



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

April 11, 2024

**REGIONAL MEMORANDUM**

No. **422** s. 2024

**REGION-BASED CAPACITY BUILDING FOR EXAMINERS AND INFORMATION AND TECHNOLOGY (IT) SUPPORT TEAMS FOR THE FY 2023 NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH) ADMINISTRATION**

To: Schools Division Superintendents  
Regional Office Division Chiefs  
Public Elementary and Secondary School Heads  
All Others Concerned


1. In preparation for the administration of the FY 2023 National Qualifying Examination for School Heads (NQESH) in the region, this Office, through the Quality Assurance Division (QAD) in collaboration with the Human Resource Development Division (HRDD), hereby announces the conduct of the Region-Based Capacity Building for the Examiners and IT Support Teams on April 23-24, 2024. The venue shall be disseminated in a separate memorandum.
2. The activity aims to capacitate the select Regional and Schools Division personnel on the features and functionality of the examination platform and site requirements, procedures, duties, and responsibilities for the efficient and administration of the FY 2023 NQESH.
3. The participants in this activity are the select examination sites personnel composed of the five Chief Examiners, five Lead IT, 134 Room Examiners, 25 Roving IT, five RO Monitors, and five School Heads of the identified testing centers. The list of the participants is attached to this Memorandum as Enclosure 1.
4. The participants in the activity, except the school heads of the identified examination sites, are required to bring their own laptop with the following features:
  - 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 cases WIFI is not available.
5. The participants shall meet the qualifications and considerations of the assigned NQESH role as indicated in Enclosure 2 of this issuance.
6. The online submission of the confirmation of attendance to the said capacity building activity shall be done on or before April 15, 2024, through this link: **<https://forms.office.com/r/aTvuBzGh4n>** or through the QR code placed at the last

page of this memorandum. Failure to accomplish the said online form waives their participation and the participants shall be subjected for replacement.

7. Meals will be served to all the participants. However, accommodation will only be provided to the participants assigned in the testing centers of Catarman, Northern Samar and Hologos, Leyte and the identified Divisions SEPS-HRD, ITOs, and select IT support team members except those coming from the divisions of Leyte and Tacloban City. The expenses for meals and accommodation shall be charged against QAD using the OPNDTP fund. The travel expenses of all participants shall be charged against their respective local funds subject to the existing accounting and auditing rules and regulations. The first meal is lunch of Day 1 and the last meal is afternoon snack of Day 2.

8. The program shall start at 1:00 PM of Day 1 to give ample time for the hands-on and simulation exercises relative to the administration of the 2023 NQESH.

9. Immediate dissemination of and strict compliance with this memorandum are desired.

  
**RONEO AL K. FIRMO**  
Director IIIa  
Officer-In-Charge  
Office of the Regional Director

Enclosures: As stated

References: None

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

ELIGIBILITY      EXAMINATIONS      QUALIFICATIONS

QAD-SST







Republic of the Philippines  
**Department of Education**  
 REGION VIII - EASTERN VISAYAS

**PARTICIPANTS TO THE REGION-BASED CAPACITY BUILDING FOR EXAMINERS  
 AND INFORMATION AND TECHNOLOGY (IT) SUPPORT TEAMS  
 FOR THE FY 2023 NQESH ADMINISTRATION**

