



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM

ORD-2023-1091

To : Schools Division Superintendents
 SDO Marikina City
 SDO Makati City

Chief, Human Resource Development Division-NEAP R

FROM : Office of the Regional Director

SUBJECT : CORRIGENDUM TO THE REGIONAL MEMORANDUM ORD-2023-1025 RE: REGIONAL PROGRAM MANAGEMENT TEAM FOR CLUSTER 1 LUZON A AND CLUSTER 2 LUZON B IMPLEMENTATION OF COACHING AND MENTORING PROGRAM FOR THE NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH) CATEGORY B

DATE : October 17, 2023

- In reference to Memorandum DM-OUHROD-2023-1103, dated September 6, 2023, titled "Conduct of Activities for the Development of Specialized Training Programs for the National Qualifying Examination for School Heads (NQESH) Categories B and C", from the Office of Undersecretary for Human Resource and Organizational Development, Hon. Gloria Jumamil-Mercado, this Office informs the field of the above-captioned subject through a NEAP Advisory dated October 12, 2023, from the Office of the Director IV of the National Educators Academy of the Philippines, Dr. Jennifer E. Lopez, Director III.
- The selected PMT shall observe the following updates as of October 12, 2023:

Activity: Orientation of the Resource Speakers and the Regional Program Management Team

Venue: Baguio Teacher's Camp, Baguio City

Registration link: <https://bit.ly/NQESHBOrientation> on or before Oct. 13, 2023

Old Schedule	New Schedule	Check-in & Opening Program	Check-out
Oct. 23-26, 2023	November 29 to December 2, 2023	Nov. 29, Wednesday Check-in: 2:00 PM Opening Program: Nov. 30, Thursday 8:00 AM	Dec. 2, Thursday 12:00 NN





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Activity: Cluster 2 Luzon B
Venue: Baguio Teacher's Camp, Baguio City
Registration: <https://bit.ly/NQESHBCluster2> on or before Nov. 18, 2023

Old Schedule	New Schedule	Check-in & Opening Program	Check-out
Jan. 15-19, 2024	January 15-19, 2024 (same)	January 15, Monday Check-in: 2:00 PM Opening Program: 3:00 PM	January 19, Friday 12:00 NN

Activity: Cluster 1 Luzon A
Venue: Baguio Teacher's Camp, Baguio City
Registration: <https://bit.ly/NQESHBCluster1> on or before Nov. 10, 2023

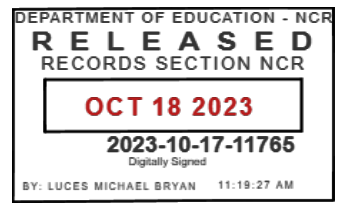
Old Schedule	New Schedule	Check-in & Opening Program	Check-out
Nov. 20-24, 2023	March 18-22, 2024	March 18, Monday Check-in: 2:00 PM Opening Program: 3:00 PM	March 22, Friday 12:00 NN

- The latest NEAP Advisory dated October 12, 2023, rescinds the previously issued NEAP Advisory dated October 02, 2023.
- All other provisions stated in the Memorandum DM-OUHROD-2023-1103 dated September 06, 2023, and Regional Memorandum ORD-2023-1025 shall remain in effect.
- For further questions and clarification, please contact Christian T. Español, Education Program Supervisor, Human Resource Development Division at 09171148130 or email at christian.espanol@deped.gov.ph.
- For information and strict compliance.


WILFREDO E. CABRAL, CESO III
Regional Director

Encl.: As stated





Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM

ORD-2023-_____

To : **Schools Division Superintendents**
SDO Marikina City
SDO Makati City

Chief, Human Resource Development Division-NEAP R

FROM : **Office of the Regional Director**

SUBJECT : **CORRIGENDUM TO THE REGIONAL MEMORANDUM ORD-2023-1025 RE: REGIONAL PROGRAM MANAGEMENT TEAM FOR CLUSTER 1 LUZON A AND CLUSTER 2 LUZON B IMPLEMENTATION OF COACHING AND MENTORING PROGRAM FOR THE NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH) CATEGORY B**

DATE : October 17, 2023

- In reference to Memorandum DM-OUHROD-2023-1103, dated September 6, 2023, titled “*Conduct of Activities for the Development of Specialized Training Programs for the National Qualifying Examination for School Heads (NQESH) Categories B and C*”, from the Office of Undersecretary for Human Resource and Organizational Development, Hon. Gloria Jumamil-Mercado, this Office informs the field of the above-captioned subject through a NEAP Advisory dated October 12, 2023, from the Office of the Director IV of the National Educators Academy of the Philippines, Dr. Jennifer E. Lopez, Director III.
- The selected PMT shall observe the following updates as of October 12, 2023:

