



14206

Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

December 4, 2023

REGIONAL MEMORANDUM

No. **1352** s. 2023

**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**

To: Schools Division Superintendents
Regional Office Division Chiefs
All Others Concerned

1. In reference to the Memorandum DM-OUHROD-2023-1831 re: Training of Trainers for Examiners and IT Support Teams on the Online system for the FY 2023 NQESH Administration, this Office, through the Quality Assurance Division (QAD) in coordination with the Human Resource Development Division (HRDD) announces the participation of the following personnel to the said activity that will be conducted at Crown Regency Mactan, Cebu City on December 11-13, 2023:

NAME	POSITION	OFFICE	NQESH ROLE
HARVIE VILLAMOR	Chief	HRDD	Chief Examiner
SONNY S. TAYUM	EPS	QAD	Monitor
ALEJANDRA B. LAGUMBAY	Chief	ESSD	Chief Examiner
RITA R. DIMAKILING	Chief	PPRD	Chief Examiner
JIM ALBERT LAGADO	RITO	ICTU-ORD	Lead Roving Proctor
MERCEDES SARMIENTO	Chief	FTAD	Room Examiner
RIZI MAE CODAL	SEPS-HR	SGOD, Maasin City	Room Examiner
BART JEFFERSON PACOMA	SEPS-HR	SGOD, Samar	Room Examiner
CHARISSE MAUREEN MALTOS	SEPS	HRDD	Room Examiner
CLARK DAVE ARANTE	SEPS	HRDD	Room Examiner
RYAN TIU	EPS	CLMD	Room Examiner
GARY BALLON	ITO	SDO, Calbayog City	Lead Roving Proctor
ALVIN SOSMENIA	ITO	SDO, Ormoc City	Lead Roving Proctors
DOMINGO N. PAYOD JR.	ITO	SDO, Eastern Samar	Lead Roving Proctor
MA. CORAZON C. MASTELERO	ITO	SDO, Samar	Roving Proctor
MA. TRINIDAD CARMELA TORRES	ITO	SDO, Tacloban City	Roving Proctor



NAME	POSITION	OFFICE	NOQESH ROLE
RODERICK ABELLAR	ITO	SDO, Borongan City	Roving Proctor
ROLANDO LUCENECIO JR.	ITO	SDO, Northern Samar	Roving Proctor
MARY ROSE BOLLIDO	ITO	SDO, Leyte	Roving Proctor
JORDAN JAMORALIN	EPS 2	SDO, Biliran	Roving Proctor
MARICHU C. PONGASI	ITO	SDO, Maasin City	Roving Proctor
JOEL K. QUILANTANG	ITO	SDO, So. Leyte	Roving Proctor
ALADAN NIERRAS	SEPS M&E	SDO, Biliran	Roving Proctor
RENE ANDUJAR	ITO	SDO, Baybay City	Roving Proctor
FELIMON REY CORPIN	ITO	SDO, Biliran	Roving Proctor
ABE JOY CABERO	ITO	SDO, Catbalogan City	Roving Proctor
MIKKO DUERO	Programmer	ICTU, ORD	Roving Proctor

2. The participants in the activity are required to bring their own laptop computer with the following features:

- a. Either WINDOWS 10 (or higher) or MAC OS 11.1 (or higher)
- b. License and authority to install computer applications
- c. Extension cords
- d. Mobile data allocation in cases WI-FI is not available.

3. The activity will start at 3:00 PM of Day 1. Thus, all participants are expected to be at the venue on or before lunch time of the same day. The first meal is lunch of Day 1 and the last meal is lunch of Day 3. The check in time is 2:00 PM and check out is 1:00 PM.

4. The travel expenses of the participants shall be charged against their respective local funds while board and lodging to the BHRD-HRDD fund subject to the usual auditing and accounting rules and regulations.

5. Immediate and wide dissemination of this Memorandum are enjoined.


EVELYN R. FETALVERO, CESO IV
 Regional Director

Enclosures: None

References: As stated

To be indicated in the Perpetual Index under the following subjects

ASSESSMENT CAPABILITY BUILDING TRAINING

QAD-SST





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 bnrod.hrdd@deped.gov.ph cc: latima.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 NCR MIMAROPA REGION 5	1	1	7	7	1	1	1	1	28	45	
4		December 5-7, 2023		1	1	3	3	1	1	1	1	12	21	
				1	1	4	4	1	1	1	1	16	27	
				1	1	5	5	1	1	1	1	20	33	
DECEMBER 2023														
5	Crown Regency Mactan CEBU CITY	December 11-13, 2023	REGION 6 REGION 8 REGION 7 REGION 9	1	1	4	4	1	1	1	1	16	27	
				1	1	4	4	1	1	1	1	16	27	
				1	1	6	6	1	1	1	1	24	39	
				1	1	5	5	1	1	1	1	20	33	
JANUARY 2024														
7	CHALI RESORT CAGAYAN DE ORO	January 8-10, 2024	REGION 10 CARAGA	1	1	3	3	1	1	1	1	12	21	
				1	1	4	4	1	1	1	1	16	27	
JANUARY 2024														
8	HORIZON SUITES, GENERAL SANTOS CITY	January 17-19, 2023	REGION 11 REGION 12	1	1	4	4	1	1	1	1	16	27	
				1	1	4	4	1	1	1	1	16	27	
JANUARY 2024														
1	METRO MANILA	January 22-24, 2023	CAR REGION 1 REGION 2	1	1	2	2	1	1	1	1	8	15	
				1	1	6	6	1	1	1	1	24	39	
				1	1	4	4	1	1	1	1	16	27	
3	METRO MANILA	January 24-26, 2023	CALABARZON	1	1	8	8	1	1	1	1	32	51	