



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

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**

SGOD-2024- 269

To: : Assistant Schools Division Superintendent  
 Division Chiefs  
 Education Program Supervisors  
 Public Schools District Supervisors

Attention:

- Stephen Pascual – ITO
- Clarence Pillerin – PSDS
- Ronald Dedace – SEPS
- Jem Boy Cabrella – EPS
- Marjun Rebosquillo – SEPS
- Cherrie Anne B. Bohol - EPS
- Jessrael Bengil - AO II
- Ferdinand Magdadaro - PDO I

Subject : **EXAMINATION SITE MANPOWER FOR FY 2023 NATIONAL QUALIFYING EXAM FOR SCHOOL HEADS**

Date : May 3, 2024

This is in reference to the Regional Memorandum HRDD-2024-124 dated May 2, 2024, signed by Rebonfamil R. Baguio, Director III, re: **Examination Site Manpower for FY 2023 National Qualifying Exam for School Heads**. Please be informed on your participation and attendance in the Timelines on the Conduct of the FY 2023 National Qualifying Examination for School Heads. Further details and other information are found in the enclosures.

The expenses for food during the conduct of the activities related to the administration of FY 2023 NQESH shall be charged against the Program Support Fund downloaded to the Regional Office. Travel and accommodation expense that will be incurred by the Examiners, Lead Proctors, Roving Proctors, Administrative Staff, and Regional Monitors shall be charged against the registration fee, subject to the usual accounting and auditing rules and regulations. Shall

In addition, as per DepEd Order No. 53, s. 2003 and CSC and DBM joint Circular No. 2 s. 2004, teaching and non-teaching personnel shall be given service credits and Compensatory Time-Off (CTO) for services rendered during holidays or weekends specifically on May 4-5, 19 and 26, 2024.

Immediate dissemination and strict compliance of this Memorandum is directed.

Schools Division of Digos City

RECORDS SECTION

**RECEIVED**  
 24-120552  
 MAY 03 2024  
 DATE: TIME: 3:20

Enclosed: As stated  
 SGOD/jsa

*Melanie Pestacio*  
**MELANIE PESTACIO, PhD, CESO VI**  
 OIC- Schools Division Superintendent

*3/24*





Republic of the Philippines  
**Department of Education**  
DAVAO REGION

**Office of the Regional Director**

**REGIONAL MEMORANDUM**

HRDD-2024-124

To : Assistant Regional Director  
Schools Division Superintendents

Subject: EXAMINATION SITE MANPOWER FOR FY 2023 NATIONAL  
QUALIFYING EXAM FOR SCHOOL HEADS

Date : May 2, 2024

This has reference to RM-HRDD-2024-119 on the Timelines on the Conduct of the FY 2023 National Qualifying Examination for School Heads. Attached is the list of participants and matrix of activity. Further details and other information are found in the enclosures.

The expenses for food during the conduct of the activities related to the administration of FY 2023 NQESH shall be charged against the Program Support Fund downloaded to the Regional Office. The travel and accommodation expense that will be incurred by the examiners, Lead Proctors, Roving Proctors, Administrative Staff, and Regional Monitors shall be charged against the registration fee, subject to the usual accounting and auditing rules and regulations. Personnel within Davao City are entitled to reimburse the actual travel only.

In addition, as per DepEd Order No. 53, s. 2003 and CSC and DBM Joint Circular No. 2, s. 2004, teaching and non-teaching personnel shall be given service credits and Compensatory Time-Off (CTO) for services rendered during holidays or weekends specifically on May 4-5, 19 and 26, 2024.

Immediate and wide dissemination of this Memorandum is desired.

**ALLAN G. FARNAZO**

By the Authority of the Regional Director Director IV

**REBONFAMIL R. BAGUIO**

Director III 02 MAY 2024

Enclosed: As Stated.

