



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



15 March 2024

REGIONAL MEMORANDUM

No. 256 s. 2024

**To: Assistant Regional Director
Regional Functional Division Chiefs
Schools Division Superintendents
All Others Concerned**

**REGIONAL OFFICE VALIDATORS AND SCHOOLS DIVISION OFFICE
EVALUATORS OF THE FY 2023 NQESH APPLICATIONS**

1. In reference to **DepEd Memorandum 013, s. 2024**, dated February 26, 2024, titled “Administration of the Fiscal Year 2023 National Qualifying Examination for School Heads” and **BHROD Memorandum No. DM-OUHROD-2024-0445**, dated March 13, 2024, titled “Guidelines in the Evaluation of FY 2023 NQESH Applications and the Regional Examinees Allocation”, from the Office of the Undersecretary for Human Resource and Organizational Development, Hon. Wilfredo E. Cabral, this Office informs the field of the above-captioned subject.
2. The RO Validators and SDO Evaluators list is enclosed in this Memorandum.
3. The following schedule shall guide SDO Validators and RO Evaluators:

| DATE | OFFICE | ACTIVITY |
|--|--------|---|
| March 14 - 27, 2024 (5:00 PM) | SDO | Evaluation of documents |
| March 25, 2024 (5:00 PM) | SDO | End of Submission of requirements for those applicants tagged as REAPPLY |
| April 4, 2024 (5:00 PM) | SDO | Deadline for the submission of the List of Qualified Applicants based on the order of priority to the RO (HRDD) |
| April 5, 2024 (5:00 PM) | SDO | Deadline for payment of Examination Fee (SDO Cashier) |
| March 14 to April 3, 2024 (5:00 PM) | RO | Validation of documents |
| April 8, 2024 | RO | Deadline for submission of the Final List of Examinees to BHROD-HRDD |
| April 19, 2024 | RO | Release of Regional Memorandum re: Final List of Examinees and Assignment of Examination Sites |



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4. SDO evaluators shall generate a master list of ALL qualified applicants and submit it to the Regional Office based on the order of priority as stated in item 6 of DM 13, s. 2024. The list shall serve as a reference for the SDO Evaluators and RO Validators who prioritize the review of applications.
5. Applicants shall refer their concerns to the assigned SDO Evaluators, including submitting pertinent documents and those with further compliance or REAPPLY status.
6. This Office reiterates **item 1.1.1** of the enclosure to **DM 13, s. 2024** that original copy of the IPCRF/OPCRF shall be submitted to the Records Section for certification as "CERTIFIED ORIGINAL COPY" signed by the **Head of the Records Unit as authorized personnel in the SDO** before scanning and uploading the said document to the NQESH portal.
7. **NQESH-OAS User Guide** for SDO Evaluators, RO Validators, and other relevant materials on NQESH can be found through this link: <https://bit.ly/NQESH-OAS-Mats>.
8. Applicants may use <https://bit.ly/NQESHOASTicketing> concerning their application issues and concerns.
9. For questions and clarification, please contact **Christian T. Español**, Education Program Supervisor, through christian.espanol@deped.gov.ph.
10. For information and guidance.


JOCELYN DR. ANDAYA
Director IV

CTE/HRDD



6 Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph
Website: <http://www.depedncr.com.ph>

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|----------------|-------------|------|--------|
| Doc. Ref. Code | RO-ORD-F004 | Rev | 00 |
| Doc. Ref. Code | RC-ORD-F004 | Rev | 2024 |
| Effectivity | 01.26.23 | Page | 2 of 2 |



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Enclosure No. 1

| FY 2023 NQESH RO VALIDATORS AND SDO EVALUATORS | | | |
|--|-------------|---------------------------|--|
| Role | RO/SDO | NAME | DepEd Email |
| QAD Chief | RO | Marina Espino | marina.espino@deped.gov.ph |
| HRDD Chief | RO | Hajji Palmero | hajji.palmero@deped.gov.ph |
| RO Validator | RO | Christian Español | christian.espanol@deped.gov.ph |
| RO Validator | RO | Rhea Eden | rhea.eden@deped.gov.ph |
| RO Validator | RO | Rodolfo Colocar | rodolfo.colocar001@deped.gov.ph |
| SDO Evaluator | Caloocan | Ivee Perez | ivee.perez@deped.gov.ph |
| SDO Evaluator | Caloocan | Christian Joshua Gonzales | christianjoshua.gonzales@deped.gov.ph |
| SDO Evaluator | Caloocan | Jocelyn Pancito | jocelyn.pancito003@deped.gov.ph |
| SDO Evaluator | Las Piñas | Cryzl Yu | cryzl.yu@deped.gov.ph |
| SDO Evaluator | Las Piñas | Jared Jay Robea | jaredjay.robea@deped.gov.ph |
| SDO Evaluator | Makati | Christina Santos | christina.santos001@deped.gov.ph |
| SDO Evaluator | Malabon | Richell Cordevilla | richell.cordevilla@deped.gov.ph |
| SDO Evaluator | Malabon | Erwin Ricafort | erwin.ricafort@deped.gov.ph |
| SDO Evaluator | Mandaluyong | Johnlord Mendoza | johnlord.mendoza@deped.gov.ph |
| SDO Evaluator | Manila | Mary Antonette Bunag | marvantonette.bunag@deped.gov.ph |
| SDO Evaluator | Manila | Anna Queja | anna.queja@deped.gov.ph |
| SDO Evaluator | Marikina | Noemi Velario | noemi.velario@deped.gov.ph |
| SDO Evaluator | Muntinlupa | Ivy Romano | ivv.romano002@deped.gov.ph |
| SDO Evaluator | Muntinlupa | Andres Sicam | andrei.sicam@deped.gov.ph |
| SDO Evaluator | Navotas | Leonila De Ocampo | leonila.deocampo@deped.gov.ph |