Activity: Orientation of the Resource Speakers and the Regional Program Management Team

Venue: Baguio Teacher’s Camp, Baguio City

Registration link: <https://bit.ly/NQESHBOrientation> on or before Oct. 13, 2023

Old Schedule	New Schedule	Check-in & Opening Program	Check-out
Oct. 23-26, 2023	November 29 to December 2, 2023	Nov. 29, Wednesday Check-in: 2:00 PM Opening Program: Nov. 30, Thursday 8:00 AM	Dec. 2, Thursday 12:00 NN



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Activity: Cluster 2 Luzon B

Venue: Baguio Teacher's Camp, Baguio City

Registration: <https://bit.ly/NQESHBCluster2> on or before Nov. 18, 2023

Old Schedule	New Schedule	Check-in & Opening Program	Check-out
Jan. 15-19, 2024	January 15-19, 2024 (same)	January 15, Monday Check-in: 2:00 PM Opening Program: 3:00 PM	January 19, Friday 12:00 NN

Activity: Cluster 1 Luzon A

Venue: Baguio Teacher's Camp, Baguio City

Registration: <https://bit.ly/NQESHBCluster1> on or before Nov. 10, 2023

Old Schedule	New Schedule	Check-in & Opening Program	Check-out
Nov. 20-24, 2023	March 18-22, 2024	March 18, Monday Check-in: 2:00 PM Opening Program: 3:00 PM	March 22, Friday 12:00 NN

- The latest NEAP Advisory dated October 12, 2023, rescinds the previously issued NEAP Advisory dated October 02, 2023.
- All other provisions stated in the Memorandum DM-OUHROD-2023-1103 dated September 06, 2023, and Regional Memorandum ORD-2023-1025 shall remain in effect.
- For further questions and clarification, please contact Christian T. Español, Education Program Supervisor, Human Resource Development Division at 09171148130 or email at christian.espanol@deped.gov.ph.
- For information and strict compliance.


WILFREDO E. CABRAL, CESO III
Regional Director

Encl.: As stated



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Republic of the Philippines
Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

12 October 2023

ADVISORY

In reference to DM-OUHROD-2023-1103 titled “Conduct of Activities for the Development of Specialized Training Programs for the National Qualifying Examination for School Heads (NQESH) Categories B and C” released dated 6 September 2023, please be guided with the following implementation dates of the aforementioned programs:

a. Coaching and Mentoring of the NQESH Category B

Title of the Activity	Target Date	Venue
A. Orientation of the Resource Speakers and the Regional Program Management Team	November 29 – December 2, 2023	Baguio Teacher’s Camp, Baguio City
B. Implementation Cluster 2 Luzon B	January 15 – 19, 2024	Baguio Teacher’s Camp, Baguio City
C. Implementation Cluster 3 VisMin A	January 29 – February 2, 2024	DepEd Ecotech Center, Lahug, Cebu City
D. Implementation Cluster 4 VisMin B	February 19 – 23, 2024	DepEd Ecotech Center, Lahug, Cebu City
E. Implementation Cluster 1 Luzon A	March 18 – 22, 2024	Baguio Teacher’s Camp, Baguio City

- For the Orientation of the Resource Speakers and the Regional Program Management Team (PMT), the board and lodging and other incidental expenses of the DepEd participants shall be charged against FY 2023 Funds of NEAP – PDD, while their travel expenses shall be charged against their respective HRD or local funds, subject to accounting rules and regulations.
- The participants may check in on November 29, 2023 from 2:00pm onward and are expected to be present at the opening program on November 30, 2023 at 8:00 am. Check out time will be at 12:00 noon on December 2, 2023. The indicative program will be sent to those who registered to the Orientation link found in DM-OUHROD-2023-1103.

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Website: www.deped.gov.ph



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Meals	November 29 Wednesday	November 30 Thursday	December 1 Friday	December 2 Saturday
Breakfast		✓	✓	✓
AM Snack		✓	✓	✓
Lunch		✓	✓	✓
PM Snack	✓	✓	✓	
Dinner	✓	✓	✓	

- For the program implementation, the board and lodging and other incidental expenses of all the participants shall be charged against FY 2023 Funds of NEAP – PDD, while the travel expenses of the Regional PMT and the participants shall be charged against their respective HRD or local funds subject to accounting rules and regulations.
- The check out time is at 2:00 p.m. on the Monday of the week specified in the DM-OUHROD-2023-1103 and the Opening Program is at 3:00 p.m. The check out time is at 12:00 nn on the Friday of the specified week.

