Republic of the Philippines

Department of Education
NATIONAL CAPITAL REGION

25 April 2024

REGIONAL MEMORANDUM
No. 411, s. 2024

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

REGIONAL TRAINING OF EXAMINERS AND INFORMATION TECHNOLOGY SUPPORT TEAMS ON THE ONLINE SYSTEM FOR FY 2023 NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS ADMINISTRATION

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"*, this Office informs the field of the above-captioned subject.

2.   This Office, through the Human Resource Development Division, shall conduct the said activity from **April 29 to 30, 2024**, at **Ciudad Christhia Resort**, San Mateo, Rizal.

3.   The main objective of the training is to equip the participants with the knowledge, tools, and confidence to navigate through the NQSH journey effectively. The training shall serve as a cornerstone in cultivating adept NQESH administration personnel who will guide and assist the examinees through the entire NQESH examination process. At the end of the training session, participants shall be able to:

   a. understand the new NQESH testing modality, technical specifications of the testing platform and their roles and responsibilities;
   b. familiarize with the different NQESH administration processes; and
   c. acquire the necessary knowledge and skills to provide technical and user-support assistance to the test-takers during NQESH.

4.   The target participants in this activity are Chief and Room Examiners, Roving Proctors, RO Monitors, and administrative support personnel who were identified by the Schools Division Superintendents and HRDD Chief.

5.   The following schedule shall guide participants:

April 29, 2024	April 30, 2024
Check-in: 2:00 PM	Check out: 12:00 NN
Program start: 3:00 PM	Program end/Closing: 3:00 PM
First meal: PM snacks	Last meal: Lunch

6.   Participants shall ensure that their DepEd email account is active. Likewise, they shall bring their own laptop computers and extension cords and shall be required to have the following in their laptop computers:

Specifics	Requirements
Device with functional and visible keyboards	Laptop (with a battery life of 3-4 hours when fully charged)
Operating System (OS)	Windows 10 or higher
Processor	Intel Core i5 or Ryzen
RAM	At least 8 GB
Available Disk Space	(For SEB Installation) At least 5 GB or higher (either HDD/SSD)
User Access Rights	Can install Safe Exam Brower (SEB) and uninstall prohibited application
Web Browser Installed	Any updated web browser (Google Chrome, Edge, Firefox, Safari, Opera, Brave)

7.   Board and lodging and other incidental expenses of the participants and PMT shall be charged against the Program Support Fund-2023 OPDNTP Continuing Fund (AC-24-5823-OPDNTP-S1-001), while travel expenses shall be charged against their respective local funds subject to accounting and auditing rules and regulations.

8.   For questions and clarification, please contact **Christian T. Español**, Education Program Supervisor, through christian.espanol@deped.gov.ph.

9.   For information and strict compliance.

JOCELYN DR. ANDAYA
Director IV

cte/hrdd

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DepED MATATAG | **ONE NCR STRONGER TOGETHER** | **NQESH**

Regional Training for Examiners and IT Support Teams on the Online System for FY2023 NQESH Administration

April 29-30, 2024
Ciudad Christhia, San Mateo, Rizal

Activity Matrix

DAY 1 • 29 APRIL 2024 (MONDAY)			
Time	**Duration**	**Activity**	**Person-in-Charge**
2:00 - 3:00	1hr	Arrival, Check-in and Registration	
3:00 - 3:15	15m	Preliminaries	
3:15 - 4:15	1hr	🔵 SESSION NQESH Terms of Reference	**Christian T. Español** EPS, HRDD-NEAP R
4:15 - 4:30	15m	Health Break	
4:30 - 5:45	1h15m	🔵 SESSION Presentation of Examinee Perspective: SEB Installation and Launching	**Erick P. Savadera** Associate Director ASEAMETRICS HR Solutions, Inc.
5:45 - 6:00	15m	Q & A and Showcase Live Simulation	
6:00		Dinner	

