

ANNEX A



Republic of the Philippines  
Department of Education

CONTROL NO.

1048

DepEd NEG. OR  
**RELEASED**  
NO. 023-346  
DATE 13 DEC 2023  
REGISTRATION SECTION

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

**REGION:** VII- Central Visayas

**BUREAU/DIVISION/SCHOOL:** DepEd, Schools Division of Negros Oriental

<b>Name</b>	REMYLIN V. GAO-GAO
<b>Position/Designation</b>	ITO - I
<b>Permanent Station</b>	DIVISION OF NEGROS ORIENTAL
<b>Purpose of Travel</b>	TO ATTEND THE TRAINING OF TRAINERS FOR EXAMINAERS AND IT SUPPORT TEAMS ON THE ONLINE SUYSTEM FOR THE FY 2023 NQESH ADMINISTRATION
<b>Host of Activity</b>	REGION VII - REGIONAL OFFICE
<b>Period Covered (Inclusive of Travel Time)</b>	Decemeber 12-16, 2023
<b>Venue/Destination</b>	CROWN REGENCY HOTEL AND TOWERS, Pres Sergio Osmena Boulevard, Cebu City
<b>Fund Source</b>	DIVISION MOOE/LOCAL FUNDS

I hereby attest the information in this form and in the supporting documents attached hereto are true and correct.

**REMYLIN V. GAO-GAO**  
Name and Signature of Requesting Employee

12/09/2023  
Date

This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purposes stated herein

**N/A**  
Name and Signature of Recommending Authority

**N/A**  
Date

**APPROVED**

**NEER C. CASTRO EdD, CESO V**  
Name and Signature of Approving Authority

12/11/23  
Date



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

06 DEC 2023


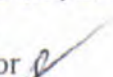
**REGIONAL MEMORANDUM**

No. **927** s. 2023

**TRAINING OF TRAINERS FOR EXAMINERS AND IT SUPPORT TEAMS ON THE ONLINE SYSTEM FOR THE FY 2023 NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH) ADMINISTRATION**

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

1. In line with the Memorandum (**DM-OUHROD-2023-1831**) from the office of the OIC-Usec. of Human Resource and Organizational Development, Wilfredo E. Cabral, and in coordination with DepEd RO VII in the preparation for the administration of the Fiscal Year 2023 National Qualifying Examination for School Heads (NQESH), the Bureau of Human Resource and Organization Development- Human Resource Development Division (BHROD-HRDD) will be conducting a Training for the Room Examiners and IT Support Teams on the Online System for the NQESH this coming December 13-15, 2023 at Crown Regency Hotel and Towers, Pres. Sergio Osmeña Boulevard, Cebu City.
2. The activity aims to orient the participants on the features and functionality of the examination platform and site requirements and procedures to administer the examination and perform its duties and responsibilities during the administration of the Fiscal Year 2023 NQESH efficiently and effectively.
3. Participants of the said activity are required to bring their laptop computer with the following features: (1) either WINDOWS 10 (or higher) or MAC OS 11.1 (or higher); (2) license and authority to install computer applications (3) extension cords (3) mobile data allocation in cases Wi-Fi is not available.
4. Travel expenses of the participants shall be charged against their respective local funds. All expenses of the DepEd Central Office team, including board and lodging of all participants and management team, shall be charged to BHROD-HRDD using the OPDNTP fund. All expenses shall be subject to the usual accounting and auditing rules and regulations.
5. For details, see enclosures.
6. This memo serves as a **Travel Order**.
7. Immediate dissemination of and strict compliance with this Memorandum to all concerned are required.

