



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



26 September 2024

**REGIONAL MEMORANDUM**

No. 984, s. 2024

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

**RESOURCE PERSON AND FACILITATORS FROM DEPED NCR IN THE  
EVALUATION AND CERTIFICATION OF FY 2021 NQESH CATEGORY B**

1. In reference to **DM-OUHROD-2024-1740** dated September 06, 2024, titled “*Evaluation and Certification of FY 2021 NQESH Category B*,” and **DM-OUHROD-2024-1927** dated September 25, 2024, titled “*Final Details of the Evaluation and Certification of FY 2021 NQESH Category B and Invitation to RO and SDO Officials Who Will Serve as Resource Persons*” 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 following personnel shall attend to the said activity:

NAME	POSITION	OFFICE	ROLE
<b>Cristito A. Eco</b>	ARD	DepEd NCR	Resource Person
<b>Christian T. Español</b>	EPS	RO HRDD	Facilitator & NQESH Focal
<b>Guillermo Nikus A. Telan</b>	PSDS	SDO Quezon City	Facilitator
<b>Amaflor C. Alde</b>	PSDS	SDO Caloocan City	Facilitator
<b>Mark Nathaniel G. Revilla</b>	PSDS	SDO Caloocan City	Facilitator

3. The qualification and roles of facilitators are stated in the Enclosure No. 1 of this Memorandum.

4. The venue for this activity is Swiss-Belhotel Blulane, Sta. Cruz, Manila. Check-in is on September 27, 2024, and check-out is on September 29, 2024.

Date	Breakfast	AM Snacks	Lunch	PM snacks	Dinner
Sept. 27, 2024				✓	✓
Sept. 28, 2024	✓	✓	✓	✓	✓
Sept. 29, 2024	✓	✓	✓		



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5. Transportation expenses and other supporting documents shall be brought on the actual date of the activity and submitted to the Central Office PMT for reimbursement purposes.
6. Participants shall bring a laptop, extension cord, and prescription medicine.
7. Two (2) days of **Compensatory Time off (CTO)** shall be granted for services rendered on Saturday, September 28, and Sunday, September 29, 2024, respectively, following CSC-DBM Joint Circular No. 2, s. 2004.
8. For other details and provisions of this activity, please see the attached BHRD Memorandum and its enclosures.
9. For questions and clarification, please contact **Christian T. Español**, Education Program Supervisor, through [christian.espanol@deped.gov.ph](mailto:christian.espanol@deped.gov.ph).
10. For immediate dissemination and compliance.

**JOCELYN DR. ANDAYA**  
Director IV

cte/hrdd



6 Misamis St., Bago Bantay, Quezon City  
Email Address: [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph)  
Website: <http://www.depedncr.com.ph>

Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01.26.23	Page	2 of 3



Certificate No. PMP QMS  
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Enclosure No. 1

*Qualification of the Facilitator*

1. An incumbent EPS (preferably the NQESH Focal), Public Schools District Supervisor, or Chief (SGOD, HRDD, or QAD). Previous involvement in NQESH is an advantage.
2. Must be tech-savvy, digitally literate, agile, attentive to details, and can provide desktop support.
3. Not be related to any of the FY 2021 Category B and FY 2023 NQESH takers in the assigned cluster up to the second degree of consanguinity or affinity.
4. Have proven competence and integrity; and
5. Must be recommended by their SDS or RD.

*Roles of the PMT as Facilitator*

1. Manage the conduct of the Post-Learning Assessment (PLA) in the assigned group/room, as applicable;
2. Follow strictly the procedure in the conduct of the PLA;
3. Attend online orientation;
4. Report any observations that might affect the integrity of the PLA as well as the actions undertaken as necessary; and
5. Collect and return assessment materials according to the guidelines and ensure their completeness.



Republika ng Pilipinas


# Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**  
**DM-OUHROD-2024-1927**

TO : **Regional Directors**  
**Schools Division Superintendents**  
**All Others Concerned**

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

SUBJECT : **FINAL DETAILS OF THE EVALUATION AND CERTIFICATION OF FY 2021 NQESH CATEGORY B (ADDENDUM TO DM-OUHROD-2024-1740) AND INVITATION TO RO AND SDO OFFICIALS WHO WILL SERVE AS RESOURCE PERSONS**

DATE : 25 September 2024

1. This is to provide the following final details on the conduct of the **Evaluation and Certification of FY 2021 National Qualifying Examination for School Heads (NQESH) Category B** on 27-28 September 2024 (*addendum to DM-OUHROD-2024-1740*):