DAY 2 • 30 APRIL 2024 (TUESDAY)		
Time	**Duration**	**Activity**
6:00 - 7:50	1h50m	Breakfast
7:50 - 8:00	10m	Preliminaries
8:00 - 8:30	30m	Continuation: Showcase Live Simulation
8:30 - 10:00	1h30m	Hands-on Experience (End-to-End)
10:00 - 10:15	15m	Health Break
10:15 - 12:00	1h45m	Continuation: Hands-on Experience (End-to-End)
12:00 - 1:00	1hr	Lunch Break
1:00 - 1:30	30m	Q & A
1:30 - 2:00	30m	Closing Program and Way Forward

Program Moderator
ARREN V. ADUAN
Education Program Supervisor, HRDD-NEAP R

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Safe Exam Browser (SEB) Installation and Setting-up Guide

Instruction: Read first the entire installation guide before proceeding to the installation.

Step 1: Select the laptop where to Install the SEB to be used for NQESH.
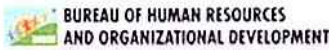
Choosing the right device can make or break your experience during the NQESH. To help you identify the right laptop, below is the device specification.

Specifics	Requirements
Device *with functional and visible keyboard keys*	Laptop (with battery life of 3-4 hours when fully charged)
Operating System (OS)	Windows 10 or higher
Processor	Intel Core i5 or Ryzen
RAM	At least 8 GB
Available Disk Space	**(For SEB Installation)** At least 5 GB or higher (either HDD/SSD) **(During NQESH)** At least 1 GB or higher (either HDD/SSD)
User Access Rights	Can install (SEB) and uninstall prohibited application
Web Browser Installed	Any updated web browser (Google Chrome, Edge, Firefox, Safari, Opera, Brave)

Step 2: Download the applications to be installed. To do this, go to http://tiny.cc/NQESHFY2023Resources and select the "Installer (SEB and VC)" folder and download the installers.

Step 3: Once both installers (SEB and VC) have been downloaded, you need to go to your "Downloads" folder to initiate the installation.

Step 4: On the "Downloads" folder, find and double-click "(1) VC_redist.64.exe". You need to follow the installation prompts.

Step 5: After successfully installing "(1) VC_redist.64.exe", you **MUST RESTART** your laptop.

Step 6: Once your laptop has restarted, **BEFORE** going back to the "Downloads" folder, you **MUST TURN OFF or DISABLE your ANTIVIRUS first.** This process will ensure that all the Secure Exam Browser (SEB) components will be installed properly.

Step 7: After turning off or disabling your antivirus, go back to the "Downloads" folder. Look for the SEB installer which is "(2) SEB_3.7.0.682_SetupBundle.exe". Double-click the file and follow the instructions and installation prompts.

Important Reminders:

1. After successfully installing the SEB, you DO NOT NEED to open the application. You only need to ensure that you have successfully installed it.

2. If you have installed the SEB in the past and used it for other assessments, it is best to **UNINSTALL it first** before installing the new one.

3. During the Mock Exam and NQESH Exam, there is no need to open the SEB application. You only need to have the **NQESH Examination Link** which will be sent to your email. Once you click the exam link, it will ask you to open the SEB and you need to ALLOW it.

4. Before any Mock Exam and the NQESH Exam Day, you need to UNINSTALL any apps that allow remote control of your device such as but not limited to the following:

   a. Anydesk
   b. Team Viewer
   c. Chrome Remote Desktop

LIST OF PARTICIPANTS

Regional Office

No.	RO Monitors	Position
1	Hajji R. Palmero (RPM)	Chief Education Supervisor
2	Marina C. Espino (co-RPM)	OIC Chief, EPS
3	Atty. Joylyn P. Dulnuan	Chief Administrative Officer
4	Roger R. Morallos	Chief Education Supervisor
5	Elsa P. Mariano	AO V
6	Christian T. Español	Regional NQESH Coordinator

No.	Chief Examiners	Position
1	Andrew Tan	EPS
2	Lilia A. Ricero	OIC Chief, EPS
3	Andres Bonifacio	EPS
4	Louie Duterte	EPS
5	Angelyn Malabanan (SDO)	SEPS, SDO QC

