



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

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**

**OSDS-2024-015**

To : FERDINAND C. MAGDADARO  
Project Development Officer I

Subject : ATTENDANCE TO TRAINING OF TRAINERS FOR EXAMINERS AND IT  
SUPPORT TEAMS ON THE ONLINE SYSTEM FOR NQESH  
ADMINISTRATION

Date : January 12, 2023

Attached is the Regional Memorandum dated January 2, 2024, regarding the Training of Trainers for Examiners and IT Support Teams on the Online System for NQESH Administration. This training is scheduled to take place from January 17-19, 2024, at Horizon Suites, General Santos City.

In light of the unavailability of our Division IT Officer, Mr. Stephen Pascual, who is unable to attend the training, you are requested to represent our division at this significant event.

Travel expenses for the participants will be charged against local funds, subject to the usual accounting and auditing rules and regulations.

For your information and compliance.

*Melanie P. Estacio*  
**MELANIE P. ESTACIO**  
OIC – Schools Division Superintendent

DepEd Schools Division of Digos City  
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Republic of the Philippines  
**Department of Education**  
DAVAO REGION

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Office of the Regional Director

**REGIONAL MEMORANDUM**  
HRDD-2024-001

To : Schools Division Superintendents  
Chief Education Supervisors, QAD, CLMD, and HRDD

Subject: TRAINING OF TRAINERS FOR EXAMINERS AND IT  
SUPPORT TEAMS ON THE ONLINE SYSTEM  
FOR NQESH ADMINISTRATION

Date : January 02, 2024

This has reference to Memorandum DM-OUHROD-2023-1831, dated November 28, 2023 on 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 on January 17-19, 2024 at Horizon Suites, General Santos City.

Anent to this, the list of participants to attend the training, and other relevant details are found in the enclosures.

Travel expenses of the participants shall be charged against local funds of their respective offices while the expenses of DepEd Central Office team for board and lodging shall be charged to BHROD-HRDD using the OPDNTF Fund, subject to the usual accounting and auditing rules and regulations.

Immediate dissemination of this Memorandum is desired.

**REBONFAMIL R. BAGUIO**  
Director III  
Officer-In-Charge  
Office of the Regional Director

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Address: F. Torres St., Davao City (8000)  
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Republic of the Philippines  
**Department of Education**  
DAVAO REGION

Office of the Regional Director

Enclosure No. 1

Training of Trainers for Examiners and IT Support Teams on the  
Online System for the FY 2023 NQESH

No.	NAME	OFFICE	NQESH ROLE
1.	<b>HERMINIA A. BANTIDING</b>	RO XI-CLMD	Coordinator
2.	<b>MARIANE B. TUBO</b>	RO XI-HRDD	Coordinator
3.	<b>JANICE T. GAMALONG</b>	RO XI-AD	Chief Examiner
4.	<b>ALFEO B. INGAY</b>	RO XI-QAD	Chief Examiner
5.	<b>DARLY D. LAMENTAC</b>	RO XI-QAD	Room Examiner
6.	<b>POCHOLO C. HERNANDEZ</b>	RO XI-ITO	Lead Roving Proctor
7.	<b>JASHUA C. WONG</b>	RO XI-ITO	Roving Proctor
8.	<b>JUSTIN BRYLLE C. VILLARIAS</b>	RO XI-PAU	Roving Proctor
9.	<b>GAELBERT BANLUTA</b>	SGOD-Davao City	Roving Proctor
10.	<b>DENNIS C. ALCANO</b>	SGOD- Davao De Oro	Room Examiner
11.	<b>BOB DYLAN MILABAT</b>	SGOD- Davao De Oro	Roving Proctor
12.	<b>JOAN ETURMA</b>	SGOD- Davao De Oro	Roving Proctor
13.	<b>PAUL ARSOLON</b>	SGOD- Davao Del Norte	Roving Proctor
14.	<b>MARIO C. MONDEJAR</b>	SGOD- Davao Del Sur	Chief Examiner
15.	<b>ARIEL VILLAREAL</b>	SGOD- Davao Del Sur	Roving Proctor
16.	<b>JAMES ROBERT FIRMAN</b>	SGOD- Davao Occidental	Roving Proctor
17.	<b>FRANCISVIC ALICANDO</b>	SGOD- Davao Oriental	Roving Proctor
18.	<b>STEPHEN PASCUAL</b>	SGOD- Digos City	Roving Proctor
19.	<b>KEVIN MILO</b>	SGOD- IGACOS	Roving Proctor
20.	<b>EVANGELINE C. BONGCAC</b>	SGOD- IGACOS	Room Examiner
21.	<b>NICK ANTONIO</b>	SGOD- Mati City	Roving Proctor
22.	<b>MARNY BULAC</b>	SGOD- Mati City	Roving Proctor
23.	<b>AILEEN B. ANONUEVO</b>	SGOD- Panabo City	Chief Examiner
24.	<b>TYRON DUJALI</b>	SGOD- Panabo City	Roving Proctor
25.	<b>PETER B. MLJARES</b>	SGOD- Panabo City	Roving Proctor
26.	<b>ARIAN AIME ABATAYO</b>	SGOD- Tagum City	Roving Proctor
27.	<b>EDUARD MARK A. BAUTISTA</b>	SGOD- Tagum City	Room Examiner



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Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

### MEMORANDUM

DM-OUHROD-2023-1821

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

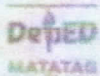
In preparation for the administration of the FY 2023 National Qualifying Examination for School Heads (NQESH), the Bureau of Human Resource and Organization Development - Human Resource Development Division (BHROD-HRDD) will be conducting a Training for the Room Examiners and IT Support Teams on the 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:



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600  
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549  
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Effectivity	03.23.23	Page	1 of 3





**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](mailto:bhrod.hrdd@deped.gov.ph) cc: [fatima.angeles@deped.gov.ph](mailto: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:**

	<b>Breakfast</b>	<b>AM snack</b>	<b>Lunch</b>	<b>PM snack</b>	<b>Dinner</b>
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](mailto: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	
<b>DECEMBER 2023</b>										
2	Swiss-Belhotel Biulane 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
<b>DECEMBER 2023</b>										
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
<b>JANUARY 2024</b>										
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
<b>JANUARY 2024</b>										
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
<b>JANUARY 2024</b>										
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