**a. For FY 2021 NQESH Category B Participants**

- The *Official List of FY 2021 NQESH Category B Participants* may be accessed through the link <https://tinyurl.com/CatB-OfficialList>.
- *Evaluation and Certification Process (Enclosure A)*
- *Revised Activity Matrix (Enclosure B)*
- *Venues and Other Administrative Arrangements (Enclosure C)*
- *Details for Seventh-Day Adventist Participants (Enclosure D)*

**b. For Regional Offices (ROs) and Schools Division Offices (SDOs)**

- *Project Management Team (Enclosure E)*
- *List of Resource Persons per Cluster (Enclosure F)*

2. Relatedly, we would like to respectfully invite the following Central Office, RO, and SDO officials to serve as Expert Resource Persons for the **Learning Sessions of the FY 2021 NQESH Category B Evaluation and Certification**, with corresponding details:

Cluster	Name of Invited Officials/Resource Persons	
	Learning Session 1 "The PPSHF: An Overview" 27 September 2024, 3:00 – 5:00 p.m.	Learning Session 2 "The PPSHF Domains and Indicators: In Focus" 28 September 2024, 8:00 – 10:00 a.m.
1	<b>RONNIE S. MALLARI</b> OIC – Regional Director, DepEd Region III	<b>ESTELA L. CARINO</b> Regional Director, DepEd CAR
2	<b>CRISTITO A. ECO</b> Assistant Regional Director, DepEd NCR	<b>JENNIFER E. LOPEZ</b> Director IV, NEAP
	<b>NICOLAS T. CAPULONG</b> Regional Director, DepEd Region IV-B	<b>LOIDA N. NIDEA</b> Assistant Regional Director, DepEd Region IV-A
3	<b>GILBERT T. SADSAD</b> Regional Director, DepEd Region V	<b>SUSAN S. COLLANO</b> Schools Division Superintendent, SDO Naga City
4	<b>VICTOR G. DE GRACIA JR.</b> Assistant Regional Director, DepEd Region VI	<b>GREGORIO CYRUS R. ELEJORDE</b> Assistant Regional Director, DepEd Region IX
	<b>SENEP P. PAULIN</b> Schools Division Superintendent, SDO Cebu	<b>EVELYN R. FETALVERO</b> Regional Director, DepEd Region VIII
	<b>CASIANA P. CABERTE</b> OIC – Schools Division Superintendent, SDO Bohol	<b>SALUSTIANO T. JIMENEZ</b> Regional Director, DepEd Region VII
5	<b>CHERRY MAE LIMBACO-REYES</b> Schools Division Superintendent, SDO Malaybalay City	<b>MARIA INES C. ASUNCION</b> Regional Director, DepEd Region XIII
6	<b>ALLAN G. FARNAZO</b> Regional Director, DepEd Region XI	<b>KATHRINE H. LOTILLA</b> OIC – Assistant Regional Director, DepEd Region XII

3. Please refer to **Enclosure C** for the venues of the FY 2021 NQESH Category B Evaluation and Certification per Cluster.

4. The complete learning resource packages may be accessed through the following link and QR Code:

<https://tinyurl.com/5n78fh6c>



5. Should you have questions and concerns relative to the *Official List of Participants and Resource Persons, Registration, Profiling, and Learning Sessions*, please coordinate with **Director Leah Apao** of NEAP through email [neap.od@deped.gov.ph](mailto:neap.od@deped.gov.ph) / [leah.apao001@deped.gov.ph](mailto:leah.apao001@deped.gov.ph) or landline (02) 8638-8638, and/or **Mr. John Carlo Astilla** of NEAP-PDD through email [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) or landline (02) 8715-9919.

6. Regarding *Facilitators and Administrative Arrangements*, please contact **Ms. Fatima Angeles** of BHRD-HRDD through email [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph) or landline (02) 8470-6630.

7. For immediate dissemination and appropriate action.

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**Enclosure A**

**Evaluation and Certification Process**

All the FY 2021 NQESH Category B participants must undergo the following evaluation and certification process which has been outlined below:

**1. Registration and Profiling**

- All FY 2021 NQESH Cat B participants are expected to register in the assigned venue from 1:00 PM – 2:30 PM.
- Profiling survey will be conducted through MS forms. The link and QR code will be provided at the venue. This will help better validation of participants' profiles.
- They are advised to complete their registration and profiling within the allotted time frame.