Meals	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast		✓	✓	✓	✓
AM Snack		✓	✓	✓	✓
Lunch		✓	✓	✓	✓
PM Snack	✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	

b. Intensive Leadership Training for NQESH Category C

- A separate advisory will be released on the dates and venue of the implementation of this program as the materials development is currently underway. As the materials are targeted to be accomplished on January 2024, the ILT program implementation is targeted to be conducted on the second quarter of 2024.

These guidelines also aim to clarify instructions from the previous memorandum:

- The participants in the implementation of both programs are the ones identified in DM 100, s 2022 titled “Results of the Fiscal Year 2021 National Qualifying Examination for School Heads” with a total number of 2, 096 participants for Category B and 1, 667 participants for Category C.

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- Please take note of the change of dates in the implementation of Cluster 1 Luzon A, which will take place on March 18 – 22, 2024.
- For Category B, the participants refer to the “coachees and/or mentees” who are registered in the Coaching and Mentoring program at the SDO level. Please refer to the table below for the specific numbers:

Activities and Dates	Participants	
Implementation – Cluster 2 Luzon B January 15 – 19, 2024	Participants NCR - 4 4A - 496	NEAP R PMT NCR - 5 CAR - 3 1 - 3 2 - 3 3 - 5 4A - 3 4B - 4 5 - 4
Implementation – Cluster 3 VisMin A January 29 – February 2, 2024	Participants 4A - 73 6 - 105 7 - 166 8 - 69 9 - 137	NEAP R PMT 6 - 4 7 - 5 8 - 4 9 - 4 10 - 4 11 - 4 12 - 4 Caraga - 4
Implementation – Cluster 4 VisMin B February 19 – 23, 2024	Participants 9 - 18 10 - 42 11 - 204 12 - 162 Caraga - 120	NEAP R PMT 6 - 4 7 - 5 8 - 4 9 - 4 10 - 4 11 - 4 12 - 4 Caraga - 4
Implementation – Cluster 1 Luzon A March 18 – 22, 2024	Participants NCR - 122 CAR - 10 1 - 14 2 - 30 3 - 118 4B - 101 5 - 105	NEAP R PMT NCR - 5 CAR - 3 1 - 3 2 - 3 3 - 5 4A - 3 4B - 4 5 - 4

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For further questions and concerns, you may contact **Mr. Daniel A. Mabini** or **Ms. Jhoanna C. Javier** at telefax no. (02) 8715 9919 or via email at neap.pdd@deped.gov.ph with the subject line "*Region XX Concerns on the Specialized Program for NQESH Categories B and C,*" (ex. *Region I Concerns on the Specialized Program for NQESH Categories B and C*).

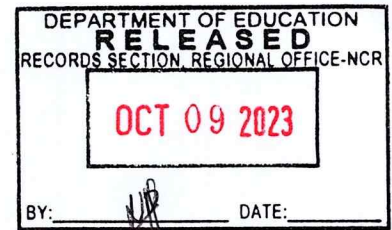
For your guidance and compliance.


DR. JENNIFER E. LOPEZ
Director III
OIC – Office of the Director IV
National Educators Academy of the Philippines

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Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM

ORD-2023- 1025

To : **Schools Division Superintendents**
 SDO Marikina City
 SDO Makati City

Chief, Human Resource Development Division-NEAP R

FROM : **Office of the Regional Director**

SUBJECT : **REGIONAL PROGRAM MANAGEMENT TEAM FOR CLUSTER 1 LUZON A AND CLUSTER 2 LUZON B IMPLEMENTATION OF COACHING AND MENTORING PROGRAM FOR THE NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH) CATEGORY B**

DATE : October 6, 2023

- In reference to Memorandum DM-OUHROD-2023-1103, dated September 6, 2023, titled "Conduct of Activities for the Development of Specialized Training Programs for the National Qualifying Examination for School Heads (NQESH) Categories B and C", from the Office of Undersecretary for Human Resource and Organizational Development, Hon. Gloria Jumamil-Mercado, and the NEAP Advisory dated October 2, 2023, from Dr. Jennifer E. Lopez, Director III of the National Educators Academy of the Philippines, this Office informs the field of the above-captioned subject.
- The composition of the Regional Program Management Team (PMT) from DepEd NCR relative to the conduct of the said activity shall be the following:

Name	Designation	Office
Hajji R. Palmero	Chief Education Supervisor	HRDD-NEAP R
Christian T. Español	Education Program Supervisor	HRDD
Rodolfo J. Colocar	Education Program Supervisor	HRDD
Noemi A. Velario	Senior Education Program Specialist	SDO Marikina City
Judy Ruellin B. Cervantes	Education Program Specialist-II	SDO Makati City



