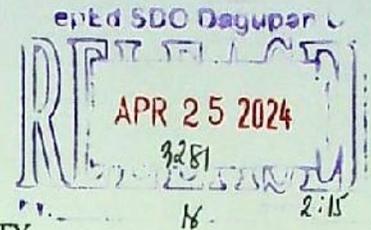




Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY



Office of the Schools Division
Superintendent

April 23, 2024

DIVISION MEMORANDUM

No.: 180, s. 2024

TRAINING OF ROOM EXAMINERS, ROVING IT PROCTORS, AND ADMINISTRATIVE SUPPORT STAFF FOR THE CONDUCT OF FY 2023 NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH)

To: Assistant Schools Division Superintendent
Chiefs of Functional Division- CID & SGOD
Public Schools District Supervisors
School Heads (Public Schools)
All others concerned

1. In reference to Regional Memorandum No. 448, s. 2024 titled *TRAINING OF ROOM EXAMINERS, ROVING IT PROCTORS, and ADMINISTRATIVE SUPPORT STAFF FOR THE CONDUCT OF FY 2023 NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH)*, the Regional Human Resource Development Division shall conduct a training on the following schedules:
 - April 29, 2024- Room Examiners, Roving IT Proctors
 - April 30, 2024-Administrative Support Staff
2. The participants to the said training are:
 - a) Ronie Bonaio- Room Examiner
 - b) Alfred Gonzales- Room Examiner
 - c) Cristina Aquino- Room Examiner
 - d) Gary Desoloc- Room Examiner
 - e) Reymond Villare- Room Examiner
 - f) Rodante Llamas- Room Examiner
 - g) Isagani Rosario- Room Examiner
 - h) Vladimir Parayno- Room Examiner
 - i) Reynan Infante- Roving Proctor
 - j) Michael Gatchalian- Roving Proctor
3. All participants are required to register online via <https://tinyurl.com/NQESHTraining> on or before April 25, 2024.



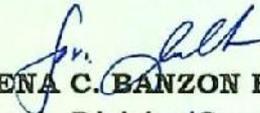
Address: Burgos St., Poblacion Oeste, Dagupan City
Telephone: (075) 653-4101
Website: depeddagupan.com
email: dagupan.city@deped.gov.ph



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

**Office of the Schools Division
Superintendent**

4. Please see attached Regional Memorandum for ready reference.
5. For queries and clarifications, please coordinate with SGOD-HRDS.
6. For the information, guidance, and compliance of all concerned.


ROWENA C. BANZON EdD, CESO V
Schools Division Superintendent

Reference: Regional Memorandum 448, s. 2024
Encl: as stated
To be indicated in the Perpetual Index
under the following subjects:
#HRD #L&D #TRAINING
HRDS/is/DM_NQESH
April 23, 2024



Republic of the Philippines
Department of Education
REGION I



REGIONAL MEMORANDUM

No. 448 s. 2024

**TRAINING OF ROOM EXAMINERS, ROVING IT PROCTORS, AND
ADMINISTRATIVE SUPPORT STAFF FOR THE CONDUCT OF
FY 2023 NATIONAL QUALIFYING EXAMINATION FOR
SCHOOL HEADS (NQESH)**

To: Schools Division Superintendents
Chiefs of Functional Divisions

The Department of Education (DepEd) has set the National Qualifying Examination for School Heads (NQESH) for the Fiscal Year 2023 on May 26, 2024, nationwide with the conduct of two mock examinations on May 5 and 19, 2024, respectively.

1. The 2023 NQESH shall be conducted in the four (4) testing venues: Dagupan City National High School (348 examinees), Ilocos Norte National High School (215 examinees), Saint Louis College High School (333 examinees), Urdaneta City National High School (321 examinees).
2. The administration of the 2023 NQESH shall be through a secured online platform which requires the Program Management Team, Chief Examiners, Room Examiners, Roving IT Proctors and the Administrative Support Staff to be familiar with the interface of the online system, the manner of how to do trouble shooting to assist the examinees, and the overall examination processes.
3. Anent this, the Human Resource Development Division (HRDD) shall be conducting a Training for the Room Examiners, Roving IT Proctors, and Administrative Support Staff on the Online System for the NQESH in the 102 testing rooms across the four testing venues at the National Educators Academy of the Philippines - Region I (NEAP-1) on the following schedules:
 - April 29, 2024 - Room Examiners, Roving IT Proctors
 - April 30, 2024 - Administrative Support Staff
4. The training aims to capacitate select RO, SDO, and school personnel (see Enclosure A) on the features, functionality of the examination platform, site requirements, and other procedures in order to perform their duties as Room Examiners, and Roving IT Proctors.
5. All concerned schools divisions are requested to identify personnel who shall participate in this training, considering the following qualifications:
 - **Room Examiners**



Flores St., Catbangan, City of San Fernando, La Union

Telephone Nos.: (072) 607-8137/682-2324



DepEd Region I

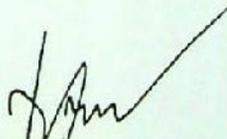


region1@deped.gov.ph



www.depedro1.com

- Must be tech-savvy, digitally literate, agile, attentive to details, and can provide desktop support.
 - Preferably an incumbent Chief Education Supervisor, Education Program Supervisor, Public Schools District Supervisor, or Administrative Officer V.
- **Roving Proctor**
- Preferably IT Personnel/staff from the Division Office or school
- Both the Room Examiners and the Roving Proctor must:
- Not be eligible to take the NQESH/ have plans to take NQESH in the future
 - Not retiring in the next two (2) years
 - Not related to any of the examinees up to second degree of consanguinity and affinity
6. All participants are required to register online via <https://tinyurl.com/NQESHTraining> on/before April 25, 2024.
7. Prospective Room Examiners and Roving IT Proctors are required to bring the following during the training:
- Either Windows 10 (or higher) or MAC OS 11.1 (or higher)
 - License and authority to install computer applications
 - Extension cords
 - Mobile data in cases WiFi becomes unavailable
8. Expenses related to this activity, including travel expenses, shall be charged against BHROD-HRDD using the OPDNTP Fund subject to existing COA, and accounting rules and regulations.
9. First meal to be served is AM snacks and last meal is PM Snacks.
10. This serves as the authority to travel of all the identified participants.
11. For queries and clarifications, please contact HRDD through email hrdd.region1@deped.gov.ph or through telephone number (072) 683-23-24 local 122.
12. For immediate dissemination.