No.	Room Examiners	Position
1	Rodolfo J. Colocar	EPS
2	Rhea B. Eden	EPS
3	Arren Aduan	EPS
4	Herbet Vertucio	EPS
5	Richard Catain	EPS
6	Leah Ailah Vicencio	EPS-II

No.	IT Roving Proctor	Position
1	Gerrie Padilla	ITO I
3	Daniel Morris O. Dimaguiba	CMT-I
4	Richard Vidal	EPS-II

No.	Admin Support Staff	Position
1	Nika A. Diaz	ADA VI
2	Don Ray V. Salvador	EPS-II
3	Aira L. Alarcon	AO II
4	Myles Jamie Garcia	COS
5	Jerol De Lira	ADAS III

Las Piñas

No.	Room Examiners	Position
1	Balsomo, Joey Zorrilla	Education Program Supervisor
2	Fajardo, Edsel Gallardo	SEPS
3	Villacorta, Raygeinald Palmero	SEPS
4	Razon, Sharon Calapano	SEPS
5	Ayapana, Amador Reyes	School Principal I
6	Francisco, Marie Joy Literal	School Principal I
7	Samonteza, Eric Zotomayor	School Principal I

No.	IT Roving Proctor	Position
1	Ellaine I. Montas	Information Technology Officer I
2	Jared Jay P. Robea	Administrative Officer V

Malabon

No.	Room Examiners	Position
1	Rosela Q. Abude	Principal III
2	Proserfina I. Cardenas	Principal II
3	Ryan Jay C. Verbo	Principal I
4	Rodelio I Perez Jr.	Principal 1
5	Windelle G. Morales	Principal I
6	Melibeth D. Ruiz	Principal 1

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No.	IT Roving Proctor	Position
1	Gilbert D. Manucduc	Information Technology Officer I

Manila

No.	Room Examiners	Position
1	Ma. Josefina Bueno Luna	School Head
2	Mercidita Insigne	School Head
3	June Hayden Sinson	School Head
4	Maria Eva Nacion	School Head
5	Manolo Peña	School Head
6	Nilo Salazar	School Head
7	Jinnabelle Prieto	School Head
8	Carol Salba	School Head
9	Jonathan Guillermo	School Head
10	Novielyn Radam	School Head
11	Conchita Guiyab	School Head
12	Jose Minano	School Head
13	Josefino Mendoza	School Head
14	Judyy Sampang	School Head
15	Philip Marciano Reyes	School Head
16	Uldarico Fundal	School Head

No.	IT Roving Proctor	Position
1	Alexander Reyes	AO-II
2	Albert James Macaraeg	PDO II, OIC ITO

Parañaque

No.	Room Examiners	Position
1	Teresita Rodriguez	Principal IV
2	Flora C. Baggayan	Principal I

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3	Evangeline E. Malicdem	Principal I
4	Ma. Estrellita C. Arceo	Public Schools District Supervisor
5	Mineilwin R. Serdaña	Public Schools District Supervisor
6	Marilou De Jesus	Principal IV
7	Nestor T. Torrecampo	Principal I

No.	IT Roving Proctor	Position
1	Al C. Catchillar	ITO

Marikina

No.	Room Examiners	Position
1	Uriel B. Teodoro	School Head
2	Doris R. Jasme	Senior Education Program Specialist
3	Noemi A. Velario	Senior Education Program Specialist
4	Marina G. Mingoy	School Head
5	Gemo D. Parajas	School Head
6	Felisa P. Munoz	School Head
7	Tiburcio A. Aplacador, Jr.	School Head
8	Annalli Salazar	School Head
9	Mila Casilao	School Head
10	Hilda Tardecilla	School Head
11	Jessica Beltran	School Head
12	Adoracion Valderrama	School Head
13	Ana Liza Paz	School Head
14	Ma.Aloha Veto	School Head
15	Jean Castillo	School Head
16	Reingelyn Donato	School Head
17	Aizaleen Garchitorena	School Head
18	Willy Padua	School Head