  
**SALUSTIANO T. JIMENEZ JD, EdD, CESO III**  
Director IV  
Regional Director 

STJ/FYA/QAD/EBEJ/mfsc





Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

Enclosure 1

List of Participants for the Training of Trainers for Examiners and IT Support Teams on the Online System for the FY 2023 National Qualifying Examination for School Heads (NQESH) Administration

NAME	POSITION	OFFICE	NQESH ROLE
Emiliano B. Elnar	Chief	QAD	QAD Chief
Misael G. Borgonia	Chief	HRDD	HRDD Chief
Benjamin D. Tiongzon	Chief	PPRD	Chief Examiner
Tomas T. Pastor	Chief	ESSD	Chief Examiner
Sylvio H. Sabino	Chief	Finance	Chief Examiner
Merden L. Bryant	Chief	FTAD	Chief Examiner
Ida F. Cabantan	Chief	ASD	Chief Examiner
Maria Jesusa M. Despojo	Chief	CLMD	Chief Examiner
Ma. Felina S. Calledo	EPS	QAD	Room Examiner
Cynthia S. Miro	EPS	QAD	Room Examiner
Grace C. Pepito	EPS	QAD	Room Examiner
Emerson O. Degamo	EPS	QAD	Room Examiner
Rogaciano M. Bajo	EPS	QAD	Room Examiner
Sofronio D. Paragoso	EPS	QAD	Room Examiner
Johnnyline P. Jagdon	PDO IV	ESSD	Regional ITO
Rosa H. Cabotaje	EPS	HRDD	Roving Proctor
Helen D. Sabino	EPS	HRDD	Roving Proctor
Rey Pol Tan	EPS	PPRD	Roving Proctor
Maurita F. Ponce	EPS	CLMD	Roving Proctor
Fran Harry Ong Chiu	Division ITO	Bais City	Roving Proctor
Kurt Calijan	Division ITO	Bayawan City	Roving Proctor
Ronald Cesar Sevileno	Division ITO	Bogo City	Roving Proctor
Dinah Florence Talan	Division ITO	Bohol	Roving Proctor
John Rey Porsuelo	Division ITO	Canlaon	Roving Proctor
Michael Elmer Padin	Division ITO	Carcar City	Roving Proctor
Arnel Albarando	Division ITO	Cebu City	Roving Proctor
Emmanuel Mendoza	Division ITO	Cebu Province	Roving Proctor
Joselito Hortelano	Division ITO	City of Naga,Cebu	Roving Proctor
Odilio Ferolino	Division ITO	Danao City	Roving Proctor
Kim Faburada	Division ITO	Dumaguete City	Roving Proctor
Mel Gacho	Division ITO	Guihulngan City	Roving Proctor
Vincent Marc Palomares	Division ITO	Lapulapu City	Roving Proctor
Jaypee Manago	Division ITO	Mandaue City	Roving Proctor
Remylin Gao-Gao	Division ITO	Negros Oriental	Roving Proctor
Genevieve Rocero	Division ITO	Siquijor	Roving Proctor
Jose III Marinas	Division ITO	Tagbilaran City	Roving Proctor
Cuyag Dino	Division ITO	Talisay City	Roving Proctor
Exupher Suan	Division ITO	Tanjay City	Roving Proctor
Alvin Alinabon	Division ITO	Toledo City	Roving Proctor



Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

### ADVISORY

04 December 2023

In accordance with D.M. (CHRO) (2023-1831) dated 26 November 2023 titled *Training of Trainers for Examiners and IT Support Teams on the Online System for the FY 2023 National Qualifying Examination for School Heads (NQSSH) Administration*, please be informed on the following details and administrative arrangements:

CLUSTER/REGION	SCHEDULE	VENUE
Cluster 1 Regions 4 & 5	December 11-13, 2023	Crown Regency Hotel and Towers Pres. Sergio Osmeña Boulevard Cebu City
Cluster 2 Regions 6 & 7	December 13-15, 2023	

All hotel arrangements and program will start on Day 2, thus Day 1 will be dedicated to the arrival of participants.

For questions and clarifications, please contact Ms. Farina Angeles of HRRO (HRDS) (2023) telephone no. (02) 8470-6630 or email at [farina.angela@deped.gov.ph](mailto:farina.angela@deped.gov.ph) or at [farina.angela@deped.gov.ph](mailto:farina.angela@deped.gov.ph).