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|---------------|----------------|--------------------|--|
| SDO Evaluator | Navotas | Maricel Basay | maricel.cervantes003@deped.gov.ph |
| SDO Evaluator | Parañaque | Leah Sudsakorn | leah.sudsakorn001@depedped.gov.ph |
| SDO Evaluator | Parañaque | Rosalyn Tagud | rosalyn.tagud001@deped.gov.ph |
| SDO Evaluator | Pasay | Noel Miranda | noel.miranda001@deped.gov.ph |
| SDO Evaluator | Pasay | Marvin Villafuerte | marvin.villafuerte@deped.gov.ph |
| SDO Evaluator | Pasay | Jessy Reyes | jessy.reyes@deped.gov.ph |
| SDO Evaluator | Pasig | Ernesto Ylasco | ernesto.ylasco@deped.gov.ph |
| SDO Evaluator | Quezon City | Angelyn Malabanan | angelyn.malabanan001@deped.gov.ph |
| SDO Evaluator | Quezon City | Nerisa Beltran | nerisa.beltran001@deped.gov.ph |
| SDO Evaluator | Quezon City | Ma. Jesusa Conanan | majesusa.conanan@deped.gov.ph |
| SDO Evaluator | San Juan | Danica Mae Rivera | danicamae.rivera@deped.gov.ph |
| SDO Evaluator | Taguig-Pateros | Ronalyn Sorongon | ronalyn.sorongon001@deped.gov.ph |
| SDO Evaluator | Taguig-Pateros | Roldan Jamindang | roldan.jamindang@deped.gov.ph |
| SDO Evaluator | Taguig-Pateros | Jelyn Diu | jelyn.diu@deped.gov.ph |
| SDO Evaluator | Valenzuela | Carmelita Matus | carmelita.matus@deped.gov.ph |
| SDO Evaluator | Valenzuela | Alma Escobia | alma.escobia@deped.gov.ph |

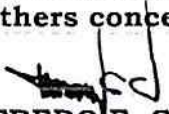


Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2024-0445

TO : **Regional Directors**
Schools Division Superintendents
All others concerned

FROM : 
WILFREDO E. CABRAL
Regional Director
Officer-in-Charge, Office of the Undersecretary
Human Resource and Organizational Development

SUBJECT : **GUIDELINES IN THE EVALUATION OF FY 2023 NQESH APPLICATIONS AND REGIONAL EXAMINEES ALLOCATION**

DATE : 13 March 2024

With reference to DepEd Memorandum No. 013, s.2024 dated February 26, 2024, on the Administration of the Fiscal Year 2023 National Qualifying Examination for School Heads (NQESH), please be guided on the **following schedule of online evaluation and validation of documents**:

| DATE | ACTIVITY |
|------------------------------------|--|
| March 14-27, 2024 (5:00 p.m.) | Evaluation of Documents (SDO) |
| March 14-April 3, 2024 (5:00 p.m.) | Validation of Documents (RO) |
| March 25, 2024 (5:00 p.m.) | End of Submission of requirements for those applicants tagged as REAPPLY |
| April 5, 2024 (5:00 p.m.) | Deadline of payment of Examination Fee |
| on or before April 8, 2024 | Submission of the Final List of Examinees to BHROD-HRDD |
| on or before April 19, 2024 | Release of the Final List of Examinees and Assignment of Examination Sites through a Regional Memorandum |

SDO evaluators and RO validators may **access** the NQESH-OAS by logging in to the system using their DepEd email account through this link:

<http://nqesh.deped.gov.ph/>

Step-by-step process of evaluation and validation can be found at the **NQESH-OAS User Guide for SDO evaluators and RO validators** through this link: <https://bit.ly/NQESH-OAS-Mats>

Further, in finalizing the list of examinees, regional examinees allocation shall be distributed as follows:

| DepEd Regional Office | Allocation |
|-----------------------|------------|
| NCR | 1156 |
| CAR | 383 |
| I | 1217 |
| II | 638 |
| III | 1961 |
| IVA | 2485 |
| IVB | 1132 |
| V | 1640 |

| DepEd Regional Office | Allocation |
|-----------------------|------------|
| VI | 2065 |
| VII | 1982 |
| VIII | 1601 |
| IX | 1223 |
| X | 724 |
| XI | 1420 |
| XII | 1223 |
| CARAGA | 1150 |

The parameters in the distribution of the regional examinee slots/allocations for each Schools Division Office shall be established and decided by the Regional Office.

The final list of examinees shall be submitted both in scanned pdf (approved by the Regional Director) and in Excel format through the official email address of BHROD-HRDD at bhrod.hrdd@deped.gov.ph cc: fatima.angeles002@deped.gov.ph using this subject format **RO/No.]_2023NQESH_Final-List-of-Examinees** on or before April 8, 2024, following the template below:

| Examinee Number | Email | Last Name | First Name | MI | Current Position | Governance Level | Region | Division | School/Office Name |
|-----------------|-------|-----------|------------|----|------------------|------------------|--------|----------|--------------------|
| | | | | | | | | | |
| | | | | | | | | | |

Further inquiries or concerns on the conduct of the online NQESH may be sent to support.nqesh@deped.gov.ph.

For your information and appropriate action.

[HRDD/Angeles]