ROH5/mbt



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Enclosure 2- Platform Technical Specifications for NQESH Examiners/Examinees

Items	Minimum	Ideal
Device with functional and visible keyboard keys	Laptop	Laptop (with battery life of 3-4 hours when fully charged)
Operating System (OS)	Windows 10	Windows 11
Processor	Intel Core i5 or Ryzen	Intel Core i5 or Ryzen
RAM	At least 8GB	The higher the better
Available Disk Space (For SEB Installation)	At least 5GB or higher (either HDD/SSD)	At least 120 GB SSD
Available Disk Space (During NQESH)	At least 1GB or higher (either HDD/SSD)	At least 120 GB SSD
User Access Rights	Can install (SEB) and uninstall prohibited application	Administrator Access
Browser to use in launching the test link	Any updated web browser (Google Chrome, Edge, Firefox, Safari, Opera, Brave)	Preferably latest Google Chrome or Edge
Internet Speed	At least 1Mbps	5 Mbps
Safe Exam Browser (SEB) version	More recent version of SEB	Most recent version of SEB

Note:

1. Bring laptop with the above specifications
2. Provide your own Pocket Wifi
3. Bring extension wires.



Republic of the Philippines  
**Department of Education**  
 DAVAO REGION

**Regional Training and IT Support Teams for the FY 2023 Test Administration Online System**  
 May 3-4, 2024

Time	ACTIVITY	PERSON/S RESPONSIBLE
7:00AM-8:00AM	Registration Opening Program	
8:30AM-9:00AM	Preliminaries Acknowledgement of Participants Welcome Message	AVP Isidra B. Despi EPS-HRDD Rebonfamil R. Baguio Asst. Regional Director
9:00 AM-9:15AM	Message Health Break	Nelma Lyn R. Barnija CES-HRDD Allan G. Farnazo Regional Director
Day 1 9:15AM-12:00Noon	Day 1 - Technical Session on NQESH Testing Components 1. People/Roles & Responsibilities 2. Platform (HR Avatar + Tech Specs) 3. Process (Pre-NQESH, NQESH Exam, Post NQESH)	Ailene B. Anonuevo CES SGOD- Panabo City
12:00Noon-1:00PM	Lunch Break	

1:00PM-3:00PM	Examinee Perspective and Showcase Simulation 1. SEB Installation	Pocholo C. Hernandez Regional ITO
3:00 PM-3:15PM	Health Break	
3:15PM - 5:00PM	Examinee Perspective and Showcase Simulation 2. SEB Launching	Gaelbert Banluta ITO- Davao City
Day 2 8:00AM - 9:00AM	Examinee Perspective and Showcase Simulation 3. Q&A Concerns & Trouble shooting Guide 4. Showcase Live Simulation	Jashua C. Wong RO- CP II
9:00AM-9:15AM	Health Break	
9:15AM	Hands on Preliminaries	Stephen Pascual ITO-Digos City
12:00Noon	Lunch Break	
1:00PM-4:00PM	Hands-on Experience	All SDO ITO (Proctors)
4:00PM-5:00PM	Q & A Recap	Pocholo C. Hernandez RO-ITO

Program Management Team:  
 Facilitator: Isidra B. Despi EPS-HRDD  
 Secretariat: Mariane B. Tubo, Hannah N. Manlod,  
 Kirstine B. Yamomo  
 QATAME: Quality Assurance Division