For your information, and appropriate action.

  
**WILFREDO E. CABRAL**

Regional Director

Office in Charge, Office of the Undersecretary

Human Resource and Organizational Development

Enclosure 3



Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

### MEMORANDUM

DM-OUHROD-2023-1831

TO : **ALL REGIONAL DIRECTORS**

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

SUBJECT : **TRAINING OF TRAINERS FOR EXAMINERS AND IT SUPPORT TEAMS ON THE ONLINE SYSTEM FOR THE FY 2023 NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH) ADMINISTRATION**

DATE : 28 November 2023

In preparation for the administration of the FY 2023 National Qualifying Examination for School Heads (NQESH), the Bureau of Human Resource and Organization Development - Human Resource Development Division (BHROD-HRDD) will be conducting a Training for the Room Examiners and IT Support Teams on the Online System for the NQESH starting December 2023 until January 2024. Attached are the details and schedule for each region (see Annex A).

The activity aims to train trainers who will capacitate Regional and Schools Division personnel on the features and functionality of the examination platform and site requirements and procedures in order administer the examination and perform their duties and responsibilities during the administration of the FY 2023 NQESH efficiently and effectively.

The participants in this activity are the following:

1. Quality Assurance Division (QAD) Chief or representative
2. Human Resource Development Division (HRDD) Chief or representative
3. Regional Information Technology Officer (RITO)
4. Identified Chief Examiners (1 per examination site)
5. Identified Room Examiners (1 per examination site)
6. Identified Roving Proctors (4 per examination site)

In identifying the Examiners and Roving Proctors, please be guided on the following qualifications and considerations:

**A. Chief Examiner**

- ✓ Must be digitally literate, agile, and attentive to details.
- ✓ Familiar and/or with knowledge on NQESH administrative and logistical operation.
- ✓ Preferably an incumbent Chief in the Regional Office or assigned NQESH Coordinators of QAD & HRDD.

**B. Room Examiner**

- ✓ Must be tech savvy, digitally literate, agile, attentive to details, and can provide desktop support.
- ✓ Preferably an incumbent Senior Education Program Specialist, Education Program Supervisor, Public Schools Division Supervisor, or Chief. Priority shall be given to the Senior Education Program Specialist of the Human Resource Section in the Schools Division Office.

**C. Lead Roving Proctor**

- ✓ Preferably the Information Technology Officer (ITO) in the Regional Office.
- ✓ For regions with more than one (1) examination sites, the ITOs in the Schools Division Offices shall be assigned to the other sites.

**D. Roving Proctor**

- ✓ Preferably IT personnel/staff in the Region, SDO ITOs or School IT coordinators

Both the roving proctors and examiners must:

1. Not be eligible to take the NQESH
2. Not retiring in the next two (2) years
3. Not related to any of the examinees to the second degree of consanguinity and affinity
4. Have intermediate knowledge on computer applications and trustworthy
5. Can facilitate RO/SDO training.

Participants in the activity are required to bring their own laptop computer with the following features:

1. Either WINDOWS 10 (or higher) or MAC OS 11.1 (or higher)
2. License and authority to install computer applications
3. Extension cords
4. Mobile data allocation in cases Wi-Fi is not available.

Regional Office proper shall send the list of confirmed participants to [dnrod\\_hrdd@deped.gov.ph](mailto:dnrod_hrdd@deped.gov.ph) cc: [fatima.pangeles@deped.gov.ph](mailto:fatima.pangeles@deped.gov.ph) in excel format, using the template below:

Regional Office No: \_\_\_\_\_

NAME	POSITION	OFFICE	SEX	MOBILE NO.	EMAIL ADDRESS	NQESH ROLE

Notations:

1. Travel Expenses of the participants shall be charged against their respective local funds.
2. All expenses of the DepEd Central Office team, including Board and lodging of all participants and management team, shall be charged to BHRDD-HRDD using the OPDNTF fund.
3. All expenses shall be subject to existing COA and accounting rules and regulations.
4. Check-in time: 2:00 PM; Check-out time: 1:00 PM.
5. Program will start at 3:00 PM of Day 1.