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3. The PMT shall attend to the following schedule of activities:

Title of the Activity & Venue	Target Date	Registration Link and Deadline
1. Orientation of the Resource Speakers and the Regional Program Management Team Venue: Baguio Teacher's Camp	October 23 to 26, 2023 Check-in: 2:00 PM October 23 Opening Program: 3:00 PM October 23 Check-out: 12:00 NN October 26	<a href="https://bit.ly/NQESHBOrientati
on">https://bit.ly/NQESHBOrientati on Deadline: October 13, 2023
2. Implementation – Cluster 1 Luzon A Venue: Baguio Teacher's Camp	November 20 to 24, 2023 Check-in: 2:00 PM November 20 Opening Program: 3:00 PM November 20 Check-out: 12:00 NN November 24	https://bit.ly/NQESHBCluster1 Deadline: November 10, 2023
3. Implementation – Cluster 2 Luzon B Venue: Baguio Teacher's Camp	January 15 to 19, 2024 Check-in: 2:00 PM January 15 Opening Program: 3:00 PM January 15 Check-out: 12:00 NN January 19	https://bit.ly/NQESHBCluster2 Deadline: November 18, 2023



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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

4. For other details of the activities please see the attached NEAP Advisory dated October 2, 2023.
5. Board and lodging and other incidental expenses of the PMT shall be charged against FY 2023 Funds of NEAP-PDD, while travel expenses shall be charged against their respective HRD or local funds subject to accounting and auditing rules and regulations.
6. For further clarification, please contact Christian T. Español, Education Program Supervisor at 0917-114-81-30 or email at christian.espanol@deped.gov.ph.
7. For information and strict compliance.

WILFREDO E. CABRAL, CESO III
Regional Director

Encl.: As stated



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Republic of the Philippines
Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

02 October 2023

ADVISORY

In reference to DM-OUHROD-2023-1103 titled “Conduct of Activities for the Development of Specialized Training Programs for the National Qualifying Examination for School Heads (NQESH) Categories B and C” released dated 6 September 2023, please be guided of the following additional information on the dates and venue of the program implementation:

a. Coaching and Mentoring of the NQESH Category B

Title of the Activity	Target Date	Venue
A. Validation of the Training Resource Package	October 9 – 13, 2023	Baguio Teacher’s Camp, Baguio City
B. Orientation of the Resource Speakers and the Regional Program Management Team	October 24 – 26, 2023	Baguio Teacher’s Camp, Baguio City
C. Implementation – Cluster 1 Luzon A	November 20 – 24, 2023	Baguio Teacher’s Camp, Baguio City
D. Implementation – Cluster 2 Luzon B	January 15 – 19, 2024	Baguio Teacher’s Camp, Baguio City
E. Implementation – Cluster 3 Visayas and Mindanao A	January 29 – February 2, 2024	to be announced
F. Implementation – Cluster 4 Visayas and Mindanao B	February 19 – 23, 2024	to be announced

- For the Validation of the Training Resource Package, check-in time is at 2:00 p.m. while the Opening Program is at 3:00 p.m. on October 9, 2023 (Monday). The check-out time is at 12:00 nn on October, Friday.

Meals	October 9 Monday	October 10 Tuesday	October 11 Wednesday	October 12 Thursday	October 13 Friday
Breakfast		✓	✓	✓	✓
AM Snack		✓	✓	✓	✓
Lunch		✓	✓	✓	✓
PM Snack	✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	

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Republic of the Philippines
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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

- For the Orientation of the Resource Speakers and the Regional Program Management Team, the board and lodging and other incidental expenses of the DepEd participants shall be charged against FY 2023 Funds of NEAP – PDD, while their travel expenses shall be charged against their respective HRD or local funds subject to accounting rules and regulations.
- The check in time is at 2:00 pm, while the Opening Program is at 3:00 pm on October 23, 2023, Monday. The check-out time will be at 12:00 noon on October 26, 2023, Thursday.

Meals	October 23 Monday	October 24 Tuesday	October 25 Wednesday	October 26 Thursday
Breakfast		✓	✓	✓
AM Snack		✓	✓	✓
Lunch		✓	✓	✓
PM Snack	✓	✓	✓	
Dinner	✓	✓	✓	

- For the program implementation, the board and lodging and other incidental expenses of all the participants shall be charged against FY 2023 Funds of NEAP – PDD, while the travel expenses of the Regional PMT and the participants shall be charged against their respective HRD or local funds subject to accounting rules and regulations.
- The check in time is at 2:00 p.m. on the Monday of the week specified in the DM-OUHRD-2023-1103 and the Opening Program is at 3:00 p.m. The check-out time is at 12:00 nn on the Friday afternoon of the specified week.

