (02)8470-6630, (0951) 160-8740 or email address: fatima.angeles002@deped.gov.ph.

We hope this request will merit your approval.

Thank you.

Very truly yours,

**WILFREDO E. CABRAL**

Regional Director  
Officer-in-Charge, Office of the Undersecretary  
Human Resource and Organizational Development



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