**2. Learning Sessions on PPSSH Overview, Domains, and Indicators**

- The FY 2021 NQESH Category B participants will undergo an in-depth learning session focusing on the Philippine Professional Standards for School Heads (PPSSH) that covers targeted domains and indicators.
- Participants will be grouped accordingly, and designated facilitators will lead discussions from the NEAP-CO.
- Participants are to bring their copy of the DepEd Order No. 24, s. 2020, titled "National Adoption and Implementation of the Philippine Professional Standards for School Heads and are expected to actively engage in learning discussions.

**3. Post-Learning Session**

- After the learning sessions, a post-learning written assessment will be administered to all Category B participants.



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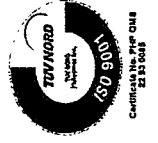
Enclosure B

**Evaluation and Certification of  
FY 2021 National Qualifying Examination for School Heads (NQESH) Category B  
September 27 - 28, 2024  
ACTIVITY MATRIX**

Date and Time	Topic	In-Charge/ Learning Facilitator
<b>Day 1 [September 27, 2024] FRIDAY</b>		
8:00 – 12:00 NN	Travel Time	
12:00 – 2:30 PM	Provision of Accommodation	BHROD/CO Focal Persons
2:30 – 3:00 PM	Registration and Profiling	NEAP CO Focal Persons & RO/SDO Hosts
3:00 – 5:00 PM	Opening Program	NEAP CO Focal Persons
	Learning Session 1	NEAP CO Focal Persons & Resource Person/s
<b>Day 2 [September 28, 2024] SATURDAY</b>		
8:00 - 8:15 AM	Opening Program	NEAP CO Focal Persons
8:15-10:00 AM	Learning Session 2	NEAP CO Focal Persons & Resource Person/s
10:00 – 10:30 AM	Health Break	
10:30 – 12:00 PM	Post-Learning Session	BHROD/CO Focal Persons & RO/SDO Facilitators
12:00 PM - onwards	Travel Time	



2nd Floor Mabini Building, DepEd Complex, Meralco Ave., Pasig City 1600  
 Telefax No.: (+632) 8638-8638  
 Email Address: neap.od@deped.gov.ph



Doc. Ref. Code	PAWIM-F-026	Rev	00
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**Enclosure C**

**VENUE AND ADMINISTRATIVE ARRANGEMENTS**

**I. Venue per cluster**

For specific venues of each cluster, please refer to the table below:

CLUSTER	REGION	VENUE
Cluster 1	CAR Region 01 Region 02 Region 03	<b>Anne Raquel's Resort</b> 52 Olongapo-Bataan Road, Olongapo, Zambales
Cluster 2	NCR Region 04A - Cavite - Laguna - Rizal Region 04B - Palawan	<b>Swiss-Belhotel Blulane</b> 609 Tomas Mapua St., Santa Cruz, Manila
Cluster 3	Region 04A - Batangas - Quezon Region 04B - Mindoro - Marinduque - Romblon Region 05	<b>Leonida's Resort and Restaurant</b> Talisay, Batangas
Cluster 4	Region 06 Region 07 Region 08 Region 09	<u>Participants:</u> <b>Crown Regency Residences</b> V. Rama Ave., Cebu City  <u>PMT:</u> <b>Crown Regency Hotel &amp; Towers</b> Osmena Blvd. Cebu City
Cluster 5	Region 10 CARAGA	<b>VIP Hotel</b> Don Apolinario, Velez St., Cagayan de Oro City
Cluster 6	Region 11 Region 12	<b>The Farm at Carpenter Hill</b> National Highway, Koronadal City, South Cotabato

**II. Accommodation and Meal Provision**

**A. Participants (September 27-28, 2024)**

DATE	MEAL PROVISION (with Accommodation)				
	Breakfast	AM Snack	Lunch	PM Snack	Dinner
September 27, 2024				✓	✓
September 28, 2024	✓	✓	✓		



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**B. RESOURCE PERSONS & NEAP FOCAL PERSONS (September 26-28, 2024)**

DATE	MEAL PROVISION (with Accommodation)				
	Breakfast	AM Snack	Lunch	PM Snack	Dinner
September 26, 2024				✓	✓
September 27, 2024	✓	✓	✓	✓	✓
September 28, 2024	✓	✓	✓		

**C. FACILITATORS & BHROD FOCAL PERSONS (September 27-29, 2024)**

DATE	MEAL PROVISION (with Accommodation)				
	Breakfast	AM Snack	Lunch	PM Snack	Dinner
September 27, 2024				✓	✓
September 28, 2024	✓	✓	✓	✓	✓
September 29, 2024	✓	✓	✓		

**III. Transportation Expenses**

All the transportation expenses and other supporting documents must be brought by the selected RO/SDO PMTs on the actual date of the activity to be submitted to the Central Office PMTs which will be used for reimbursement.