<b>NQESH ROLE</b>		<b>NAME</b>	<b>POSITION</b>	<b>OFFICE/Division</b>
<b>CHIEF EXAMINERS</b>				
	1	Rita R. Dimakiling	Chief	Regional Office
	2	Mercedes Sarmiento	Chief	Regional Office
	3	Alejandra B. Lagumbay	Chief	Regional Office
	4	Harvie Villamor	Chief	Regional Office
	5	Noe M. Hermosilla	Chief, SGOD	Northern Samar
<b>LEAD ITs</b>				
	1	Jim Albert Lagado	RITO	Regional Office
	2	Domingo N. Payod Jr.	ITO	Eastern Samar
	3	Alvin Sosmenia	ITO	Ormoc City
	4	Rene Andujar	ITO	Baybay City
	5	Gary Ballon	ITO	Calbayog City
<b>ROOM EXAMINERS</b>				
	1	Abegail B. Rodrigo	PSDS	Tacloban City
	2	Alma Macanip	PSDS	Tacloban City
	3	Annie D. Pagatpat	EPS	Tacloban City
	4	Arnulfo Q. Banzon	EPS	Tacloban city
	5	Bernaldo B. Basiano	EPS	Tacloban City
	6	Charlemagne P. Escobarte	EPS	Tacloban city
	7	Chester Tamayo	Chief, CID	Tacloban City
	8	David Alcober	PSDS	Tacloban City
	9	Greg B. Galos	PSDS	Tacloban City
	10	Gretel Laura M. Cadiong	EPS	Tacloban City
	11	Jessica Abril	EPS	Tacloban City
	12	Juliet L. Lim	EPS	Tacloban City
	13	Lita V. Jongco	PSDS	Tacloban City
	14	Ma. Delia E. Soria	Principal IV	Tacloban City
	15	Manolito Bolpa	EPS II-M&E	Tacloban City
	16	Melinda P. Severino	PSDS	Tacloban City
	17	Meriam Gualdrapa	SEPS -HR	Tacloban City
	18	Miguel P. Dumas	PSDS	Tacloban city
	19	Nilo M. Eder	PSDS	Tacloban City
	20	Ranulfo Q. Baay	EPS	Tacloban City
	21	Roger Dagale	SEPS-M&E	Tacloban City



<b>NQESH ROLE</b>	<b>NAME</b>	<b>POSITION</b>	<b>OFFICE/Division</b>	
	22	Ronald B. Llaneta	EPS	Tacloban City
	23	Imelda Gayas	Principal 4	Tacloban
	24	Monina Gabrino	PSDS	Tacloban
	25	Hilda G. Fernandez	SEPS-HR	Southern Leyte
	26	Bart Jefferson Pacoma	SEPS-HR	Samar
	27	Anna Lyn B. Lim	ADAS	Regional Office
	28	Apple Reyes		Regional Office
	29	Ariem Cinco		Regional Office
	30	Chona Zabala		Regional Office
	31	Dina Superable	EPS	Regional Office
	32	Eden Dadap	PDO IV	Regional Office
	33	Edsel Dolo	Accountant	Regional Office
	34	Elizabeth Caboboy	SAO	Regional Office
	35	Eva D. Rosales	HRMO	Regional Office
	36	Gary Jay Calipayan	Budget Officer	Regional Office
	37	Geraldine Mangaliman	EPS	Regional Office
	38	GerardoL. Adtoon	EPS	Regional Office
	39	Jasmin F. Calzita	AO 5	Regional Office
	40	Jenelyn Daya	SEPS	Regional Office
	41	Jimmy G. Gula	EPS	Regional Office
	42	John Dacatimbang		Regional Office
	43	Melvin Chito M. Solis	EPS	Regional Office
	44	Rex Briones	EPS, Designate	Regional Office
	45	Reynaldo Nayre	EPS	Regional Office
	46	Ronafe A. Dolo	Accountant	Regional Office
	47	Rosemarie Guino	Chief	Regional Office
	48	Rowena Vacal	EPS	Regional Office
	49	Ryan Jay L. Bagon		Regional Office
	50	Ted Juan Peleño	PDO 2	Regional Office
	51	Wedlyn Abolorio		Regional Office
	52	Ritchel Capillanes	SEPS- HR	Ormoc City
	53	Arnel A. Pajares	PIC	Northern Samar
	54	Arnoldo Rosales	PIC	Northern Samar
	55	Dionisia A. Mercader	PIC	Northern Samar
	56	Emily M. Adrayan	EPS	Northern Samar
	57	Erma G. Parina	PIC	Northern Samar
	58	Esther O. Dela Cruz	PSDS	Northern Samar
	59	Felix J. Ladeño	EPS	Northern Samar
	60	Girly Dolo	Principal 1	Northern Samar
	61	Janette C. Balanquit	PIC	Northern Samar
	62	John L. Delorino	Principal IV	Northern Samar
	63	Marife B. Bulawan	Principal IV	Northern Samar
	64	Marivic A. Estavillo	PIC	Northern Samar
	65	Mary Jane M. Aguirre	PIC	Northern Samar