Board and lodging details:

	<b>Breakfast</b>	<b>AM snack</b>	<b>Lunch</b>	<b>PM snack</b>	<b>Dinner</b>
Day 1			✓	✓	✓
Day 2	✓	✓	✓	✓	✓
Day 3	✓	✓	✓		

For questions and clarifications, please contact Ms. Fatima Angeles of BHRDD-HRDD through telephone number (02) 8470-6630 or email at [fatima.angela@deped.gov.ph](mailto:fatima.angela@deped.gov.ph).

Thank you very much for your continued support.

**ANNEX A**

Training of Trainers for Examiners and IT Support Teams on the Online System for the FY 2023 National Qualifying Examination for School Heads (NQESH) Administration

CLUSTER	VENUE	SCHEDULED DATES	REGION	PARTICIPANTS						No of Pax
				QAD CHIEF OR REP	HRDD CHIEF OR REP	CHIEF EXAMINER	ROOM EXAMINER	REGIONAL ITO	ROVING PROCTOR	
<b>DECEMBER 2023</b>										
2	Swiss-Belhotel Blufane METRO MANILA	December 3-5, 2023	REGION 3	1	1	7	7	1	28	45
			NCR	1	1	3	3	1	12	21
4		December 5-7, 2023	MIMAROPA	1	1	4	4	1	16	27
			REGION 5	1	1	5	5	1	20	33
<b>DECEMBER 2023</b>										
5	Crown Regency Mactan CEBU CITY	December 11-13, 2023	REGION 6	1	1	4	4	1	16	27
			REGION 8	1	1	4	4	1	16	27
6		December 13-15, 2023	REGION 7	1	1	6	6	1	24	39
			REGION 9	1	1	5	5	1	20	33
<b>JANUARY 2024</b>										
7	CHALI RESORT CAGAYAN DE ORO	January 8-10, 2024	REGION 10	1	1	3	3	1	12	21
			CARAGA	1	1	4	4	1	16	27
<b>JANUARY 2024</b>										
8	HORIZON SUITES, GENERAL SANTOS CITY	January 17-19, 2023	REGION 11	1	1	4	4	1	16	27
			REGION 12	1	1	4	4	1	16	27
<b>JANUARY 2024</b>										
1	METRO MANILA	January 22-24, 2023	CAR	1	1	2	2	1	8	15
			REGION 1	1	1	6	6	1	24	39
			REGION 2	1	1	4	4	1	16	27
3	METRO MANILA	January 24-26, 2023	CALABARZON	1	1	8	8	1	32	51





Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

06 DEC 2023

**REGIONAL MEMORANDUM**

No. **927** s. 2023

**TRAINING OF TRAINERS FOR EXAMINERS AND IT SUPPORT TEAMS ON THE ONLINE SYSTEM FOR THE FY 2023 NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH) ADMINISTRATION**