**IV. Service Credit or Compensated Time-Off (CTO)**

All the FY 2021 NQESH Category B and the Regional/SDO PMT members are entitled to service credit or Compensated Time-Off (CTO) following DepEd Order 53, s. 2003 titled Updated Guidelines on Grant of Vacation Service Credits to Teachers, in case activities fall on weekends and holidays.



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### Enclosure D

### For Seventh Day Adventist NQESH-Category B for Evaluation and Certification

**September 27, 2024**

To consider inclusivity and respect for the religious beliefs of other Category B participants in all clusters, the Seventh-Day Adventist participants will attend the virtual learning sessions from **8:00 AM to 12:00 noon on Friday**, September 27, 2024, while the in-person Post-Learning Session, which is part of the evaluation and certification process, is scheduled from **1:30 to 2:30 PM** on the same day at the following venues:

CLUSTER	REGION	VENUE
Cluster 1	CAR Region 01 Region 02 Region 03	<b>Anne Raquel's Resort</b> 52 Olongapo-Bataan Road, Olongapo, Zambales
Cluster 2	NCR Region 04A - Cavite - Laguna - Rizal Region 04B - Palawan	<b>Swiss-Belhotel Blulane</b> 609 Tomas Mapua St., Santa Cruz, Manila
Cluster 3	Region 04A - Batangas - Quezon Region 04B - Mindoro - Marinduque - Romblon Region 05	<b>Leonida's Resort and Restaurant</b> Talisay, Batangas
Cluster 4	Region 06 Region 07 Region 08 Region 09	<u>Participants:</u> <b>Crown Regency Residences</b> V. Rama Ave., Cebu City  <u>PMT:</u> <b>Crown Regency Hotel &amp; Towers</b> Osmena Blvd. Cebu City
Cluster 5	Region 10 CARAGA	<b>VIP Hotel</b> Don Apolinario, Velez St., Cagayan de Oro City
Cluster 6	Region 11 Region 12	<b>NEAP Region 12</b> Quirino Avenue, General Santos City

The virtual link will be disseminated before the conduct of the learning sessions and post-learning assessments through your email address.



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**Enclosure E**

**THE PROJECT MANAGEMENT TEAM**

**I. Composition of the Project Management Team (PMT)**

**A. PMT Lead**

1. Central Office

1.1. The National Educators Academy of the Philippines (NEAP) will lead the Registration and Profiling of participants and the Delivery of Learning Sessions.

1.2. The Bureau of Human Resource and Organizational Development – Human Resource Development Division (BHROD-HRDD) will lead the Post-Learning Sessions and other administrative requirements.

2. Regional/Schools Division Office:

2.1. Respective Regional Directors/Schools Division Superintendent shall identify the focal persons to assist NEAP and BHROD in implementing the Evaluation and Certification Process for FY2021 Category B.

**B. Resource Persons**

The following 3<sup>rd</sup> level officials (see Enclosure E for the complete list per cluster) shall serve as the **Cluster Resource Persons** in the delivery of the Learning Session:

1. Central Office Directors
2. Regional Director
3. Assistant Regional Directors
4. Schools Division Superintendent
5. Assistant Schools Division Superintendent

**C. Facilitators**

Each Region shall be represented in the PMT to serve as a Facilitator and should meet the following qualifications:

- ✓ An incumbent Education Program Supervisor (preferably the NQESH focal), Public Schools Division Supervisor, or Chief (preferably of SDO – SGOD, RO-QAD or RO-HRDD). Previous involvement in NQESH is an advantage.
- ✓ Must be tech-savvy, digitally literate, agile, attentive to details, and can provide desktop support;

- ✓ Not be related to any of the FY2021 Category B and FY 2023 NQESH takers in the assigned cluster up to the second degree of consanguinity or affinity;
- ✓ Have proven competence and integrity; and
- ✓ Must be recommended by their SDS or RD.

## II. Roles of the Project Management Team (PMT)

### A. NEAP Focal

- Lead in the Registration and Profiling including the learning discussion session; and,
- Provide resource materials for the learning discussion.

### B. BHROD Focal

- Prepare necessary materials for the Post Learning Assessment (PLA);
- Monitor and assist in the administration of the PLA;
- Lead in the distribution and retrieval of Assessment materials in the assigned cluster; and,
- Coordinate and provide technical assistance on administrative arrangements to the RO/SDO from which the fund was downloaded.

