



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

April 22, 2022

No. 235 s. 2022

**SCHOOLS DIVISION TECHNICAL WORKING GROUP (SDTWG) ON THE
CONDUCT OF THE 2021 NATIONAL QUALIFYING EXAMINATION FOR
SCHOOL HEADS (NQESH)**

To: Ass. Schools Division Superintendent
SGOD Chief
CID Chief
PRME
HRMO
Division ITO
Division Cashier

1. This is in reference to Regional Memorandum No. 033, s. 2022, dated April 18, 2022, re: Conduct of the 2021 National Qualifying Examination for School Heads (NQESH)
2. For guidance in the application process and other matters relative to the conduct of the 2021 NQESH, SDO – Technical Working Group shall be institutionalized.
3. Below, is the Schools Division Technical Working Group (SDTWG) for ready reference:

Chairperson	ASDS Basilio P. Mana-ay, Jr.
Vice-Chairperson	Xavier S. Fuentes
Division NQESH Coordinator	Eleser D. Mateo
Members	Sollie B. Oliver Beverly S. Daugdaug Stephen R. Pascual Rosario B. Diamante
Designated Evaluators	Eleser D. Mateo Myhrra Faye Ll. Bontia
Secretariat and Focal Office	Cecile C. Uy - PRME

4. The SDTWG shall have the following responsibilities:
 1. Oversee the overall direction, administration, and supervision of the 2021 NQESH in the Division, in accordance with the national policies and guidelines and regional issuances.
 2. The SDTWG Chairperson shall be the official and authorized signatory of all Division issuances and documents related to the conduct of the 2021 NQESH.
 3. The SDTWG Vice Chairperson shall assume the functions of the Chairperson in his absence.

4. Do the proper coordination with the RTWG regarding the direction, preparation, administration, and supervision of the test.
 5. In-charge of the information dissemination to all examinees and the conduct of the division orientations to all personnel involved in the administration of the test. This shall be led by the Division Coordinator with the assistance of the Secretariat and the Focal Office.
 6. The SDO ITO shall ensure that all applicants are issued with an official DepEd email account prior to the online registration, and/or activate the DepEd email accounts in case of applicants with existing accounts.
 7. The SDO ITO shall provide the necessary technical support in the use and simulation of the NQESH Online Application System (NQESH-OAS)
 8. The SDO Cashier shall receive payment of Examination Fees of Three Hundred Fifty Pesos (Php350.00) from the qualified test takers.
 9. The SDO Evaluators (Members) shall evaluate the qualification of the applicants and the completeness and authenticity of the documents submitted by the applicants and issue the system generated COEs through the NQESH-OAS.
 10. Assist the RTWG and shall perform other tasks as may be assigned in aid of the successful conduct of the 2021 NQESH.
5. Other details of the said activity are found in the enclosure.
6. For information, dissemination, and compliance.



CRISTY C. EPE
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED

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BY: _____