



Republic of the Philippines  
Department of Education  
CARAGA REGION



October 4, 2023

REGIONAL MEMORANDUM  
No. 0958, s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS  
This Region

ADDENDUM TO THE CONDUCT OF ACTIVITIES FOR THE DEVELOPMENT OF  
SPECIALIZED TRAINING PROGRAMS FOR THE NATIONAL QUALIFYING  
EXAMINATION FOR SCHOOL HEADS (NQESH) CATEGORIES B AND C

1. The field is hereby informed of the additional information relating to the Conduct of Activities for the Development of Specialized Training Programs for the National Qualifying Examination for School Heads (NQESH) Categories B and C.
2. Preferential attention is directed to the attached Advisory of the DepEd-National Educators Academy of the Philippines dated October 2, 2023 in reference to DM-OUHROD-2023-1103, specifically on the dates and venue of the program implementation.
3. For NQESH Category B, the participants refer to the "coachees and/or mentees" who are registered in the Coaching and Mentoring program at the SDO level.
4. For the ensuing program implementation for school heads, SDOs thru the Human Resource Development Senior Education Program Specialists or his/her representative shall accomplish the Profile of NQESH Category A, B and C school heads (**Enclosure 1**) and submit the document (in MSWord file) to the Regional Office Human Resource Development Division via email [hrdd\\_caraga@deped.gov.ph](mailto:hrdd_caraga@deped.gov.ph) not later than **October 5, 2023**.
5. All other items in the previous Memorandum remain as stated.
6. For queries, please contact Maria Ruth R. Edradan at [hrdd\\_caraga@deped.gov.ph](mailto:hrdd_caraga@deped.gov.ph) cc: [maria.edradan@deped.gov.ph](mailto:maria.edradan@deped.gov.ph).



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2023-10-14923

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7. Immediate dissemination of and appropriate action on this Memorandum is highly desired.

  
**MARIA INES C. ASUNCION**  
Director III  
Officer-in-Charge  
Office of the Regional Director

Encl/s.: As stated  
Reference/s: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

COMPETENCY

EMPLOYEE

PERFORMANCE

HRDD/mrre  
10/4/2023



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Enclosure 1 to RM No. 0988, s. 2023

**PROFILE OF TARGET PARTICIPANTS**

Schools Division Office: \_\_\_\_\_

NQESH Category: \_\_\_\_\_

| Region | Division | School Name | School ID | Name | Position Level<br>(Teacher I – III, Master Teacher I – IV, Principal I – IV, etc.) | Grade Level Taught | Specialization<br>(College and Graduate Studies) | Actual subject/s taught | Years in the current position | Sex | Age | Civil Status | Religion | Are you a Person with Disability?<br>(YES/NO) | Are you a member of an Indigenous Group?<br>(YES/NO) | Are you a solo parent?<br>(YES/NO) | DepEd Email Address |
|--------|----------|-------------|-----------|------|------------------------------------------------------------------------------------|--------------------|--------------------------------------------------|-------------------------|-------------------------------|-----|-----|--------------|----------|-----------------------------------------------|------------------------------------------------------|------------------------------------|---------------------|
|        |          |             |           |      |                                                                                    |                    |                                                  |                         |                               |     |     |              |          | If yes, please specify:                       | If yes, please specify:                              |                                    |                     |
|        |          |             |           |      |                                                                                    |                    |                                                  |                         |                               |     |     |              |          |                                               |                                                      |                                    |                     |
|        |          |             |           |      |                                                                                    |                    |                                                  |                         |                               |     |     |              |          |                                               |                                                      |                                    |                     |
|        |          |             |           |      |                                                                                    |                    |                                                  |                         |                               |     |     |              |          |                                               |                                                      |                                    |                     |
|        |          |             |           |      |                                                                                    |                    |                                                  |                         |                               |     |     |              |          |                                               |                                                      |                                    |                     |
|        |          |             |           |      |                                                                                    |                    |                                                  |                         |                               |     |     |              |          |                                               |                                                      |                                    |                     |

Prepared by: \_\_\_\_\_

PRINTED NAME AND SIGNATURE

Position: \_\_\_\_\_



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**Republic of the Philippines**  
**Department of Education**  
**NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES**

**02 October 2023**

## **ADVISORY**

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" released dated 6 September 2023, please be guided of the following additional information on the dates and venue of the program implementation:

a. Coaching and Mentoring of the NQESH Category B

| <b>Title of the Activity</b>                                                     | <b>Target Date</b>            | <b>Venue</b>                       |
|----------------------------------------------------------------------------------|-------------------------------|------------------------------------|
| A. Validation of the Training Resource Package                                   | October 9 – 13, 2023          | Baguio Teacher's Camp, Baguio City |
| B. Orientation of the Resource Speakers and the Regional Program Management Team | October 24 – 26, 2023         | Baguio Teacher's Camp, Baguio City |
| C. Implementation – Cluster 1 Luzon A                                            | November 20 – 24, 2023        | Baguio Teacher's Camp, Baguio City |
| D. Implementation – Cluster 2 Luzon B                                            | January 15 – 19, 2024         | Baguio Teacher's Camp, Baguio City |
| E. Implementation – Cluster 3 Visayas and Mindanao A                             | January 29 – February 2, 2024 | to be announced                    |
| F. Implementation – Cluster 4 Visayas and Mindanao B                             | February 19 – 23, 2024        | to be announced                    |

- For the Validation of the Training Resource Package, check-in time is at 2:00 p.m. while the Opening Program is at 3:00 p.m. on October 9, 2023 (Monday). The check-out time is at 12:00 nn on October, Friday.