Meals	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast		✓	✓	✓	✓
AM Snack		✓	✓	✓	✓
Lunch		✓	✓	✓	✓
PM Snack	✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	

b. Intensive Leadership Training for NQESH Category C

- A separate advisory will be released on the dates and venue of the validation, orientation, and implementation of this program as the materials development is currently underway. As the materials are targeted to be accomplished in

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January 2024, the ILT program implementation is targeted to be conducted in the second quarter of 2024.

These guidelines also aim to clarify instructions from the previous memorandum:

- The Validation of the Training Resource Package shall be attended by the identified personnel from the Central Office, Regional Offices, and Schools Division Offices who will serve as the validators. Please refer to Enclosure 1 of DM-OUHROD-2023-1103 for the complete list of the participants.
- The Regional Program Management Team (RPMT) is expected to be present in the activities starting from the Orientation of the Resource Speakers onward.
- The participants in the implementation of both programs are the ones identified in DM 100, s 2022 titled "Results of the Fiscal Year 2021 National Qualifying Examination for School Heads" with a total number of 2, 096 participants for Category B and 1, 667 participants for Category C. For Category B, the participants refer to the "coachees and/or mentees" who are registered in the Coaching and Mentoring program at the SDO level. Please refer to the table below for the specific numbers:

Activity	Participants	
Implementation – Cluster 1 Luzon A	Participants	NEAP R PMT
	NCR - 122	NCR - 5
	CAR - 10	CAR - 3
	1 - 14	1 - 3
	2 - 30	2 - 3
	3 - 118	3 - 5
	4B - 101	4A - 3
Implementation – Cluster 2 Luzon B	Participants	NEAP R PMT
	NCR - 4	NCR - 5
	4A - 496	CAR - 3
		1 - 3
		2 - 3
		3 - 5
		4A - 3
Implementation – Cluster 3 VisMin A	Participants	NEAP R PMT
	4A - 73	6 - 4
	6 - 105	7 - 5
	7 - 166	8 - 4
	8 - 69	9 - 4

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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

	9 - 137	10 - 4 11 - 4 12 - 4 Caraga - 4
Implementation – Cluster 4 VisMin B	Participants 9 - 18 10 - 42 11 - 204 12 - 162 Caraga - 120	NEAP R PMT 6 - 4 7 - 5 8 - 4 9 - 4 10 - 4 11 - 4 12 - 4 Caraga - 4

For further questions and concerns, you may contact **Mr. Daniel A. Mabini** or **Ms. Jhoanna C. Javier** at telefax no. (02) 8715 9919 or via email at neap.pdd@deped.gov.ph with the subject line *“Region XX Concerns on the Specialized Program for NQESH Categories B and C,” (ex. Region I Concerns on the Specialized Program for NQESH Categories B and C).*

For your guidance and compliance.

DR. JENNIFER E. LOPEZ
Director III
OIC – Office of the Director IV
National Educators Academy of the Philippines

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Republika ng Pilipinas

Department of Education


OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2023- 1103

TO : **Regional Directors**
Schools Division Superintendents
Human Resource Development Division Chiefs
NEAP-R Focal Persons
All Others Concerned

FROM :  **GLORIA JUMAMIL-MERCADO**
Undersecretary for Human Resource and Organizational Development

SUBJECT : **Conduct of Activities for the Development of Specialized Training Programs for the National Qualifying Examination for School Heads (NQESH) Categories B and C**

DATE : September 6, 2023

1. Pursuant to DepEd Memorandum No. 100 s. 2022 titled "Results of the Fiscal Year 2021 National Qualifying Examination for School Heads," specifically Section 5, underscores an urgent need to develop a capacity-building program for aspiring school heads who were deemed less prepared not only in taking the NQESH but more importantly in taking the role of a full-fledged school administrator and instructional supervisor, the Department of Education (DepEd), through the National Educators Academy of the Philippines (NEAP) shall conduct the **Development of Specialized Training Programs for NQESH Category C Aspiring School Heads – Coaching and Mentoring for NQESH Category B and Intensive Leadership Training for NQESH Category C.**
2. The program aims to do the following:
 - a. Coach and mentor aspiring school heads in developing critical knowledge, skills, and attitude necessary for taking the role of a full-fledged school administrator and instructional supervisor.
 - b. Provide intensive training to aspiring school heads in developing critical knowledge, skills, and attitude necessary for taking the role of a full-fledged school administrator and instructional supervisor.
 - c. Clarify the roles and responsibilities of field offices in the implementation of the programs.
3. The activities to be conducted under the programs are as follows:

Title of the Activity	Coaching and Mentoring Program for National Qualifying Examination for School Heads (NQESH) Category B	Intensive Leadership Training for the National Qualifying Examination for School Heads (NQESH) Category C
	Date and Venue	
Development		
A. Planning and Coordination Meetings	September – December 2023	October – December 2023
B. Development of the Program Design and Training Resource Package in partnership with PUP	September 1 – 30, 2023	November 3 – December 3, 2023
C. Quality Assurance of the Developed Program Design and Training Resource Package	October 9 – 13, 2023	December 11 – 15, 2024
D. Validation of the Training Resource Package	October 9 – 13, 2023	December 11 – 15, 2024
E. Finalization of the Program Design and Materials	October 16 – 20, 2023	February 5 – 9, 2024
F. Post-meeting (Development)	October 23, 2023	February 2024
Implementation		
G. Orientation of the Resource Speakers	October 24 – 26, 2023	March 2024
H. Implementation Dates	Implementation of Coaching and Mentoring for the National Qualifying Examination for School Heads (NQESH) Category B Cluster 1 (Luzon A) – November 20 – 24, 2023	Implementation of the Intensive Leadership Training for NQESH Category C April 2024

	Cluster 2 (Luzon B) – November 27 – December 1, 2023	Implementation of Coaching and Mentoring for NQESH Category C
	Cluster 3 (VisMin A) – December 4 – 8, 2023	May 2024
	Cluster 4 (VisMin B) – December 11 – 15, 2023	Intensive Leadership Training and Coaching and Mentoring of Aspiring School Heads
		April 2025
I. Post-meeting (Implementation)	December 13, 2023	May 2024
Impact Study		
J. Data Gathering and Focus Group Discussion for the Impact Study	October – November 2024	September 2024
K. Writing of an Impact Study	October – November 2024	October 2024

A. Planning and Coordination Meetings

The meetings aim to set the scope of the work for the phases of the program development, present and agree on the timeline for the set activities and sub-activities, and set the terms of reference of the technical working group.

B. Development of the Program Design, Materials, and Policy

- i. This activity aims to produce the program design and training resource package that will be used for the Specialized Training Programs for NQESH Categories B and C.
- ii. The program design shall be the main reference in the development of the materials and the delivery of the program. Likewise, the materials shall be the primary learning resource and the policy shall be the program implementation guide.
- iii. The design and development of this training program will be in partnership with the Polytechnic University of the Philippines (PUP). This partner will provide:
 - excellent content writers for the design and development of the program, its modules, and other training resource materials;
 - expert content and language editors to ensure that the materials are aligned with DepEd standards and policies, as well as check for plagiarism and correct inconsistencies;
 - skilled layout artists to prepare the overall design of the modules.

- a layout editor who will check the consistency of the overall design of the modules, templates, and slide decks following the DepEd manual of style.

C. Quality Assurance of the Developed Program Design and Training Resource Package

The goal of this activity is to evaluate the developed program design against NEAP's Quality Standards.

D. Validation of the Training Resource Package

- i. This activity aims to ensure that the materials and policy are developed to meet the functional needs of its target participants.
- ii. The list of the participants and program management team in this activity is attached in this Memorandum as Enclosure 1.
- iii. Board and lodging and other incidental expenses of all the participants, as well as the travel expenses of all NEAP CO participants, shall be charged against FY 2023 HRD Funds of NEAP – PDD, while the travel expenses of the identified validators shall be charged against their local funds subject to accounting rules and regulations.
- iv. Participants are advised to check in at 1:00 p.m. on October 9, 2023 (Monday) and to check out at 11:00 a.m. on October 13, 2023 (Friday) for the Coaching and Mentoring Program of NQESH Category B. The same check-in and check-out time shall be followed on December 11 – 15, 2024 for the Intensive Leadership Training of NQESH Category.

Meals	October 9 Monday	October 10 Tuesday	October 11 Wednesda y	October 12 Thursday	October 13 Friday
Breakfast		✓	✓	✓	✓
AM Snack		✓	✓	✓	✓
Lunch		✓	✓	✓	✓
PM Snack	✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	

Meals	December 11 Monday	December 12 Tuesday	December 13 Wednesday	December 14 Thursday	December 15 Friday
Breakfast		✓	✓	✓	✓
AM Snack		✓	✓	✓	✓
Lunch		✓	✓	✓	✓
PM Snack	✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	

E. Finalization of the Program Design and Materials

- i. This activity aims to consolidate and incorporate all the comments from the previous activities and finalize all the outputs of the development activities.
- ii. Participants in this activity are the same participants in the Development of the Program Design and Training Resource Package.
- iii. Food and accommodation, travel, and other incidental expenses of all the participants shall be arranged by the partner.