### C. Resource Persons

- The **Resource Persons** per cluster shall ensure the effective delivery of Sessions 1 and 2 during the cluster run.
- Attend the orientation set in preparation for the final run.
- Ensure that the complete resource package of the session is readily available.
- Coordinate closely with the NEAP and BHROD focal for necessary assistance.
- Use the resource package as provided.
- Deliver the sessions within the time allocated.
- Check the outputs of the participants.

### D. Facilitators

- Manage the conduct of the PLA in the assigned group/room, as applicable;
- Follow strictly the procedure in the conduct of the PLA;
- Attend online orientation;
- Report any observations that might affect the integrity of the PLA as well as the actions undertaken as necessary;
- Collect and return assessment materials according to the guidelines, and ensure their completeness.

**E. Co-Facilitators**

- Ensure completeness of assessment materials.

**F. Learning Facilitators**

- Encoding of answers to the Online Checking Platform.

**III. Allocation of Resource Persons and Facilitators**

The allocated number of Resource Persons and Facilitators per region is provided in the table below.

CLUSTER	REGION	RESOURCE PERSONS	FACILITATORS	TOTAL
Cluster 1	CAR	1	1	
	Region 01	1	1	
	Region 02	2	1	
	Region 03	2	4	
Cluster 2	NCR	3	4	
	Region 04A	9	10	
	Region 04B	3	3	
Cluster 3	Region 04A	11	12	
	Region 04A	2	2	
	Region 05	4	5	
Cluster 4	Region 06	4	4	
	Region 07	6	7	
	Region 08	2	2	
	Region 09	6	7	
Cluster 5	Region 10	2	2	
	CARAGA	3	4	
Cluster 6	Region 11	7	8	
	Region 12	6	7	
<b>Total</b>		<b>74</b>	<b>84</b>	<b>156</b>

All identified facilitator shall attend a briefing on September 27, 2024 3:00 pm with BHROD at the identified venue and shall bring a laptop and extension wires for encoding.



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**Enclosure F**

**EVALUATION AND CERTIFICATION OF FY 2021 NQESH CATEGORY B**

**September 27-28, 2024**

**List of Cluster Resource Persons**

Cluster	Name of Invited Officials/Resource Persons	
	Learning Session 1 "The PPSSH: An Overview" 27 September 2024, 3:00 – 5:00 p.m.	Learning Session 2 "The PPSSH Domains and Indicators: In Focus" 28 September 2024, 8:00 – 10:00 a.m.
1	<b>RONNIE S. MALLARI</b> <i>OIC – Regional Director, DepEd Region III</i>	<b>ESTELA L. CARIÑO</b> <i>Regional Director, DepEd CAR</i>
2	<b>CRISTITO A. ECO</b> <i>Assistant Regional Director, DepEd NCR</i>	<b>JENNIFER E. LOPEZ</b> <i>Director IV, NEAP</i>
	<b>NICOLAS T. CAPULONG</b> <i>Regional Director, DepEd Region IV-B</i>	<b>LOIDA N. NIDEA</b> <i>Assistant Regional Director, DepEd Region IV-A</i>
3	<b>GILBERT T. SADSAD</b> <i>Regional Director, DepEd Region V</i>	<b>SUSAN S. COLLANO</b> <i>Schools Division Superintendent, SDO Naga City</i>
4	<b>VICTOR G. DE GRACIA JR.</b> <i>Assistant Regional Director, DepEd Region VI</i>	<b>GREGORIO CYRUS R. ELEJORDE</b> <i>Assistant Regional Director, DepEd Region IX</i>
	<b>SENEN P. PAULIN</b> <i>Schools Division Superintendent, SDO Cebu</i>	<b>EVELYN R. FETALVERO</b> <i>Regional Director, DepEd Region VIII</i>
	<b>CASIANA P. CABERTE</b> <i>OIC – Schools Division Superintendent, SDO Bohol</i>	<b>SALUSTIANO T. JIMENEZ</b> <i>Regional Director, DepEd Region VII</i>
5	<b>CHERRY MAE LIMBACO-REYES</b> <i>Schools Division Superintendent, SDO Malaybalay City</i>	<b>MARIA INES C. ASUNCION</b> <i>Regional Director, DepEd Region XIII</i>
6	<b>ALLAN G. FARNAZO</b> <i>Regional Director, DepEd Region XI</i>	<b>KATHRINE H. LOTILLA</b> <i>OIC – Assistant Regional Director, DepEd Region XII</i>