<b>NQESH ROLE</b>	<b>NAME</b>	<b>POSITION</b>	<b>OFFICE/Division</b>	
	66	Meriam C. Reyes	PIC	Northern Samar
	67	Merlita B. Fajardo	SEPS	Northern Samar
	68	Nelida M. Lobos	EPS	Northern Samar
	69	Peter Bobiles	SEPS HR	Northern Samar
	70	Racquel G. Perfas	PIC	Northern Samar
	71	Reynel M. Ignacio	EPS II	Northern Samar
	72	Roberto Galono	PSDS	Northern Samar
	73	Roberto T. Orias Jr.	SEPS	Northern Samar
	74	Rosalyn A. Sosing	PIC	Northern Samar
	75	Ruth B. Capaz	PIC	Northern Samar
	76	Sheryl Ann V. Calimlim	AO II	Northern Samar
	77	Sylvia D. Villanueva	OIC Chief, CID	Northern Samar
	78	Eileen P. Obligado	Principal 2	Matalom South, Leyte
	79	Manuel P. Gallardo	Principal 1	Matalom South, Leyte
	80	Ramel P. Gozon	Principal 1	Matalom South, Leyte
	81	Alma Flor J. Sastre	Principal 3	Matalom North, Leyte
	82	Joel L. Gopio	Principal 1	Matalom North, Leyte
	83	Ruben Ranara	Principal 1	Matalom North, Leyte
	84	Rizi Mae Codal	SEPS- HR	Maasin city
	85	Fatima Palaña	SEPS- M&E	Leyte
	86	Jenie Villasin	SEPS- HR	Leyte
	87	Marie Joy Arias	EPS-ALS	Leyte
	88	Melfie Grace Sanchez	PSDS	Leyte
	89	Necia Nedruda	PSDS	Leyte
	90	Raul Salasño	EPS	Leyte
	91	Socorro Auza	EPS	Leyte
	92	Arlene De Paz	PSDS	Leyte
	93	Arlita Labaclado	EPS	Leyte
	94	Edgar Cativo	PSDS	Leyte
	95	Gerry P. Ranes	EPS	Leyte
	96	Gil Esplanada	Chief, SGOD	Leyte
	97	Gina Diloy	EPS	Leyte
	98	Glenda A. De Veyre	PSDS	Leyte
	99	Grace G. Villanueva	EPS	Leyte
	100	Heide Lagunsad	PSDS	Leyte
	101	Jane Renomeron	Principal 4	Leyte
	102	Jennylynd Martillo	Principal 2	Leyte
	103	Joel Ranes	PSDS	Leyte
	104	Marissa Martillo	PSDS	Leyte
	105	Mauricio M. Catan	EPS	Leyte
	106	Othniel M. Olino	School Head	Leyte
	107	Genelyn Cornejo	School Head	Leyte

<b>NQESH ROLE</b>	<b>NAME</b>	<b>POSITION</b>	<b>OFFICE/Division</b>	
	108	Ofelia Alcober	PSDS	Leyte
	109	Oliver Lampayan	DIC	Leyte
	110	Olivia Manasis	EPS	Leyte
	111	Philip Teraza	PSDS	Leyte
	112	Ramil P. Bingco	PSDS	Leyte
	113	Reynaldo Renomeron	PSDS	Leyte
	114	Angustia C. Gotardo	Principal 4	Inopacan District, Leyte
	115	Jackielyn B. Yamson	Principal 1	Inopacan District, Leyte
	116	Fredie D. Timon	Principal 1	Hindang NHS, Leyte
	117	Clarissa S. Gertos	Principal 2	Hindang District, Leyte
	118	Diosdado G. Pavo	PSDS	Hilongos, Leyte
	119	Eufevic L. Suarez	Principal 2	Hilongos South, Leyte
	120	Ronie H. Perez	Principal 2	Hilongos South, Leyte
	121	Violeta B. Voldios	PSDS	Hilongos North, Leyte
	122	Ronilo F. Mejorada	Principal 1	Hilongos East, Leyte
	123	Ruth L. Retulla	Principal 4	Hilongos East, Leyte
	124	Venus Cuesta	SEPS- HR	Eastern Samar
	125	Michael Radomes	SEPS-HR	Catbalogan City
	126	Marita Senolos	SEPS-HR	Calbayog City
	127	Sonia Afable	SEPS-HR	Borongan City
	128	Albert Socalip	SEPS HR	Biliran
	129	Robinson Garcia	Chief, SGOD	Baybay City
	130	Leoncia Felda F. Paran	Principal 4	Bato West, Leyte
	131	Melona L. Borong	Principal 1	Bato West, Leyte
	132	Hera Paz Yamson	Principal 4	Bato SOF, Leyte
	133	Arlene B. Yee	PSDS	Bato East, Leyte
	134	Ruel Vertudazor	Principal 2	Bato East, Leyte
<b>ROVING IT</b>				
	1	Jerome H. Jover	AO II	Tacloban City
	2	Ma. Trinidad Carmela Torres	ITO	Tacloban City
	3	Joel K. Quilantang	ITO	So. Leyte
	4	Ma. Corazon C. Mastelero	OIC-ITO	Samar
	5	Clark Dave Arante	SEPS	Regional Office
	6	Fernando Santos	ADAS	Regional Office
	7	Flora May Bacus	ADAS	Regional Office
	8	Gerald Christopher Villegas	Computer Maintenance Technologist	Regional Office
	9	Janice C. Dalopere	AO II	Regional Office
	10	Km D. Tiin	ADAS 1	Regional Office



