



Republic of the Philippines
Department of Education
CARAGA REGION



January 2, 2024

REGIONAL MEMORANDUM

No. 0004, s. 2024

To: SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
This Region

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

1. In preparation for the administration of the FY 2023 National Qualifying Examination for School Heads (NQESH), the Bureau of Human Resource and Organizational 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 on January 8-10, 2024 at Chali Resort, Cagayan de Oro City.
2. 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 to administer the examination and perform their duties and responsibilities during the administration of the FY 2023 NQESH efficiently and effectively.
3. The participants in the activity are required to bring their laptop computer with the following features:
 - 3.1 Either WINDOWS 10 (or higher) or MAC OS 11.1 (or higher);
 - 3.2 License and authority to install computer applications;
 - 3.3 Extension cords; and
 - 3.4 Mobile data allocation in cases WIFI is not available.
4. Travel Expenses of the participants shall be charged against their respective local funds. All expenses shall be subject to existing COA and accounting rules and regulations.
5. The participants in this activity are the Regional Technical Working Group (RTWG) which will administer or facilitate the conduct of FY 2023 NQESH, to wit:
 - 5.1 Chief QAD or representative
 - 5.2 HRDD Chief or representative
 - 5.3 Regional ITO (RITO)
 - 5.4 Identified Chief Examiners

5.5 Identified Room Examiners

5.6 Identified Roving Proctors

4. The list of the Regional Technical Working Group (RTWG) of FY 2023 NQESH is attached.

5. Immediate and wide dissemination of this Memorandum to all concerned is highly desired.

MARIA INES C. ASUNCION

Director III

Officer-In-Charge

Office of the Regional Director

Encl/s.: As stated

Reference/s: DM-OUHROD-2023 - 1831

To be indicated in the Perpetual Index

EXAMINATION

PRINCIPAL'S TEST

QAD/edm

01/02/2024

REGIONAL TECHNICAL WORKING GROUP (RTWG) OF FY 2023 NQESH

NO.	NAME	POSITION	OFFICE	SEX	NQESH ROLE	RO/SDO
1	Marilyn F. Antiquina Alternate: Marygold C. Silao	CES EPS	QAD	Female	QAD Chief	QAD
2	Flordelisa R. Dalin	CES	HRDD	Female	HRDD Chief	HRDD
3	Edmund D. Mendoza	EPS	QAD	MALE	Chief Examiner	QAD
4	Marlyne M. Villareal	EPS	HRDD	Female	Chief Examiner	HRDD
5	Maria Ruth R. Edradan	EPS	HRDD	Female	Chief Examiner	HRDD
6	Roy S. Rele	SEPS	HRDD	Male	Chief Examiner	HRDD
7	Rowena T. Balan	SEPS	SGOD-HRD	Female	Room Examiner	TANDAG CITY
8	Lea S. Sarvida	SEPS	CID	Female	Room Examiner	SURIGAO CITY
9	Fe M. Puspup	PSDS	CID	Female	Room Examiner	BUTUAN CITY
10	Gladys M. Enso	EPS II	SGOD-HRD	Female	Room Examiner	AGUSAN DEL SUR
11	Marcelino M. Ahon	ITO I	RO ICTU	Male	Regional ITO	RO - ICT UNIT
12	Bobby Y. Corpuz	PDO II	CID - LRMS	Male	Roving Proctor	CABADBARAN CITY
13	Nerison S. Pitogo	CP II	RO ICTU	Male	Roving Proctor	RO - ICT UNIT
14	Winston C. Eben	CMT	RO ICTU	Male	Roving Proctor	RO - ICT UNIT
15	Eugene Godfrey Saarenas	ITO I	OSDS - ICTU	Male	Roving Proctor	AGUSAN DEL NORTE
16	Marian P. Tonjoc	ITO I	OSDS - ICTU	Female	Roving Proctor	BAYUGAN CITY
17	Christopher P. Jabagat	ITO I	OSDS - ICT	Male	Roving Proctor	BISLIG CITY
18	Christopher John T. Mortal	ITO I	OSDS - ICTU	Male	Roving Proctor	BUTUAN CITY
19	Kristian Dior A. Layno	ITO I	OSDS - ICTU	Male	Roving Proctor	CABADBARAN CITY
20	Eric C. Olasiman	ITO I	OSDS - ICTU	Male	Roving Proctor	DINAGAT ISLANDS
21	John Eric A. Jabines	ITO I	OSDS - ICTU	Male	Roving Proctor	SIARGAO
22	Kevin Adrian M. Rosas	ITO I	OSDS - ICTU	Male	Roving Proctor	SURIGAO CITY
23	Marvin G. Minguillan	ITO I	OSDS - ICTU	Male	Roving Proctor	SURIGAO DEL SUR
24	Cheryl Q. Delena	ITO I	OSDS - ICTU	Female	Roving Proctor	TANDAG CITY
25	Barry Jessie B. Digol	ITO I	OSDS - ICTU	Male	Roving Proctor	SURIGAO DEL NORTE
26	Nino Ree Jayme	ITO I	OSDS - ICTU	Male	Roving Proctor	AGUSAN DEL SUR
27	Belly Ray O Vinson	ICT	OSDS - ICTU	Male	Roving Proctor	AGUSAN DEL SUR



Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

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:

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

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:

	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		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	REGION 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
3	METRO MANILA	January 24-26, 2023	REGION 2	1	1	4	4	1	16	27
			CALABARZON	1	1	8	8	1	32	51