DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE - CAR

RELEASED

JAN 15 2024

BY: _____ TIME 3:35

15 JAN 2024

REGIONAL MEMORANDUM
No. 025.2024

PARTICIPANTS TO THE TRAINING OF TRAINERS FOR EXAMINERS AND IT SUPPORT TEAMS ON THE ONLINE SYSTEM FOR THE FY 2023 NATIONAL QUALIFYING EXAMINATIONS FOR SCHOOL HEADS (NQESH) ADMINISTRATION

To: Assistant Regional Director
        All Schools Division Offices
        All Others Concerned

1.   Relative to the 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" on January 22-24, 2024 at Bayview Park Hotel, Ermita, Manila, the identified RO and SDO participants with their respective roles are as follows:

Name	Office	Participant Role
Rosita C. Agnasi	DepEd CAR – HRDD	HRDD Chief
Ethielyn E. Taqued	DepEd CAR – QAD	QAD Chief
Romulo B. Basa	DepEd CAR – QAD	Chief Examiner
Dexter B. Andres	DepEd CAR – HRDD	Chief Examiner
Sasha Joseph L. Daganos	DepEd CAR – HRDD	Room Examiner
Ester L. Gallotan	DepEd CAR – QAD	Room Examiner
Jumar B. Yago-an	DepEd CAR – ICTU-ORD	Regional ITO
Marlou B. Borja	SDO Abra	Roving Proctor
Iyalee D. Manaysay	SDO Apayao	Roving Proctor
Harris G. Dizon Jr.	SDO Baguio City	Roving Proctor
Eric S. Wanson	SDO Benguet	Roving Proctor
Richard L. Butale	SDO Ifugao	Roving Proctor
Michelle E. Alagoy	SDO Kalinga	Roving Proctor
Loida Elaine G. Tibong	SDO Mt. Province	Roving Proctor
Allan S. Dumalsin	SDO Tabuk City	Roving Proctor

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.   Participants in the activity are required to bring their own laptop 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.

4.   Participants are advised to check in before 2:00pm on Monday January 22, 2024 and check out at 1:00pm on Wednesday January 24, 2024. Board and lodging details are as follows:

Dates	Breakfast	AM Snack	Lunch	PM Snack	Dinner
Jan 22			✓	✓	✓
Jan 23	✓	✓	✓	✓	✓
Jan 24	✓	✓	✓		

5.   Travel expenses including per diem of participants shall be charged to respective local funds, subject to the usual accounting, budgeting, and auditing rules and regulations.

6.   For queries and clarifications, please contact the Human Resource Development Division (HRDD) OIC Chief Rosita C. Agnasi via 09071734621 or through the email address car.neapr@deped.gov.ph.

7.   Immediate dissemination of and strict compliance with this memorandum is directed.

ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV / Regional Director

/HRDD/RCA/DeAn
Participants To The Training Of Trainers For Examiners And It Support Teams On The Online System For The FY 2023 National Qualifying Examinations For School Heads (NQESH) Administration

ADVISORY

03 January 2024

In reference to DM-OUHROD-2023- 1831 dated 28 November 2023 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*, please be informed on the following details and administrative arrangements:

CLUSTER/REGION	SCHEDULE	VENUE
Cluster 7 (Regions 10 & 13)	January 8-10, 2023	Chali Beach & Resort Brgy. Cugman, Cagayan De Oro City
Cluster 1 (Regions 1, 2 and CAR)	January 22-24, 2023	Bayview Park Hotel Ermita, Manila
Cluster 3 (Regions 4A)	January 24-26, 2023	

In addition, preliminaries and program will start on Day 2, thus Day 1 will be dedicated to check-in of participants.
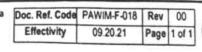
For questions and clarifications, please contact Ms. Fatima Angeles of BHROD-HRDD through telephone no. 02) 8470-6630 or email at fatima.angeles002@deped.gov.ph.

For your information and appropriate action.

Atty. RESTY C. OSIAS, LLM., CESO IV
Director IV, BHROD

Address: Room 102 Rizal Bldg., DepEd Complex, Meralco Ave., Pasig City, Metro Manila
Telephone Nos.: 863-7205
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Website: https://www.deped.gov.ph

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MEMORANDUM
DM-OUHROD-2023- /831

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:

DepED
MATATAG

Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

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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

DepED
MATATAG

Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

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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 OPDNTP 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	REGON 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	Jamuary 24-26, 2023	CALABARZON	1	1	8	8	1	32	51