F. Post-meeting (Development)

This activity aims to identify strengths and weaknesses in the program design (e.g., program management, coordination, and staff) and determine ways to improve program processes and how it contribute to the effectiveness of the activities.

G. Orientation of the Resource Speakers

- i. The goal of this activity is to prepare the resource speakers and the regional program management team for the process of executing the program.
- ii. Participants of the orientation are the identified experts from the National Network of Normal Schools (3NS) who will serve as the resource persons during the implementation, the Polytechnic University of the Philippines writers who will serve as the activity's resource persons, and the program management team from the Central Office and the Regions.
- iii. The regional offices are requested to submit a list of personnel who will form part of the regional program management team that will assist Central Office personnel in the implementation of the program (Please see Enclosure 1 for the number of participants requested from the regions.). Personnel from the HRDD and NEAP in the regions shall be prioritized.
- iv. Please refer to DM 44, s. 2023 titled "Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines Core Programs" enclosure 18 for the Terms of Reference of the Regional PMT (Please refer to items b, c, f, and g). The said TOR shall also be discussed in the orientation.

H. Implementation

- i. This activity is intended to provide school heads with the necessary training and resources they need to effectively lead and manage educational institutions.
- ii. NQESH Category B participants will undergo coaching and mentoring under an experienced school head identified through DM 46, s 2023 titled "Guidelines on the Conduct of Coaching and Mentoring Sessions for the National Qualifying Examination for School Heads (NQESH) Category B Aspiring School Heads," while NQESH Category C participants will

undertake an intensive leadership training that will cover a comprehensive discussion of the roles, duties, and responsibilities of a school head.

- iii. Participants are advised to check in at 1:00 p.m. on all Mondays of the implementation dates and to check out at 12:00 nn on all Fridays of the implementation dates for both the Coaching and Mentoring Program of NQESH Category B and the Intensive Leadership Training of NQESH Category.

Meals	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast		✓	✓	✓	✓
AM Snack		✓	✓	✓	✓
Lunch		✓	✓	✓	✓
PM Snack	✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	

I. Post-meeting (Implementation)

This activity aims to identify strengths and weaknesses in program design (e.g., program management, coordination, and staff) and determine ways to improve program processes and how it contributes to the effectiveness of the activities.

J. Implementation of Coaching and Mentoring for NQESH Category C

This activity intends to utilize the program design and learning resource package developed for coaching and mentoring NQESH 2021 Category B for NQESH Category C. The additional layer of preparation ensures that the participants are well prepared to take on the role of a full-fledged school head as they are coached and mentored by seasoned school heads.

K. Data gathering and Focus Group Discussion for the Impact Study

This activity focuses on assessing the impact of the program in terms of its efficiency and effectiveness and gathering data on the program's responsiveness, appropriateness, and relevance for its review and incorporation into the Coaching and Mentoring and Intensive Leadership Training for Aspiring School Heads.

L. Writing of an Impact Study

This activity is focused on the analysis of the gathered data and writing them into an impact study that will serve as the main reference in the refinement of the program and as the basis for the development of future and ongoing programs for school leaders.

M. Intensive Leadership Training and Coaching and Mentoring of Aspiring School Heads

This activity aims to use the program design and learning resource package in conducting intensive leadership training and coaching and mentoring for

aspiring school heads. This program shall be open to all teachers who would like to become instructional leaders and administrators in schools.

4. All the participants are requested to register to the following links on or before the following deadlines, following their allotted schedule.

Activity	Deadline of the Registration	Registration Link
1. Validation of the Program Design and Training Resource Package	September 29, 2023	https://bit.ly/NQESHValidation
2. Orientation of - the Resource Speakers and the Program Management Team	October 13, 2023	https://bit.ly/NQESHBOrientation
3. Implementation of Coaching and Mentoring for the National Qualifying Examination for NQESH Category B - Cluster 1 Luzon A No. of Participants per Region a. NCR - 122 b. CAR - 10 c. Region 1 - 14 d. Region 2 - 30 e. Region 3 - 118 f. Region 4B - 101 g. Region 5 - 105	November 10, 2023	https://bit.ly/NQESHCluster1
4. Implementation of Coaching and Mentoring for the National Qualifying Examination for NQESH Category B - Cluster 2 Luzon B No. of Participants per Region a. NCR - 4 b. 4A - 496	November 18, 2023	https://bit.ly/NQESHCluster2