TOLENTINO G. AQUINO
 Director IV

Encl.: None

Reference: None

To be indicated in the Perpetual Index
 Under the following subjects:

ASSESSMENT

TRAINING

HRDD/jmv/rel/RM_2023NQESHTraining
 April 22, 2024

	Dagupan	Laoag	San Fernando	Urdaneta
	DCNHS (29)	INNHS (18)	SLC-HS (28)	UCNHS (27)
RO Monitors	Dinah BONAO Arlene NIRO Cecilia ROSIDO	RD Tolentino AQUINO Maria Teresa BAUTISTA	Oscar FLORES Arnold VINO Atty. Rhea Joy CARBONELL	ARD Rhoda RAZON Sarah CASUGA Sammy LEGASPI (Lead IT)
Chief Examiners	Raymund MOLANO	LiezMIQUE	Juner Windel VALDEZ	Oliver GUTIEREZ
Room Examiners	<ol style="list-style-type: none"> 1. Vivien DE GUZMAN 2. Melisa DEL PRADO 3. Maria Lubelle DE GUZMAN 4. Gina AMOYEN 5. Myla LALICON 6. Johnson SUNGA 7. Darius NIETO 8. Aziza CASA 9. Ramon CANIEZO 10. SDO Dagupan (8) 11. SDO Pangasinan I (8) 12. SDO San Carlos (4) 	<ol style="list-style-type: none"> 1. Abigail CABILIN 2. Francis DOMINGO 3. Rodolfo LIGAWAD, JR. 4. Nedel Joyce LIBUNAO 5. Richie MACALANDA 6. Jackelyn AGUINALDO 7. Jaime CAMPOS, JR. 8. Evangeline CABACUNGAN 9. Edith GIRON 10. SDO Batac (2) 11. SDO Ilocos Norte (4) 12. SDO Laoag City (3) 	<ol style="list-style-type: none"> 1. Ritchelle LEGASPI 2. Marc Melony CAVINTA 3. Edwina MANALANG 4. Ryan BANTIDING 5. Stephanie MONTEMAYOR 6. Rica PEREZ 7. Rowie Red BALANON 8. Atty. Rosemarie WAILAN 9. May CACANINDIN 10. Leika Gay OLARTE 11. Emilou PAMU 12. Nida CARBAJAL 13. Bernard ALCANTARA 14. Ralph ALVAREZ 15. Aroceli SIBAYAN 16. Joey PIMENTEL 17. Pedro Jose CUDAL 18. SDO La Union (6) 19. SDO San Fernando (5) 	<ol style="list-style-type: none"> 1. Kathleen Mae BAUTISTA 2. Manuel TANGUILIG, JR. 3. Leah OLUA 4. Mary Ann DULAY 5. Antonio LACESTE, JR. 6. Joselito DAGUISON 7. Maureen MACAILING 8. SDO Pangasinan II (10) 9. SDO Urdaneta City (10)
Roving Proctor	<ol style="list-style-type: none"> 1. German JUNIO (Lead II) 2. SDO ITO (Alaminos) 3. SDO ITO (Dagupan) 4. SDO ITO (Pangasinan I) 5. School ITO (Dagupan City) 6. School ITO (Pangasinan I) 	<ol style="list-style-type: none"> 1. Almadin DOMINGO (Lead II) 2. Irish Ione IGNACIO 3. SDO ITO (Batac) 4. SDO ITO (Ilocos Norte) 5. School ITO (Laoag City) 	<ol style="list-style-type: none"> 1. Julimar BUQUING (Lead II) 2. SDO ITO (Candon) 3. SDO ITO (La Union) 4. SDO ITO (San Fernando City) 5. SDO ITO (Vigan City) 6. School (ITO San Fernando) 	<ol style="list-style-type: none"> 1. SDO ITO (Pangasinan III) 2. SDO ITO (San Carlos) 3. SDO ITO (Urdaneta) 4. School ITO (Urdaneta) 5. School ITO (Pang II) 6. School ITO (Pang II)
Admin Support	<ol style="list-style-type: none"> 1. Marianne LAGERA 2. Georgina NERIDA 3. Leah PAET 4. Raymaro GACAYAN 5. Florie LLOBRERA 6. Dante CARBONELL (driver) 	<ol style="list-style-type: none"> 1. Alvin ORINE 2. Nina BALLADA 3. Karina ARAGON 4. Vito SAQUING (driver) 5. JV NEPUMOCENO (driver) 	<ol style="list-style-type: none"> 1. Claire SIBULO 2. Mark TEJANO 3. Elvira BUENO 4. Bayani DAVID 5. Rodel SIBULO (driver) 	<ol style="list-style-type: none"> 1. Benjie MIRANDA 2. Princess Esther LEGASPI 3. Joanna SABADO 4. Katherine CABANILLA 5. Maxx SISON (driver) 6. Eleazar CARIASO (driver)