## Examination Site Manpower

	Davao City National High School	Sta. Ana National High School	Sta. Ana Central Elementary School	Magallanes Elementary School	Bolton Elementary School
<b>CO Monitors</b>	Reynier B. Cruz BHROD-HRDD	Jasmine D. Rafon OU for Curriculum & Instruction	Davedinah P. Cometa External Partnership	Jenny Lynn C. Domingo BHROD PD	Janey Rhose S. Diaz BHROD-SED
<b>Regional Technical Working Group</b>	Allan G. Farnazo Director IV	Allan G. Farnazo Director IV	Allan G. Farnazo Director IV	Allan G. Farnazo Director IV	Allan G. Farnazo Director IV
	Rebonfamil R. Baguio Assistant Regional Director	Rebonfamil R. Baguio Assistant Regional Director	Rebonfamil R. Baguio Assistant Regional Director	Rebonfamil R. Baguio Assistant Regional Director	Rebonfamil R. Baguio Assistant Regional Director
	Jenicilito S. Atillo Chief-QAD	Jenicilito S. Atillo Chief-QAD	Jenicilito S. Atillo Chief-QAD	Jenicilito S. Atillo Chief-QAD	Jenicilito S. Atillo Chief-QAD
	Nelma Lyn R. Barnija Chief-HRDD	Nelma Lyn R. Barnija Chief-HRDD	Nelma Lyn R. Barnija Chief-HRDD	Nelma Lyn R. Barnija Chief-HRDD	Nelma Lyn R. Barnija Chief-HRDD
	Pocholo C. Hernandez Regional ITO	Pocholo C. Hernandez Regional ITO	Pocholo C. Hernandez Regional ITO	Pocholo C. Hernandez Regional ITO	Pocholo C. Hernandez Regional ITO
<b>Regional Office Monitors</b>	Mariane B. Tubo EPS II-HRDD	Roy T. Enriquez AO	Aria B. Juanillo .FTAD	Glen L. Villonez EPS-HRDD	Isidra B. Desapi EPS-HRDD
	Loradel L. Baricaua Chief-Finance Division	April P. Bahados RO-Cashier	Lady Red Ivanna M. Drucco RO-AA V	Nila Quiroy Budget Officer	Suzette A. Morales AA V-RO
	Evelyn E. Magno School Head	Welito I. Rosal School Head	Minnie Empasias School Head	Marlou P. de Asis School Head	Rosael N. Longakit School Head
<b>Administrative Support</b>	Princess Fabienne T. Panganiban School Nurse	JACQUELINE TENZO Nurse	Mary Arlene Mosqueda School Nurse	Krisaaint Joy J. Yu School Nurse	Annabelle Selim School Nurse
	Geric D. Del Rosario ICT Focal Person	BENIGNO T. MALARAN ICT Focal	Rona Mac Alegarbes ICT Focal	Warren Roy Bautista ICT Focal	Jeny S. Brown ICT Focal Person
	Kirstine Pheb B. Yamomo ADAS I-RO	Agnes A. Sagsagat EPS II	Luz Tan CES-Davao City	Jonas Piore PSDS-Davao City	Zaldy Nemenzo AO I
	Analyn Navarro Utility	Utility	Utility	Utility	Diocelmic Brigoli Utility
<b>Lead Proctor</b>	Gaelbert Banluta	Stephen Pascual	Bob Dylan Milabat	Jashua Wong	Tyron Dujali
	Francis Vic Alicando	Marny Bulac	Ariel Villareal	Arian Alme Abatayo	Ronmar Jayoma
<b>Roving Proctor</b>	James Robert Firman	Kevin Milo	Jovanie L. Tripulca	Paul Arsolon	John Darwin M. Jaulco
	Patrick Apollo Dalangin	Jessaerl Bengil	Joan Ekturma	Roy R. Barinas	Peter B. Mijares
	Cesar Chicote Jr.	Nick Antonio	Teodoro O. Sapio Jr.	Elvin A. Anajao	Justin Brylle C. Villarias
	Joselito Q. Edong	Ferdinand Magdadaro	Rainmar V. Vendiola	Marisol C. Presores	



**Enclosure 3- Examination Site**

<b>School</b>	<b>Davao City National High School</b>	<b>Sta. Ana National High School</b>
<b>Chief Examiner</b>	Ailene B. Anonuevo Panabo City	CES- Janice T. Gamalong RO- SAO