<p>5. Implementation of Coaching and Mentoring for the National Qualifying Examination for NQESH Category B – Cluster 3 VisMin A</p> <p>No. of Participants per Region</p> <p>a. 4A - 73 b. 6 - 105 c. 7 - 166 d. 8 - 69 e. 9 - 137</p>	<p>November 24, 2023</p>	<p>https://bit.ly/NQESHCluster3</p>
<p>6. Implementation of Coaching and Mentoring for the National Qualifying Examination for NQESH Category B – Cluster 4 VisMin B</p> <p>No. of Participants per Region</p> <p>a. 9 - 18 b. 10 - 42 c. 11 - 204 d. 12 - 162 e. Caraga - 120</p>	<p>December 1, 2023</p>	<p>https://bit.ly/NQESHCluster4</p>

5. For the conduct of the aforementioned activities that will fall on weekends and holidays, the Regional Office and/or Schools Division Office is requested to provide Compensatory Time-Off (CTO) to the participants to compensate for the time rendered.
6. For inquiries and clarifications, please contact **Mr. Daniel A. Mabini** or **Ms. Jhoanna C. Javier**, at telefax no. (02) 8715 9919 or via email at hr@ap.udda@deped.gov.ph with the subject line "Region XX Concerns on the Specialized Program for NQESH Categories B and C," (e.g., Region I Concerns on the Specialized Program for NQESH Categories B and C).
7. Immediate dissemination of and appropriate action on this memorandum is sincerely desired.

Name	Position	Region
40. BHRDD HRDD Representative		DepEd CO
Program Management Team		
Name	Position	Region
1. Dr. Jennifer E. Lopez	Director III - OIC Director IV	NEAP CO
2. Dr. Leah B. Apao	Director III	NEAP CO
3. Dr. Marife T. Morcilla	PDO V - Chief	NEAP CO
4. Daniel A. Mabini	SEPS	NEAP CO
5. Guillermo Nikus A. Telan	SEPS	NEAP CO
6. Jhoanna C. Javier	EPS II	NEAP CO
7. Dr. Cristina Monsanto	EPS II	NEAP CO
8. Jessica Kristel Abeleda	PDO II	NEAP CO
9. NEAP QAD Personnel	QAD	NEAP CO
10. Jojet Gabriel	Admin Support	NEAP CO
11. Five (5) PUP Representatives	Resource Persons	PUP

Number of the Regional Program Management Team	
Region	No. of Requested Personnel
NCR	5
CAR	3
1	3
2	3
3	5
4A	3
4B	4
5	4
6	4
7	5
8	4
9	4
10	4
11	4
12	4
Caraga	4

**Enclosure 1: List of Participants (Validators) and Program Management Team
for the Specialized Programs for NQESH Categories B and C**

Name	Position	Region
1. Renato N. Felipe Jr.	PSDS	NCR
2. Irene Dayandante	PSDS	5
3. Filmore Caballero	CID Chief	NCR
4. Luz Osmeña	QAD Chief	4A
5. Marylou Argamosa	Principal	5
6. Sarah Ganancial	Principal	6
7. Enerio Ebisa	HRDD Chief	10
8. Eladio Escolano	Principal	NCR
9. Edmund Villareal	Principal	NCR
10. Carina Untalasco	Principal	1
11. Marivic C. Bacud	PSDS	2
12. Maribel M. Ancheta	PSDS	2
13. Severino Morales	EPS	2
14. Jeaz Campano	Principal	3
15. Rosaline Tuble	Principal	3
16. Cesar Mojica	SGOD Chief	4A
17. Elpidia Bergado	CID Chief	4A
18. Lorna Medrano	CID Chief	4A
19. Bernadette Sumagui	Principal	4A
20. Atty. Lovelyn Atienza	Legal Officer	4A
21. Remelyn De Galicia	Accountant	4A
22. Felix Pamaran	ASDS	4B
23. Delfin A. Bondad	PSDS	5
24. Decimo L. Espiritu	Principal	5
25. Roger Z. Rochar	ASDS	6
26. Cherryl Mae Hongcuay	Principal	7
27. Christy Jabonillo	Principal	7
28. Aura Aguilar	Principal	8
29. Diana Flor Eco	Principal	8
30. Jeryl Casilao	Principal	9
31. Roberto D. Napare Jr.	ASDS	10
32. Beth V. Tabanag	SGOD Chief	10
33. Nancy Sumagaysay	EPS	11
34. Arlen Jumamoy	Principal	11
35. Ruel Collong	Principal	12
36. Joseph Estigoy	PSDS	CAR
37. Maria Ruth R. Edradan	Principal II	CARAGA
38. BHROD SED Representative		DepEd CO
39. Planning Service Representative		DepEd CO