<b>NQESH ROLE</b>	<b>NAME</b>	<b>POSITION</b>	<b>OFFICE/Division</b>
11	Queennielyn C. Yu	ADAS	Regional Office
12	Regin Vertudez	Admin Aide III	Regional Office
13	Raul Epifanio P. Figeuroa	ICT Staff	Northern Samar
14	Rolando Lucenecio Jr.	ITO	Northern Samar
15	Marichu C. Pongasi	ITO	Maasin City
16	Mary Rose Bollido	ITO	Leyte
17	Allan Dick S. Moso	MT 2	Hilongos NVS
18	Rosendo C. Resuelo	T2	Hilongos NVS
19	Abe Joy Cabero	ITO	Catbalogan City
20	Jerry Acol	ICT Coor	Catarman NHS, Northern Samar
21	Roderick Abellar	ITO	Borongan City
22	Jonathan E. Labsan	ICT Coor.	Bobon SPC, Northern Samar
23	Aladin Nierras	SEPS M&E	Biliran
24	Felimon Rey Corpin	ITO	Biliran
25	Jordan Jamoralin	EPS 2	Biliran
<b>RO MONITORS</b>			
1	Cesar P. Verunque	Chief	Regional Office
2	Sonny S. Tayum	EPS	Regional Office
3	Rachel R. Cuevas	EPS	Regional Office
4	Marlou D. Camposano	EPS	Regional Office
5	Rara Labita	Dorm Manager	HRDD
<b>SCHOOL HEADS OF EXAMINATION SITES</b>			
1	Liezyl Pulga	San Jose National High School, Tacloban City	
2	Amalia Pepinas	San Jose Central School, Tacloban City	
3	Richard N. Laurente	Tanauan National High School, Leyte	
4	Richard Antigro Gabison	Hilongos National Vocational School, Leyte	
5	John Delorino	Catarman National High School, Northern Samar	



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**QUALIFICATIONS OF THE EXAMINERS AND IT SUPPORT TEAMS FOR THE  
2023 NATIONAL QUALIFYING EXAMINATION FOR SCHOOL  
HEADS (NQESH) ADMINISTRATION**  
(Reference: DM-OUHROD-2023-1831)

A. Chief Examiner

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

B. Room Examiner

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

C. Lead IT

1. Preferably the Information Technology Officer (ITO) in the Regional Office.
2. 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 IT

1. Preferably IT personnel/staff in the Region, SDO ITOs, School IT Coordinators, or personnel with proven competence on IT skills.

Both the Roving ITs and Examiners must:

1. Not eligible to take the NQESH,
2. Not be retiring in the next two years.
3. Have proven competence and integrity.
4. Not be related to any of the test takers in the assigned room up to second degree of consanguinity or affinity and should sign a disclosure statement for this purpose.
5. **NOT** affiliated with any review centers/groups in whatever form of capacity.