



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

March 12, 2024

REGION MEMORANDUM
HRDD-2024-024

**CREATION OF THE REGIONAL AND DIVISION TECHNICAL WORKING GROUP
AND ADDITIONAL INFORMATION FOR THE ADMINISTRATION
OF THE 2023 NQESH**

To: Schools Division Superintendents
All Other Personnel Concerned

1. With reference to DepEd Memorandum Nos. 13 and 14, s. 2024, this Office hereby constitutes the **Regional and Division Technical Working Group for the Administration of the 2023 National Qualifying Examination for School Heads (NQESH)**.
2. Enclosed herewith are the terms of reference of the identified members of the technical working groups as well as the reiteration of the important timelines relative to the administration of the 23023 NQESH.
3. A virtual meeting shall be held on March 15, 2024, 2:00 p.m. via MS Teams (<https://bit.ly/3ItPnB6>), to discuss important matters and deliverables relative to the application of qualified personnel and validation of their documents.
4. SDOs are also informed that the Central Office (CO) has already released the final allocation of test takers per region. Region XII has a final allocation of **1,223** test takers which is broken down to the following slots per SDO:

SDO	Final Allocation
Cotabato	386
General Santos City	114
Kidapawan City	99
Koronadal City	25
Sarangani	121
South Cotabato	106
Sultan Kudarat	341
Tacurong City	31
TOTAL	1,223

5. **The final list of qualified takers duly signed by the Schools Division Superintendent must be submitted by the SDO to the Regional Office through records.region12@deped.gov.ph copy furnish dave.prodigo@deped.gov.ph and gracepatrice.mondragon@deped.gov.ph on or before 12:00 noon of March 19, 2024.**



Address: Regional Center, Brgy. Carpenter Hill, City of Koronadal
Telefax No.: (083) 2288825/ (083) 2281893
Website: depedoxii.org
Email: region12@deped.gov.ph



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6. For queries and clarifications, contact Grace Patrice M. Mondragon, EPS – QAD, through gracepatrice.mondragon@deped.gov.ph or Dave C. Prodigio, EPS – HRDD, through dave.prodigio@deped.gov.ph.
7. For immediate dissemination and compliance of all concerned.


CARLITO D. ROCAFORT
Director IV

Encl.: As stated

Reference: DepEd Memorandum Nos. 13 and 14, s. 2024

Allotment: None

To be included in the Perpetual Index under the following Subjects:

EXAMINATION

TEST

DCP/HRDD/RM – CREATION OF THE REGIONAL AND DIVISION TECHNICAL WORKING GROUP AND ADDITIONAL INFORMATION FOR THE ADMINISTRATION OF THE 2023 NQESH/026/ March 11, 2024



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Enclosure 1 of Region Memorandum HRDD-2024-024

TERMS OF REFERENCE

Regional Technical Working Group

RO Personnel	RTWG	Responsibilities	Timeline	Expected Outputs
Carlito D. Rocafort Regional Director	Chair	<ul style="list-style-type: none">• Shall be the official and authorized signatory of all regional issuances and documents related to the conduct of 2023 NQESH• Ensures that the schedule stipulated in DepEd Memorandum No. 13, s. 2024 is adhered to accordingly, unless otherwise changed by the RTWG	March 6 – May 26, 2024	Signed issuances and pertinent documents relative to the conduct of FY 2023 NQESH
Kathrine H. Lotilla OIC- Asst. Regional Director/Concurrent QAD Chief	Vice Chair	<ul style="list-style-type: none">• Assumes the function of the chair in the absence of the latter	March 6 – May 26, 2024	Signed issuances and pertinent documents relative to the conduct of FY 2023 NQESH
Kathrine H. Lotilla OIC- Asst. Regional Director/ Concurrent QAD Chief Emily F. Enolpe OIC-CES – HRDD	Regional Project Managers	<ul style="list-style-type: none">• As authorized by the Chair, shall do the proper coordination with the RTWG with regard to the directions,	March 6 – May 26, 2024	Signed issuances and pertinent documents relative to the conduct of FY 2023 NQESH



