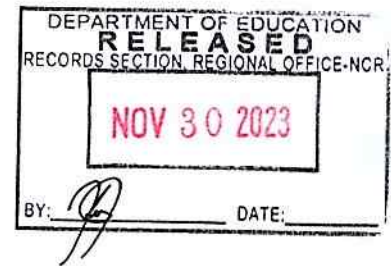




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



November 29, 2023

REGIONAL MEMORANDUM
ORD-2023-1253

To: Schools Division Superintendent
Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, Schools Governance and Operations Division
All Others Concerned

**NQESH FY 2023 TRAINING OF TRAINERS FOR ROOM EXAMINERS
AND IT SUPPORT TEAM**

1. Pursuant to DM-OUHROD-2023-1832 signed by USec. Wilfredo E. Cabral, Officer-In-Charge, Undersecretary for Human Resource and Organizational Development, the abovementioned activity will be conducted for NCR cluster on **December 3 – 5, 2023 at Swiss Belhotel Blulane, Manila.**
2. The activity aims to train trainers who will capacitate Regional and Schools Division personnel on the features and functionality of the examination platform, site requirements and administration procedures for the National Qualifying Examination for School Heads (NQESH) FY 2023.
3. Enclosed is the list of participants and their respective roles during the administration of the examination. For participant profiling purpose, participants shall accomplish this form **not later than December 1, 2023**, via this link: **tinyurl.com/NQESH2023-TOT**
4. Participants are expected to bring the following during the training:
 - a. Laptop with either Windows 10 (or higher) or MAC OS 11.1 (or higher)
 - b. License and authority to install computer applications
 - c. Extension cords
 - d. Mobile data allocation in case Wi-Fi is not available
5. During the conduct of this activity, participants shall be entitled to Compensatory Time-Off (CTO), subject to existing CSC guidelines, while travel and other incidental expenses shall be charged to division/local funds, subject to the usual government accounting and auditing rules and regulations.



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6. If an identified participant fails to attend this training activity, a written explanation must be submitted to this Office.
7. It is of utmost importance that this Memorandum is immediately disseminated widely, and strict compliance with its provisions is expected.

JOCELYN DR. ANDAYA
Director IV

Encl. as stated

qad/lcd



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Enclosure

PARTICIPANTS FOR THE NQESH FY 2023 TRAINING OF TRAINERS FOR ROOM EXAMINERS AND IT SUPPORT TEAM
December 3-5, 2023
Swiss Belhotel Blulane, Manila

Office	Name	Designation	Role
RO	Andres Bonifacio	OIC, EPS	QAD Rep.
RO	Christian Espanol	EPS	HRDD Rep.
RO	Dennis Mendoza	EPS	Chief Examiner
RO	Lilia Ricero	EPS	Chief Examiner
RO	Andrew Tan	EPS	Chief Examiner
RO	Gerrie Padilla	Regional ITO	Regional ITO
Caloocan	Jovanny Cornelia	PSDS	Room Examiner
Valenzuela	Sofia Quilbio	PSDS	Room Examiner
Quezon City	Angelyn Malabanan	SEPS	Room Examiner
Caloocan	Adrian Buban	Division ITO	Roving Proctor
Las Pinas	Ellaine Montas	Division ITO	Roving Proctor
Malabon	Gilbert Manucduc	Division ITO	Roving Proctor
Mandaluyong	John Darryll Mercado	Division ITO	Roving Proctor
Manila	Marlon Cotanda	Division ITO	Roving Proctor
Muntinlupa	May Borjal	Division ITO	Roving Proctor
Navotas	Dondon Mateo	Division ITO	Roving Proctor
Paranaque	Al Catchillar	Division ITO	Roving Proctor
Pasay	Erick Comia	Division ITO	Roving Proctor
San Juan	Leon Pangda	Division ITO	Roving Proctor
TAPAT	Ramil Santillan	Division ITO	Roving Proctor
Valenzuela	Noel Reyes	Division ITO	Roving Proctor