



Republic of the Philippines
Department of Education
 REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

February 16, 2024

DIVISIONAL MEMORANDUM
 No. 061, s. 2024

RECOMPOSITION OF THE SCHOOLS DIVISION TECHNICAL WORKING GROUP (SDTWG) FY 2023 NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH)

To: Assistant Schools Division Superintendent
 Chief Education Supervisors (SGOD and CID)
 Elementary/Secondary School Heads/Department Heads
 Concerned Personnel
 This Division

1. Pursuant to Regional Memorandum No. 080, s. 2023, re: Collaborative Meeting with the Schools Division Technical Working Group (SDTWG) FY 2023 National Qualifying Examination for School Heads (NQESH) and DepEd Memorandum No. 33, s. 2022, re: Conduct of the 2021 National Qualifying Examination for School Heads, this Office informs the field on the composition of Schools Division Technical Working Group (SDTWG) of the National Qualifying Examination for School Heads (NQESH), as follows:

Role	SDO Personnel
Chair	Nimfa R. Lago, PhD, CESO VI Assistant Schools Division Superintendent
Vice Chair	Dionesio L. Liwagon, Jr. CESE Assistant Schools Division Superintendent
Division NQESH Coordinator	Susan Epifania B. Carpio Chief-ES, SGOD
Members/SDO Evaluators	Fernando D. Sumondong, PhD PSDS, D-10 Rowell C. Villarubia EPS- Mathematics Rosalyn M. Lato SEPS-Planning and Research Samie B. Aso Education Program Specialist II-SMM& E Regie A. Cathedral Information Technology Officer I



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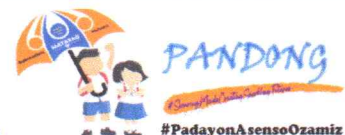
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	Dorothy Joy B. Yting Administrative Officer V- Admin. Services Adda Liza J. Saquin Administrative Officer IV- Personnel Arlene L. Tirol Administrative Officer IV-Cash
Secretariat and Focal Office	Mary Joy G. Doromal SEPS-HRD Jeanelei L. Carolino EPS- II HRD SGOD

2. The functions of the SDTWG are:
- The SDTWG shall oversee the overall direction, administration, and supervision of the conduct of NQESH in the division, in accordance with the national policies and guidelines and regional issuances.
 - The SDTWG chair shall be the official and authorized signatory of all division issuances and documents related to the conduct of the NQESH. The Vice Chair shall assume the function of the Chair in the absence of the latter.
 - The SDTWG shall do the proper coordination with the RTWG with regard to the directions, preparation, administration and supervision of the test.
 - The SDTWG shall be in-charge of the information dissemination to all the examinees and the conduct of division orientations to all personnel involved in the administration of the test. This shall be led by the Division PT Coordinator with the assistance of the Secretariat and the Focal office. The Division ITO shall provide the necessary technical support in the use and simulation of the NQSH-OAS.
 - The SDTWG, through the Division ITO, shall ensure that all applicants are issued with an official DepEd email account prior to the online registration and/or activate the DepEd email accounts in case of applicants with existing accounts.



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- f. The SDTWG, through the SDO Evaluator, shall evaluate the qualification of the applicants and issue the system generated COEs through the NQESH-OAS.
 - g. The SDTWG, through the SDO Cashier, shall receive payment of Examination Fees from the qualified test takers.
 - h. The SDTWG shall assist the RTWG and shall perform other tasks as may be assigned in aid of the successful conduct of the NQESH.
2. This assignment shall likewise be revoked upon notice from this Office.
 3. This Office directs the immediate and wide dissemination of this Memorandum.

NIMFA R. LAGO, PhD, CESO VI
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

Pp: 
Atty. VINCENT SHELDON A. ZABALA
Attorney III

Encl.: As Stated
To be indicated in the Perpetual Index
under the following subjects:

TEST POLICY PROMOTION

SBC/DM Composition of the Schools Division Technical Working Group (SDTWG) FY 2023 National
Qualifying Examination for School Heads (NQESH)
_____ February 16, 2024



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PANDONG
#PadayonAsensoOzamiz