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

1. In line with the Memorandum (**DM-OUHROD-2023-1831**) from the office of the OIC-Usec. of Human Resource and Organizational Development, Wilfredo E. Cabral, and in coordination with DepEd RO VII in the preparation for the administration of the Fiscal Year 2023 National Qualifying Examination for School Heads (NQESH), the Bureau of Human Resource and Organization Development- Human Resource Development Division (BHROD-HRDD) will be conducting a Training for the Room Examiners and IT Support Teams on the Online System for the NQESH this coming December 13-15, 2023 at Crown Regency Hotel and Towers, Pres. Sergio Osmeña Boulevard, Cebu City.
2. The activity aims to orient the participants on the features and functionality of the examination platform and site requirements and procedures to administer the examination and perform its duties and responsibilities during the administration of the Fiscal Year 2023 NQESH efficiently and effectively.
3. Participants of the said activity are required to bring their laptop computer with the following features: (1) either WINDOWS 10 (or higher) or MAC OS 11.1 (or higher); (2) license and authority to install computer applications (3) extension cords (3) mobile data allocation in cases Wi-Fi is not available.
4. Travel expenses of the participants shall be charged against their respective local funds. All expenses of the DepEd Central Office team, including board and lodging of all participants and management team, shall be charged to BHROD-HRDD using the OPDNTP fund. All expenses shall be subject to the usual accounting and auditing rules and regulations.
5. For details, see enclosures.
6. This memo serves as a **Travel Order**.
7. Immediate dissemination of and strict compliance with this Memorandum to all concerned are required.

  
**SALUSTIANO T. JIMENEZ JD, EdD, CESO III**  
Director IV  
Regional Director 

STJ/FYA/QAD/EBEJ/mfsc



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

Enclosure 1

List of Participants for the Training of Trainers for Examiners and IT Support Teams on the Online System for the FY 2023 National Qualifying Examination for School Heads (NQESH) Administration

NAME	POSITION	OFFICE	NQESH ROLE
Emiliano B. Elnar	Chief	QAD	QAD Chief
Misael G. Borgonia	Chief	HRDD	HRDD Chief
Benjamin D. Tiongzon	Chief	PPRD	Chief Examiner
Tomas T. Pastor	Chief	ESSD	Chief Examiner
Sylvio H. Sabino	Chief	Finance	Chief Examiner
Merden L. Bryant	Chief	FTAD	Chief Examiner
Ida F. Cabantan	Chief	ASD	Chief Examiner
Maria Jesusa M. Despojo	Chief	CLMD	Chief Examiner
Ma. Felina S. Calledo	EPS	QAD	Room Examiner
Cynthia S. Miro	EPS	QAD	Room Examiner
Grace C. Pepito	EPS	QAD	Room Examiner
Emerson O. Degamo	EPS	QAD	Room Examiner
Rogaciano M. Bajo	EPS	QAD	Room Examiner
Sofronio D. Paragoso	EPS	QAD	Room Examiner
Johnnyline P. Jagdon	PDO IV	ESSD	Regional ITO
Rosa H. Cabotaje	EPS	HRDD	Roving Proctor
Helen D. Sabino	EPS	HRDD	Roving Proctor
Rey Pol Tan	EPS	PPRD	Roving Proctor
Maurita F. Ponce	EPS	CLMD	Roving Proctor
Fran Harry Ong Chiu	Division ITO	Bais City	Roving Proctor
Kurt Calijan	Division ITO	Bayawan City	Roving Proctor
Ronald Cesar Sevileno	Division ITO	Bogo City	Roving Proctor
Dinah Florence Talan	Division ITO	Bohol	Roving Proctor
John Rey Porsuelo	Division ITO	Canlaon	Roving Proctor
Michael Elmer Padin	Division ITO	Carcar City	Roving Proctor
Arnel Albarando	Division ITO	Cebu City	Roving Proctor
Emmanuel Mendoza	Division ITO	Cebu Province	Roving Proctor
Joselito Hortelano	Division ITO	City of Naga, Cebu	Roving Proctor
Odilio Ferolino	Division ITO	Danao City	Roving Proctor
Kim Faburada	Division ITO	Dumaguete City	Roving Proctor
Mel Gacho	Division ITO	Guihulngan City	Roving Proctor
Vincent Marc Palomares	Division ITO	Lapulapu City	Roving Proctor
Jaypee Manago	Division ITO	Mandaue City	Roving Proctor
Remylin Gao-Gao	Division ITO	Negros Oriental	Roving Proctor
Genevieve Rocero	Division ITO	Siquijor	Roving Proctor
Jose III Marinas	Division ITO	Tagbilaran City	Roving Proctor
Cuyag Dino	Division ITO	Talisay City	Roving Proctor
Exupher Suan	Division ITO	Tanjay City	Roving Proctor
Alvin Alinabon	Division ITO	Toledo City	Roving Proctor



Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

## ADVISORY

08 December 2023

Reference is made to DM-OR/HROD-2023-1831 dated 28 November 2023 titled *Training of Trainers for Examiners and IT Support Teams on the Online System for the FY 2023 National Qualifying Examination for School Heads (NQESH) Administration*. Please be informed on the following details and administrative arrangements:

CLUSTER/REGION	SCHEDULE	VENUE
Cluster 2 (Regions 8 & 9)	December 11-13, 2023	Crown Regency Hotel and Towers Pres. Sergio Osmeña Boulevard Cebu city
Cluster 1 (Regions 1-7)	December 13-15, 2023	

Training, demonstrations and program will start on Day 2, while Day 1 will be dedicated to conduct of participants.

For inquiries and clarifications, please contact Ms. Fatima Angeles of HR/OD (0077) through telephone no. (02) 8473-6530 or email at [fatima.angelaes@deped.gov.ph](mailto:fatima.angelaes@deped.gov.ph)

For your information and appropriate action.



**WILFREDO E. CABRAL**

Principal, Training

Office in Charge, Office of the Undersecretary

Human Resource and Organizational Development

Enclosure 3




Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**

**DM-OUHROD-2023-1801**

**TO :** ALL REGIONAL DIRECTORS

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

**SUBJECT :** **TRAINING OF TRAINERS FOR EXAMINERS AND IT SUPPORT TEAMS ON THE ONLINE SYSTEM FOR THE FY 2023 NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH) ADMINISTRATION**

**DATE :** 28 November 2023

In preparation for the administration of the FY 2023 National Qualifying Examination for School Heads (NQESH), the Bureau of Human Resource and Organization Development - Human Resource Development Division (BHROD-HRDD) will be conducting a Training for the Room Examiners and IT Support Teams on the Online System for the NQESH starting December 2023 until January 2024. Attached are the details and schedule for each region (see Annex A).

The activity aims to train trainers who will capacitate Regional and Schools Division personnel on the features and functionality of the examination platform and site requirements and procedures in order administer the examination and perform their duties and responsibilities during the administration of the FY 2023 NQESH efficiently and effectively.

The participants in this activity are the following:

1. Quality Assurance Division (QAD) Chief or representative
2. Human Resource Development Division (HRDD) Chief or representative
3. Regional Information Technology Officer (RITO)
4. Identified Chief Examiners (1 per examination site)
5. Identified Room Examiners (1 per examination site)
6. Identified Roving Proctors (4 per examination site)

In identifying the Examiners and Roving Proctors, please be guided on the following qualifications and considerations:

**A. Chief Examiner**

- ✓ Must be digitally literate, agile, and attentive to details.
- ✓ Familiar and/or with knowledge on NQESH administrative and logistical operation.
- ✓ Preferably an incumbent Chief in the Regional Office or assigned NQESH Coordinators of QAD & HRDD.

**B. Room Examiner**

- ✓ Must be tech-savvy, digitally literate, agile, attentive to details, and can provide desktop support.
- ✓ Preferably an incumbent Senior Education Program Specialist, Education Program Supervisor, Public Schools Division Supervisor, or Chief. Priority shall be given to the Senior Education Program Specialist of the Human Resource Section in the Schools Division Office.

**C. Lead Roving Proctor**

- ✓ Preferably the Information Technology Officer (ITO) in the Regional Office.
- ✓ For regions with more than one (1) examination sites, the ITOs in the Schools Division Offices shall be assigned to the other sites.

**D. Roving Proctor**

- ✓ Preferably IT personnel/staff in the Region, SDO ITOs or School IT coordinators

Both the roving proctors and examiners must:

1. Not be eligible to take the NQESH
2. Not retiring in the next two (2) years
3. Not related to any of the examinees to the second degree of consanguinity and affinity
4. Have intermediate knowledge on computer applications and trustworthy
5. Can facilitate RO/SDO training.

