



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

01
DIVISION OF CAGAYAN DE ORO CITY
RELEASED
DATE: JAN 05 2024

Office of the Schools Division Superintendent

January 5, 2024

MEMORANDUM

TO: **JAMES ROBERTO Z. SIJO**
Information Technology Officer I

**DISSEMINATION OF MEMORANDUM NO OUHROD-2023-1831
(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)**

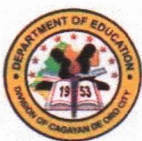
1. Pursuant to Regional Memo No. 814 s.2023, you are hereby directed to attend the Training of Trainers for Examiners and IT Support Teams on the Online System for the FY 2023 National Qualifying Examination for School Heads (NQESH) Administration at Chali Beach Resort, Zone 3, Old Road, Cugman, Cagayan de Oro City on January 8-10, 2024.
2. Attached is the said memorandum for your reference.
3. Travel and other allowable expenses shall be charged to local funds, subject to the established accounting and auditing rules and regulations.
4. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of age, gender, sexual orientation, disability, religion, and ethnicity.
5. Immediate and widest dissemination of this memorandum is enjoined.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As indicated
Reference: none
To be indicated in the Perpetual Index
under the following subjects:

NQESH

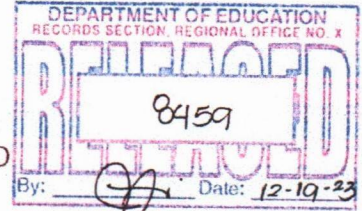
JRS/ITO
January 5, 2024



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
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Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO



December 15, 2023

REGIONAL MEMORANDUM
 No. 0814, s. 2023

DISSEMINATION OF MEMORANDUM NO. OUHROD-2023-1831
 (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
 Assistant Schools Division Superintendents
 All Others Concerned

- Relative to the attached **Memorandum DM-OUHROD-2023-1831** 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**, 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 for Region 10 and Caraga regions at **Chali Beach Resort, Zone 3, Old Road, Cugman, Cagayan de Oro City** on **January 8-10**.
- 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 to administer the examination and perform their duties and responsibilities during the administration of the FY 2023 NQESH efficiently and effectively.
- The official participants are as follows:

Name	Position	Division
1. Rogelio C. Evangelista	Chief ES	Quality Assurance Division (QAD)
2. Enerio. E. Ebisa, PhD	Chief ES	Human Resources Development Division (HRDD)
3. Reinante Noel N. Pelagio	EPS/Chief Examiner	QAD
4. Marivic D. Labitad, PhD	EPS/Chief Examiner	QAD
5. Gina F. Labitad, PhD	EPS/Chief Examiner	HRDD
6. Rebecca P. Postrano	EPS/Chief Examiner	HRDD
7. Mark Gabule	EPS/Room Examiner	HRDD
8. Michael Dave Tan	EPS/Room Examiner	HRDD
9. Ranie O. Villamin	EPS/Room Examiner	HRDD



DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
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 Department of Education Region 10
 region10@deped.gov.ph
 http://deped10.com





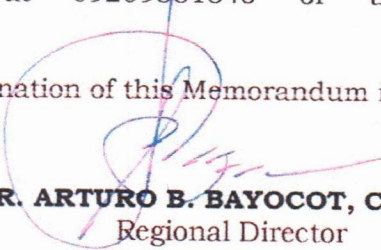
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REGION X – NORTHERN MINDANAO

Office of the Regional Director

10. Jessie James O. Yapao	SEPS/Room Examiner	Bukidnon
11. Renel Jay Quirit, PhD	Regional ITO	ORD-ICT
12. Ralph Simon Mabulay	Computer Programmer II	ORD-ICT
13. Dennis Carl Fuentes	Computer Maintenance Technologist I	ORD-ICT
14. Daryl Rhey Macario	ITO 1	Bukidnon
15. Elson Jamero	ITO 1	Camiguin
16. James Sijo	ITO 1	Cagayan de Oro
17. Sherrie Rayos-Dungog	ITO 1	El Salvador City
18. Julius B. Baldeovar	ITO 1	Gingoog City
19. Cesar Bastida	ITO 1	Gingoog City
20. Florderick Velarde	ITO 1	Lanao del Norte
21. Paul Arias	ITO 1	Malaybalay City
22. Valerie Anne Intong	ITO 1	Misamis Occidental
23. Freddiejun Delig	ITO 1	Misamis Oriental
24. Argie Lumasag	ITO 1	Oroquieta City
25. Reggie Cathedral	ITO 1	Ozamiz City
26. Alden Antonio	ITO 1	Tangub City
27. Moises Bacasma	ITO 1	Valencia City

4. The participants' board and lodging shall be charged to BHROD-HRDD using the OPDNTF fund while the participants' travel and other allowable expenses shall be charged to local funds, subject to the established accounting and auditing rules and regulations. First meal to be served is lunch on January 8 (Day 1) and the last meal will be lunch on January 10 (Day 3). Further, accommodation will start at 2:00 PM on Day 1. For any clarifications or inquiries, all concerned may contact EPS Reinante Noel N. Pelagio at 09209581846 or through email at qad.region10@deped.gov.ph.

5. Immediate and wide dissemination of this Memorandum is desired.


DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ATCH: As stated

To be indicated in the Perpetual Index
under the following subjects:
M&E NQESH

QAD/noel



DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
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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.

NNEX 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

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