



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

April 26, 2022

OFFICE MEMORANDUM
No. 013, s. 2022


**COMPOSITION OF THE 2021 NATIONAL QUALIFYING EXAMINATION
FOR SCHOOL HEADS (NQESH) SCHOOLS DIVISION TECHNICAL
WORKING GROUP (SDTWG)**

To: Assistant Schools Division Superintendent
All Others Concerned

1. Pursuant to DepEd Memorandum No. 033, s. 2022 titled **“Conduct of the 2021 National Qualifying Examination for School Heads,”** the following are constituted members of the **2021 NQESH Schools Division Technical Working Group (SDTWG).**

Chair:	SDS Lani H. Cervantes
Vice-Chair:	ASDS Crista Joy A. Torbila
Division NQESH Coordinator:	SGOD Chief Noe M. Hermosilla
Members:	Michelle C. Caguimbal – AO V Carmencita L. Martires – Personnel Officer Teresita A. Acibar – SDO Cashier Rolando P. Lucenecio Jr. – SDO ITO Merlita B. Fajardo – Designated SDO Evaluator
Secretariat and Focal Office:	SGOD

2. Attached is Enclosure No. 2 to DepEd Memorandum No. 33, s. 2022.
3. Compliance with this Memorandum is desired.


LANI H. CERVANTES, CESO VI
Schools Division Superintendent

RELEASED

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**2021 NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH)
TECHNICAL WORKING GROUP (TWG) COMPOSITION AND RESPONSIBILITIES**

A. National Technical Working Group (NTWG)

1. The NTWG shall be comprised of the following:
 - a. The Chair of the NTWG shall be the Undersecretary for Human Resource and Organizational Development;
 - b. The Vice-Chair shall be the Director IV of the Bureau of Human Resource and Organizational Development (BHROD);
 - c. The National Program Manager shall be the Project Development Officer V of BHROD - Human Resource Development Division (HRDD); and
 - d. The Secretariat and Focal Office shall be the BHROD – HRDD.
2. The NTWG shall give the overall directions, oversee administration, and supervision of the 2021 National Qualifying Examination for School Heads (NQESH).
3. They shall provide policy directions and issue policy guidelines that shall contain the testing objectives, standards, structures, procedures, and schedule; and ensure that these are adhered to accordingly.
4. They shall establish the necessary systems and processes that will warrant efficient, effective, and timely conduct of the test.
5. They shall oversee the preparation for the conduct of the 2021 NQESH which includes the development of test items and online system and ensure integrity and confidentiality of the test.
6. They shall disseminate information and facilitate the conduct of the Central, Regional, and Schools Division orientations for all personnel involved in the preparation and administration of the test.
7. They shall announce the results of the 2021 NQESH through a DepEd Memorandum.
8. They shall conduct a post-evaluation activity in aid of future conduct of the test.
9. The NTWG shall perform other tasks as may be assigned in aid of the successful conduct of the 2021 NQESH.

B. Regional Technical Working Group (RTWG)

1. The RTWG shall be comprised of the following:
 - a. The Chair of the RTWG shall be the Regional Director;
 - b. The Vice-Chair shall be the Assistant Regional Director;
 - c. The Regional Project Manager shall be the Chief Education Supervisor of the Quality Assurance Division (RO-QAD);

- d. The members shall include the Regional Accountant, Regional Budget Officer, Regional Cashier Section Personnel, Regional Information Technology Officer (ITO), and the designated Regional Testing Coordinator/s.
 - e. The Secretariat and Focal Office shall be the RO-QAD.
2. The RTWG shall oversee the overall direction, administration, and supervision of the 2021 NQESH in the region, in accordance with national policies and guidelines.
3. The RTWG Chair and Regional Project Director shall be the official and authorized signatory of all regional issuances and documents related to the conduct of the 2021 NQESH. The RTWG Vice-Chair and Regional Deputy Project Director shall assume the function of the RTWG Chair and Project Director in the absence of the latter.
4. The RTWG shall do the proper coordination with the NTWG with regard to the directions, preparation, administration, and supervision of the test.
5. The RTWG, through the Regional Project Manager, with the assistance of the Regional Budget Officer and the Regional Accountant, shall take charge of the preparation and approval of the budget proposal for the conduct of the 2021 NQESH.
6. The RTWG shall be in-charge of the information dissemination to all test takers and the conduct of regional orientations to all personnel involved in the administration of the test. This shall be led by the Regional Project Manager with the assistance of the Secretariat and Focal Office as well as the Regional Testing Coordinators. The Regional ITO shall provide the necessary technical support in the use and simulation of NQESH Online Application System (OAS).
7. The RTWG, through the Regional Project Manager with the assistance of the Secretariat and Focal Office, shall validate the documents forwarded by the Schools Division Offices (SDO) through the NQESH-OAS. The Education Program Supervisors (EPS) of the RO-QAD shall serve as the Regional Validators. They shall validate the applications and check the completeness of the documents submitted. They shall compile the submitted RO copy of the Certification of Examination (COE) submitted by SDOs – lower portion of the COE.
8. The RTWG, through the RO Cashier, shall receive and process the payments of examination fees of qualified test takers based on the master list paid examinees submitted by the SDO Evaluator. The RO Cashier shall be the authorized personnel to issue Individual Official Receipts to qualified applicants. They shall prepare the master list of the Individual Official Receipts indicating the Official Receipt Number.
9. The RTWG shall identify and designate one (1) personnel who will act as Regional Testing Coordinator. The RO-QAD EPSs shall be prioritized in the designation as Regional Testing Coordinator.