

Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

02 October 2023

**REGIONAL MEMORANDUM**

No. 995, s. 2023

**To: Schools Division Superintendents  
 All Others Concerned**

**ADDENDUM TO REGIONAL MEMORANDUM NO. 954, S. 2023  
 RE: IMPLEMENTATION OF COACHING AND MENTORING PROGRAM  
 FOR THE NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS  
 (NQESH) CATEGORY B**

- 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 an Advisory dated September 28, 2023, from Office of the Director IV of the National Educators Academy of the Philippines, Dr. Jennifer E. Lopez, Director III.
- Participants in the “Implementation of the Coaching and Mentoring Program” shall observe the following updates:

Activity	Target Date	Venue
Cluster 1 Luzon A (122 pax)	November 20-24, 2023 (remain)	Baguio Teacher’s Camp
Cluster 2 Luzon B (4 pax)	January 15-19, 2024 (new) (previously Nov. 27-Dec. 1, 2023)	Baguio Teacher’s Camp

- All other provisions stated in the previous Memoranda shall remain in effect.
- For information and guidance.

  
**WILFREDO E. CABRAL, CESO III**  
 Regional Director

Encl.: As stated





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

28 September 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	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 VisMin A	January 29 – February 2, 2024	to be announced
F. Implementation – Cluster 4 VisMin B	February 19 – 23, 2024	to be announced

- For the Validation of the Training Resource Package, the participants may check in at 2:00 p.m. onward on October 9, 2023 (Monday) and are expected to be in the Opening Program on October 10, 2023 (Tuesday). The Closing Program will be on October 13, 2023 (Friday) afternoon. Check out time will be at 12:00 nn on October 14, 2023 (Saturday).

Meals	October 9 Monday	October 10 Tuesday	October 11 Wednesday	October 12 Thursday	October 13 Friday	October 14 Saturday
Breakfast		✓	✓	✓	✓	✓
AM Snack		✓	✓	✓	✓	✓
Lunch	✓	✓	✓	✓	✓	
PM Snack	✓	✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	✓	

**Address:** 2/F Mabini Building, DepEd Complex, Meralco Avenue, Pasig City 1600  
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- For the Orientation of the Resource Speakers, 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 October 23, 2023, from 2:00 p.m. onward and are expected to be present at the opening program on October 24, 2023 at 9:00 a.m. Check out time will be at 12:00 nn on October 26, 2023.

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.
- All the participants may check in at 2:00 p.m. on the Monday of the week specified in the DM-OUHROD-2023-1103 and are expected to attend the Opening Program on Tuesday morning of the specified week. The Closing Program will be on the Friday afternoon of the specified week. Check out time will be at 12:00 nn on the Saturday of the specified week.

Meals	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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 in January 2024, the ILT program implementation will 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.

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- 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:



<b>Activity</b>	<b>Participants</b>	
Implementation – Cluster 1 Luzon A	<b>Participants</b> NCR - 122 CAR - 10 1 - 14 2 - 30 3 - 118 4B - 101 5 - 105	<b>NEAP R PMT</b> NCR - 5 CAR - 3 1 - 3 2 - 3 3 - 5 4A - 3 4B - 4 5 - 4
Implementation – Cluster 2 Luzon B	<b>Participants</b> NCR - 4 4A - 496	<b>NEAP R PMT</b> NCR - 5 CAR - 3 1 - 3 2 - 3 3 - 5 4A - 3 4B - 4 5 - 4
Implementation – Cluster 3 VisMin A	<b>Participants</b> 4A - 73 6 - 105 7 - 166 8 - 69 9 - 137	<b>NEAP R PMT</b> 6 - 4 7 - 5 8 - 4 9 - 4 10 - 4 11 - 4 12 - 4 Caraga - 4
Implementation – Cluster 4 VisMin B	<b>Participants</b> 9 - 18 10 - 42 11 - 204 12 - 162 Caraga - 120	<b>NEAP R PMT</b> 6 - 4 7 - 5 8 - 4 9 - 4 10 - 4 11 - 4 12 - 4 Caraga - 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](mailto: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   
Officer-in-Charge, Office of the Director IV  
National Educators Academy of the Philippines

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