<b>Room Number</b>	<b>Room Examineer</b>	<b>Room Examineer</b>
1	Herminia Bantiding EPS,RO	Maria Elena Ferido- PSDS, Tagum City
2	Brenda Belonio - EPS,RO	Eduard Mark A. Bautista, SEPS, Tagum City
3	Ronnie S. Mercado -EPS, RO	Maria Fe Sibuan- EPS, Tagum City
4	Jeoffrey L. Bernabe SEPS,RO	Nila Digal- PSDS, Tagum City
5	Joeisa Presbitero - EPS,RO	Francisca Padlan- EPS,Tagum City
6	Mary Jane Mejorada - EPS,RO	Anwar Maadel-SEPS, Tagum City
7	Michael Añoda - EPS,RO	Fritz Bundang- EPSp II-Tagum City
8	Ornido Mugat	Christian Sango- Davao Oriental
9	Maureen Ava B. Acuña EPSpII, RO	Yvette Celmar-EPS, Davao Oriental
10	Clarence Pillerin- PSDS, Digos City	Sara Jane Rabuya- SP II, Davao Oriental
11	Ronald Dedace- SEPS, Digos City	Alan Limbadan- EPSp II,Davao Oriental
12	Jem Boy Cabrella, EPS, Digos City	Djhoane Aguilar EPS,Panabo City
13	Marjun Rebosquillo- SEPS, Digos City	Peter Mijares- EPS, Panabo City
14	Cherry Ann Bohol- EPS, Digos City	Elden D. Orbeta EPS,Panabo City
15	Evangeline C. Bongcac -SEPS, IGACOS	Erick Dalumpines- SEPS, Panabo city
16	Teresita Helgason- EPS, IGACOS	Maria Perpetua Angelita G. Suelto- EPS, Panabo City
17	Darwin Polido- EPS, IGACOS	Maria Nenita G. Tuazon- EPS,Panabo City
18	Jucell Lauron EPSp II, IGACOS	Avelino D. Bitang- PSDS, Panabo City
19	Marites Ungab Davao del Sur	Reynaldo Jr C. Deocampo- PSDS, Panabo City
20	Romulo A. Eliseo- EPS, IGACOS	John B. Visillas- EPS, Panabo City
21	Dennis Alcano - SEPS, Davao de Oro	Jaime C. Carlom -EPS, Panabo City
22	Marnelynjane Bernal- SEPS, Davao de Oro	Rosemarie S. Patriarca- P-IV, Panabo City
23	Analyn Loreto- SEPS, Davao de Oro	Marissa Y. Manginsay PSDS, Panabo City
24	Andy Cabodoc- EPS, Davao de Oro	Elenita Bernales- CES, Davao Occidental
25	Renato Pacpakin- EPS, Davao de Oro	Ernie Agsaulio- EPS, Davao Occidental

**Enclosure 3- Examination Site**

School	Sta. Ana Central Elementary School	Magallanes Elementary School	Bolton Elementary School
Chief Examiner	Alfeo B. Ingay EPS-QAD	Darly D. Lamentac EPS-QAD	Raquel Carbos SAO-Davao del Sur