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		preparation, administration and supervision of the test; <ul style="list-style-type: none"> Takes charge of information dissemination to all test takers and the conduct of the regional orientation to all personnel involved in the administration of the test 		Official List of 2023 NQESH Examinees Region Memorandum on the Capability Building of NQESH Examiners and IT Support Team
Grace Patrice M. Mondragon EPS, QAD Dave C. Prodigio EPS – HRDD	Deputy Regional Project Manager/Regional Testing Coordinator Deputy Regional Project Manager	<ul style="list-style-type: none"> Assumes the function of the regional project manager in the absence of the latter Assists the regional project manager in information dissemination, and the conduct of regional orientation; Leads the regional validators in the validation of documents forwarded by the SDOs Submits to the NTWG the final list of examinees 	March 6 – May 26, 2024	Official List of 2023 NQESH Examinees Signed issuances and pertinent documents relative to the conduct of FY 2023 NQESH
Ma. Lourdes A. Sanchez CAO - Finance Division	Regional Accountant	<ul style="list-style-type: none"> Takes charge of the preparation 	March 6 – May 26, 2024	Approved budget proposals



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Noren Grace G. Laguting Budget Officer III	Regional Budget Officer	and approval of the budget proposal for the conduct of the test; <ul style="list-style-type: none">• Ensures that all funds for the purpose are utilized and disbursed in accordance with existing accounting and auditing rules and regulations• Ensures that necessary financial documents are secured and kept;• Shall be in-charge of the payment of honoraria to all eligible personnel involved.		Financial Reports
Lydia A. Initan AO V - Cash Section	Regional Cashier	<ul style="list-style-type: none">• Receives and processes the payments of examination fees of qualified test takers based on the master list submitted by the SDO;• Shall be the authorized personnel to issue individual official receipt	March 6 – May 26, 2024	Financial Report
Aldwin B. Opre Regional ITO	Regional Information Technology Officer	<ul style="list-style-type: none">• Provides the necessary technical support in the	March 6 – May 26, 2024	Official List of 2023 NQESH Examinees



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		use and simulation of NQESH Online Application System		
Grace Patrice M. Mondragon EPS – QAD Louella D. Jabido EPS – QAD Nathaniel F. Bangoc EPS – QAD Dave C. Prodigio EPS – HRDD Roger V. Suerte EPS – HRDD Henry Fritz H. Diaz SEPS – HRDD-NEAP	Regional Validators	<ul style="list-style-type: none"> Validate the applications and check the veracity of the documents submitted through the NQESH OAS 	March 6 – 27, 2024	Official List of 2023 NQESH Examinees

Division Technical Working Group

Division Personnel	DTWG	Responsibilities	Timeline	Expected Outputs
Schools Division Superintendent	Chair	<ul style="list-style-type: none"> Shall be the official and authorized signatory of all division issuances and documents related to the conduct of 2023 NQESH Ensures strict compliance of the division to the set standards and qualifications of the 2023 NQESH 	March 6 – 27, 2024	Official List of Division Qualified Applicants for the 2023 NQESH



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Assistant Schools Division Superintendent	Vice Chair	<ul style="list-style-type: none">Assumes the function of the division chair in the absence of the latter	March 6 – 27, 2024	Official List of Division Qualified Applicants for the 2023 NQESH
SGOD Chief	SDO Project Manager	<ul style="list-style-type: none">As authorized by the Chair, shall do the proper coordination with the RTWG with regard to the directions, preparation, administration and supervision of the test;Takes charge of information dissemination to all test takers	March 6-27, 2024	Official List of Division Qualified Applicants for the 2023 NQESH Signed memoranda
HRDS	Deputy SDO Project Manager	<ul style="list-style-type: none">Assumes the function of the SDO project manager in the absence of the latterAssists the SDO project manager in information disseminationSupervises and facilitates the validation of documents submitted by the NQESH applicants to the SDOSubmits to the RTWG the final list of examinees	March 6-27, 2024	Official List of Division Qualified Applicants for the 2023 NQESH Signed memoranda



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Administrative Office V	Division Validator	<ul style="list-style-type: none">• Verifies the veracity of the documents to be submitted by the qualified applicants.• Ensures that each page of the documents is marked with “Certified Original Copy” and signed.	March 6 – 27, 2024	Official List of Division Qualified Applicants for the 2023 NQESH
Division Information Technology Officer	IT Support	<ul style="list-style-type: none">• Provides the necessary technical support to the division applicants in the use and simulation of NQESH Online Application System	March 6 – 27, 2024	Official List of Division Qualified Applicants for the 2023 NQESH