19	Nida P. Andrada	PSDS
20	Roseo Caburian	PSDS
21	Imelda Olvida	PSDS
22	Remia L. Ricabar	PSDS
23	Elena M. Santos	PSDS
24	Emily Santos	PSDS
25	Sherly Ann Hernandez	School Head

No.	IT Roving Proctor	Position
1	Ryan Regencia	Information Technology Officer

Pasay

No.	Room Examiner	Position
1	Ramil D. Dorol	EPS-EPP/TLE/TVL
2	Sharon M. Sergio	PSDS
3	Myrna B. Martino	PSDS
4	Jowen I. Samarita	PSDS
5	Bernardita A. Perez	EPS-SGOD
6	Noel P. Miranda	SEPS-HRDD
7	Maria Jacqueline D. Bernardino	SEPS-P&R
8	Fatima P. Fajardo	SEPS-SMM&E
9	Sylwyn S. Tenorio	SEPS-SocMob
10	Agapito Teodoro N. Manaog	Principal IV
11	Romy P. Socao	Principal IV
12	Rouell S. Santero	Principal I
13	Grace B. Torres	Principal I
14	Ma. Cleofe B. Garde	Principal I
15	Mark Anthony Familaran	Principal I

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No.	IT Roving Proctor	Position
1	Erick D. Comia	ITO I
2	Jocelyn C. Chinchilla	Master Teacher II-School IT Officer
3	Ma. Luisa M. Mansayon	School IT Officer

Valenzuela

No.	Room Examiners	Position
1	Edna L. Llanera	Public Schools District Supervisor
2	Agnes D. Garrote	Principal
3	Maria Czarina P. Cruz	Principal
4	Lilia H. Jaime	Principal
5	Ruben F. Estillero	Public Schools District Supervisor
6	Rudy F. Falcunitin	Principal IV
7	Eddie A. Alarte	Principal IV
8	Olivia D. Cariaso	Principal

Quezon City

No.	Room Examiner	Position
1	Philip V. Austria	Senior Education Program Specialist
2	Ederlina D. Balena	Education Program Supervisor
3	Ruth G. Yap	Public School District Supervisor
4	Ana Rosa R. Rabanal	Public School District Supervisor
5	Perlita P. Depatillo	Public School District Supervisor
6	Patrocinia T. Ariate	Public School District Supervisor
7	Levita G. Cardenas	Public School District Supervisor
8	Guillermo Nikus A. Telan	Public School District Supervisor
9	Ryan C. Atezora	School Head
10	Julio R. Villapa	School Head
11	Shiarell Loida M. Cruz	School Head

No.	IT Roving Proctor	Position
1	Gerald Anthony R. Lazaro	Information Technology Officer
2	Florante Torrefiel	Computer Maintenance Technician
3	Christian David Talavera	Data Encoder and Machine Operator

TAPAT

No.	Room Examiner	Position
1	Ronalyn G. Sorongon	SEPS
2	Roldan R. Jamindang	SEPS
3	Desiree M. Adrigado	SEPS
4	John Keeneth M. Ferrera	SEPS

No.	IT Roving Proctor	Position
1	Ramil B. Santillan	Information Technology Officer

Mandaluyong

No.	IT Roving Proctor	Position
1	John Darryll S. Mercado	Information Technology Officer

Pasig

No.	IT Roving Proctor	Position
1	Reddino Roan Ancheta	Information Technology Officer I

Muntinlupa

No.	Room Examiner	Position
1	Zoren Pepito Gubalane	SEPS -SMME

No.	IT Roving Proctor	Position
1	May Borjal	IT Officer

San Juan

No.	Room Examiner	Position
1	Lloyd Tulaylay	Principal
2	Cesar Camayra	Principal

No.	IT Roving Proctor	Position
1	Leon M. Pangda	ITO I

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