Participants in the activity are required to bring their own laptop computer with the following features:

1. Either WINDOWS 10 (or higher) or MAC OS 11.1 (or higher)
2. License and authority to install computer applications
3. Extension cords
4. Mobile data allocation in cases Wi-Fi is not available.

Regional Office proper shall send the list of confirmed participants to [bnrod.hrdd@deped.gov.ph](mailto:bnrod.hrdd@deped.gov.ph) cc: [fatima.angeles@deped.gov.ph](mailto:fatima.angeles@deped.gov.ph) in excel format, using the template below:

Regional Office No: \_\_\_\_\_

NAME	POSITION	OFFICE	SEX	MOBILE NO.	EMAIL ADDRESS	NQESH ROLE

Notations:

1. Travel Expenses of the participants shall be charged against their respective local funds.
2. All expenses of the DepEd Central Office team, including Board and lodging of all participants and management team, shall be charged to BHRGD-HRDD using the OPDNTF fund.
3. All expenses shall be subject to existing COA and accounting rules and regulations.
4. Check-in time: 2:00 PM; Check-out time: 1:00 PM.
5. Program will start at 3:00 PM of Day 1.

Board and lodging details:

	<b>Breakfast</b>	<b>AM snack</b>	<b>Lunch</b>	<b>PM snack</b>	<b>Dinner</b>
Day 1			✓	✓	✓
Day 2	✓	✓	✓	✓	✓
Day 3	✓	✓	✓		

For questions and clarifications, please contact Ms. Fatima Angeles of BHRGD-HRDD through telephone number (02) 8470-6630 or email at [fatima.angeles@deped.gov.ph](mailto:fatima.angeles@deped.gov.ph).

Thank you very much for your continued support.

**ANNEX A**

*Training of Trainers for Examiners and IT Support Teams on the Online system for the FY 2023 National Qualifying Examination for School Heads (NQESH) Administration*

CLUSTER	VENUE	SCHEDULED DATES	REGION	PARTICIPANTS						No of Pax
				QAD CHIEF OR REP	HRDD CHIEF OR REP	CHIEF EXAMINER	ROOM EXAMINER	REGIONAL ITO	ROVING PROCTOR	
<b>DECEMBER 2023</b>										
2	Swiss-Belhotel Biulane METRO MANILA	December 3-5, 2023	REGION 3	1	1	7	7	1	28	45
			NCR	1	1	3	3	1	12	21
December 5-7, 2023		MIMAROPA	1	1	4	4	1	16	27	
		REGION 5	1	1	5	5	1	20	33	
<b>DECEMBER 2023</b>										
5	Crown Regency Mactan CEBU CITY	December 11-13, 2023	REGION 6	1	1	4	4	1	16	27
			REGION 8	1	1	4	4	1	16	27
December 13-15, 2023		REGION 7	1	1	6	6	1	24	39	
		REGION 9	1	1	5	5	1	20	33	
<b>JANUARY 2024</b>										
7	CHALI RESORT CAGAYAN DE ORO	January 8-10, 2024	REGION 10	1	1	3	3	1	12	21
			CARAGA	1	1	4	4	1	16	27
<b>JANUARY 2024</b>										
8	HORIZON SUITES, GENERAL SANTOS CITY	January 17-19, 2023	REGION 11	1	1	4	4	1	16	27
			REGION 12	1	1	4	4	1	16	27
<b>JANUARY 2024</b>										
1	METRO MANILA	January 22-24, 2023	CAR	1	1	2	2	1	8	15
			REGION 1	1	1	6	6	1	24	39
			REGION 2	1	1	4	4	1	16	27
3	METRO MANILA	January 24-26, 2023	CALABARZON	1	1	8	8	1	32	51