



Republic of the Philippines  
**Department of Education**  
Region VI-Western Visayas  
SCHOOLS DIVISION OF KABANKALAN CITY

Office of the Schools Division Superintendent

**MEMORANDUM**

**TO:** Archiebal A. Poyogao, Division ITO – Lead IT  
Junry M. Esparar, PhD, Chief, CID – Room Examiner  
Julieta V. Gempison, PhD, EPS, SGOD – Room Examiner  
Xyzette V. Ganza, PhD, EPS, Kindergarten/SPEd – Room Examiner  
Rene S. Erillo, EPS, Mathematics – Room Examiner  
Jenelyn T. Argamaso, EPS, Filipino – Room Examiner  
Saturnino T. Pabalinas, Jr., PhD – PSDS – Room Examiner  
Jerralyne E. Limaco, PSDS – Room Examiner  
Ann Yvonne B. Vingno, PSDS – Room Examiner  
Jonalyn A. Dela Cerna, SEPS, SMME – Room Examiner  
Julius S. Ongalon, PhD, Principal I, Tapi NHS – Room Examiner  
Denrose L. Entierro, Principal I, Orong ES – Room Examiner  
Kean Von G. Yupracio, EPS II, HRD – Admin Support  
Mylene P. Terry-Sabay, MD, Medical Officer III – Admin Support  
Richard M. Roa, AO II, Tan-awan ES – Admin Support  
Lyn Rose E. Otea, AO V (Budget) – Admin Support

**FROM:** MICHELL L. ACOYONG, CESO VI  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

**Subject:** Region-Based Capacity Building for Examiners and Information Technology (IT) Support for the FY 2023 National Qualifying Examination for School Heads (NQESH) Administration

**Date:** 13 May 2024

1. In adherence to Regional Memorandum No. 396, s. 2024, and in anticipation of the FY 2023 NQESH within the region, a **Region-Based Capacity Building for Examiners and IT Support** will be conducted on **May 16-17, 2024, for the Negros Cluster**. Venue details will be communicated through a separate Memorandum while the program matrix is attached as Enclosure No. 1.
2. The activity aims to capacitate the select Regional and Schools Division personnel on the features and functionality of the examination platform and the site requirements, procedures, duties, and responsibilities for the efficient administration of the FY 2023 NQESH.



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3. Participants in the capacity-building are required to bring personal laptops equipped with the following specifications:
  - a. either Windows 10 (or higher) or MAC OS 11.1 (or higher);
  - b. license and authority to install computer applications;
  - c. extension cords; and
  - d. mobile data allocation in case WIFI is not available.
4. The provision of food, venue, and accommodation for participants shall be charged against the 2023 Continuing OPDNTP PSF downloaded to the host Division (Sagay City). On the other hand, travel expenses, per diem, and incidental costs of the participants shall be charged to their respective local funds, subject to the existing accounting and auditing rules and regulations.
5. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, school, gender, civil status, disability, religion, or other similar factors/personal circumstances that run counter to the principles of equal opportunity.
6. For questions regarding this communication, send SMS (text) or Messenger chat to Mr. Kean Von G. Yupracio, EPS II – Human Resource Development Section, at 0916-634-5072 or @Kean Von Golez Yupracio on Messenger, respectively.
7. Immediate dissemination of and compliance with this Memorandum are desired.





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**Enclosure No. 1 of the Unnumbered Office Memorandum**

**PROGRAM MATRIX**

(Source: RM No. 396, s. 2024)

<b>DAY 1 (May 14/16, 2024)</b>	
<b>Time</b>	<b>Activity</b>
7:00 AM	Travel Time to the Venue
9:00 AM – 1:00PM	Dry run of the Training Team & TWG
2:00 PM	Arrival & Check-in Time
3:15 PM – 3:30 PM	Registration
3:30 PM – 4:00 PM	Opening Program
4:00 PM – 5:30 PM	NQESH Overview: Testing Sites, Modality, Roles and Responsibilities
5:30 PM – 6:00 PM	FGD and Debriefing
6:00 PM – 7:00 PM	Dinner (First Meal)
<b>DAY 2 (May 15/17, 2024)</b>	
6:30 AM – 7:45 AM	Breakfast
8:00 AM – 8:15 AM	Morning Preliminaries/Management of Learning (MOL)
8:15 AM – 10:00 AM	NQESH Administration Process
10:00 AM – 10:15 AM	Health Break
10:15 AM – 12:00NN	NQESH Forms and Templates
12NN – 1:00 PM	Lunch Break
1:00 PM – 3:00 PM	Simulation/Hands-on
3:00 PM – 3:15 PM	Health Break
3:15 PM – 4:00PM	Simulation/Hands-on
4:00 PM – 4:30PM	Evaluation of the Training, Ways Forward, & Closing Program
4:30 PM	Travel Back to the Station