Room Number	Room Examiner	Room Examiner	Room Examiner
1	Winnie Malanas- SEPS, Davao Occidental	Ruvelyn M. Moreno -EPS,Davao del Sur	Leah C. Saavedra- EPSP II, Davao City
2	Liezel Padua- SEPS, Mati City	Alicia I. Ayuste- EPS,Davao del Sur	Doris Amabelle R. Emperador, EPSP II, Davao City
3	Jaycel Labrador- SEPS, Mati City	Marites U. Abucejo- PSDS,Davao del Sur	Joan B. Galarion- PIC,Davao City
4	Jo Ann Mantog- PSDS, Mati City	Rosalia V. Bautista- EPS,Davao del Sur	Sharwani Belwar Camarines- PIC,Davao City
5	Elifeda Dionio- EPS, Mati City	Flor Ann B. Cosare PSDS, Davao del Sur	Eric A. Amistad- PIC, Davao City
6	Rey Malubay PII,Davao del Norte	Lilibeth B. Torres PSDS, Davao del Sur	Pelagio Wapaño- PSDS, Davao City
7	Adonis P. Layaguin- EPS, Davao del Norte	Narmela Espedido- PSDS, Davao City	Ismael Segundo PSDS, Davao City
8	Evelyn P. Lucas- P-IV,Davao del Norte	Faye Genevieve Pasamonte- EPS, Davao City	Milagros Supera- PSDS, Davao City
9	Jocelyn D. Fernandez - P-IV,Davao del Norte	May Ann Jumud- EPS,Davao City	Robert Binag - PSDS,Davao City
10	Excelsis Deo A. Deloy-EPS,Davao del Norte	Jasmine Camilotes SEPS, Davao City	Harriette Roseos PSDS, Davao City
11	Ernie L. Caas- PSDS,Davao del Norte	Ma. Flora Arcenal SEPS,Davao City	Alma Tac-on- PSDS, Davao City
12	Ana N. Redaniel- PSDS,Davao del Norte	Josephine C. Bargayo -PSDS,Davao City	Alejandro Curay - PSDS, Davao City
13	Ronnie S. Publico- PSDS,Davao del Norte	Evangeline A. Vicencio - PSDS, Davao City	
14	Marlon Ebrado- PSDS, Davao del Norte	Leah M. Huevos- PSDS, Davao City	
15	Noli De Felipe- PSDS,Davao del Norte	Leah M. Paña- PIC, Davao City	
16	Evelyn Grace Labasan EPS, Davao del Norte	Elena Meralles - PSDS,Davao City	
17	Grace A. Desonia- P-IV,Davao del Norte	Marilyn Marcelo- PSDS, Davao City	
18	Excelsis Deo A. Deloy-EPS,Davao del Norte	Lydia Ampo PSDS, Davao City	
19	Eduard C. Amoguis CES,Davao del Norte	Rosalinda Cabig PSDS, Davao City	
20	Felix Antecristo- CES,Davao Occidental	Isidora Cermino PSDS, Davao City	
21	Janwario E. Yamota-CES,Panabo City	Riza Joy Sarile PIC, Davao City	
22	Mario Mondejar- CES,Davao del Sur	Lilian Libre- PSDS Davao City	
23	Boubert G. Dumagan- SEPS,Davao del Sur	Leo Leron PSDS - Davao City	
24	Susan M. Obenza-PSDS,Davao del Sur	Marilyn B. Madrazo CES, RO	
25	Elizabeth Bernaldez-PSDS,Davao del Sur	Cherry Ann D. Into EPS,RO	



Republic of the Philippines  
**Department of Education**  
 DAVAO REGION

Office of the Regional Director

**REGIONAL MEMORANDUM**  
 HRDD-2024-119

To : Assistant Regional Director  
 Schools Division Superintendents

Subject: TIMELINES ON THE CONDUCT OF THE FY 2023 NATIONAL  
 QUALIFYING EXAMINATION FOR SCHOOL HEADS

Date : April 24, 2024

Pursuant to DepEd Memorandum No. 013, s. 2024 titled **Administration of the Fiscal Year 2023 National Qualifying Examination for School Heads**. You are hereby informed of activities relative to the conduct of the test:

<b>Date and Venue</b>	<b>Activity</b>	<b>Participant</b>
<b>May 3-4, 2024</b> RELC-NEAP, E. Quirino Avenue	Orientation of Chief Examiners, Examiners, Lead Proctor, Roving Proctor, Administrative Staff and Regional Monitors	Identified Chief Examiners, Examiners, Lead Proctor, Roving Proctor, Administrative Staff and Regional Monitors
<b>May 5, 2024</b> Examination Site Davao City NHS Sta. Ana NHS STA Ana CES Magallanes ES Bolton ES	Mock Test 1	Examinees, Chief Examiners, Examiners, Lead Proctor, Roving Proctor, Administrative Staff and Regional Monitors
<b>May 19, 2024</b> Examination Site Davao City NHS Sta. Ana NHS STA Ana CES Magallanes ES Bolton ES	Mock Test 2	Examinees, Chief Examiners, Examiners, Lead Proctor, Roving Proctor, Administrative Staff and Regional Monitors
<b>May 26, 2024</b> Examination Site Davao City NHS Sta. Ana NHS STA Ana CES Magallanes ES Bolton ES	NQESH Proper	Examinees, Chief Examiners, Examiners, Lead Proctor, Roving Proctor, Administrative Staff and Regional Monitors



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Immediate and wide dissemination of this Memorandum is desired.

  
ALLAN G. FARNAZO  
Director IV

Enclosed: As Stated.

ROHS/mbt

**DepED**  
MATATAG



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