| <b>Meals</b>     | <b>October 9<br/>Monday</b> | <b>October 10<br/>Tuesday</b> | <b>October 11<br/>Wednesday</b> | <b>October 12<br/>Thursday</b> | <b>October 13<br/>Friday</b> |
|------------------|-----------------------------|-------------------------------|---------------------------------|--------------------------------|------------------------------|
| <b>Breakfast</b> |                             | ✓                             | ✓                               | ✓                              | ✓                            |
| <b>AM Snack</b>  |                             | ✓                             | ✓                               | ✓                              | ✓                            |
| <b>Lunch</b>     |                             | ✓                             | ✓                               | ✓                              | ✓                            |
| <b>PM Snack</b>  | ✓                           | ✓                             | ✓                               | ✓                              |                              |
| <b>Dinner</b>    | ✓                           | ✓                             | ✓                               | ✓                              |                              |

**Address:** 2/F Mabini Building, DepEd Complex, Meralco Avenue, Pasig City 1600  
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- For the Orientation of the Resource Speakers and the Regional Program Management Team, the board and lodging and other incidental expenses of the DepEd participants shall be charged against FY 2023 Funds of NEAP – PDD, while their travel expenses shall be charged against their respective HRD or local funds subject to accounting rules and regulations.
- The check in time is at 2:00 pm, while the Opening Program is at 3:00 pm on October 23, 2023, Monday. The check-out time will be at 12:00 noon on October 26, 2023, Thursday.

| Meals     | October 23<br>Monday | October 24<br>Tuesday | October 25<br>Wednesday | October 26<br>Thursday |
|-----------|----------------------|-----------------------|-------------------------|------------------------|
| Breakfast |                      | ✓                     | ✓                       | ✓                      |
| AM Snack  |                      | ✓                     | ✓                       | ✓                      |
| Lunch     |                      | ✓                     | ✓                       | ✓                      |
| PM Snack  | ✓                    | ✓                     | ✓                       |                        |
| Dinner    | ✓                    | ✓                     | ✓                       |                        |

- For the program implementation, the board and lodging and other incidental expenses of all the participants shall be charged against FY 2023 Funds of NEAP – PDD, while the travel expenses of the Regional PMT and the participants shall be charged against their respective HRD or local funds subject to accounting rules and regulations.
- The check in time is at 2:00 p.m. on the Monday of the week specified in the DM-OUHROD-2023-1103 and the Opening Program is at 3:00 p.m. The check-out time is at 12:00 nn on the Friday afternoon of the specified week.

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

**b. Intensive Leadership Training for NQESH Category C**

- A separate advisory will be released on the dates and venue of the validation, orientation, and implementation of this program as the materials development is currently underway. As the materials are targeted to be accomplished in



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January 2024, the ILT program implementation is targeted to be conducted in the second quarter of 2024.

These guidelines also aim to clarify instructions from the previous memorandum:

- The Validation of the Training Resource Package shall be attended by the identified personnel from the Central Office, Regional Offices, and Schools Division Offices who will serve as the validators. Please refer to Enclosure 1 of DM-OUHROD-2023-1103 for the complete list of the participants.
- The Regional Program Management Team (RPMT) is expected to be present in the activities starting from the Orientation of the Resource Speakers onward.
- The participants in the implementation of both programs are the ones identified in DM 100, s 2022 titled "Results of the Fiscal Year 2021 National Qualifying Examination for School Heads" with a total number of 2, 096 participants for Category B and 1, 667 participants for Category C. For Category B, the participants refer to the "coachees and/or mentees" who are registered in the Coaching and Mentoring program at the SDO level. Please refer to the table below for the specific numbers:

| Activity                            | Participants |            |
|-------------------------------------|--------------|------------|
|                                     | Participants | NEAP R PMT |
| Implementation – Cluster 1 Luzon A  | NCR - 122    | NCR - 5    |
|                                     | CAR - 10     | CAR - 3    |
|                                     | 1 - 14       | 1 - 3      |
|                                     | 2 - 30       | 2 - 3      |
|                                     | 3 - 118      | 3 - 5      |
|                                     | 4B - 101     | 4A - 3     |
|                                     | 5 - 105      | 4B - 4     |
|                                     |              | 5 - 4      |
| Implementation – Cluster 2 Luzon B  | NCR - 4      | NCR - 5    |
|                                     | 4A - 496     | CAR - 3    |
|                                     |              | 1 - 3      |
|                                     |              | 2 - 3      |
|                                     |              | 3 - 5      |
|                                     |              | 4A - 3     |
|                                     |              | 4B - 4     |
|                                     |              | 5 - 4      |
| Implementation – Cluster 3 VisMin A | NCR - 73     | 6 - 4      |
|                                     | 6 - 105      | 7 - 5      |
|                                     | 7 - 166      | 8 - 4      |
|                                     | 8 - 69       | 9 - 4      |
|                                     |              |            |



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|                                     |                                                                                  |                                                                                                   |
|-------------------------------------|----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
|                                     | 9 - 137                                                                          | 10 - 4<br>11 - 4<br>12 - 4<br>Caraga - 4                                                          |
| Implementation – Cluster 4 VisMin B | <b>Participants</b><br>9 - 18<br>10 - 42<br>11 - 204<br>12 - 162<br>Caraga - 120 | <b>NEAP R PMT</b><br>6 - 4<br>7 - 5<br>8 - 4<br>9 - 4<br>10 - 4<br>11 - 4<br>12 - 4<br>Caraga - 4 |

For further questions and concerns, you may 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,"* (ex. *Region I Concerns on the Specialized Program for NQESH Categories B and C*).

For your guidance and compliance.

**DR. JENNIFER E. LOPEZ**

Director III

OIC – Office of the Director IV

National Educators Academy of the Philippines