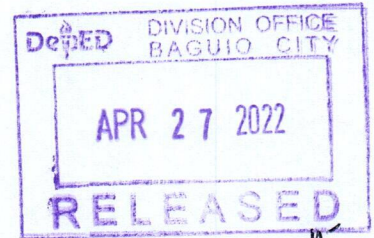




Republic of the Philippines  
Department of Education  
Cordillera Administrative Region

**SCHOOLS DIVISION OFFICE OF BAGUIO CITY**



April 25, 2022

**DIVISION MEMORANDUM**

No. 120, s. 2022

**DESIGNATION OF THE SCHOOLS DIVISION TECHNICAL WORKING GROUP (SDTWG)**

To: All Education Program Supervisors  
Public Schools District Supervisors  
Public School Heads  
Others Concerned

1. Pursuant to DepEd Memorandum No. 033, s. 2022 relative to the Conduct of the 2021 National Qualifying Examination for School Heads, this Office hereby designates the following personnel as Schools Division Technical Working Group (SDTWG):

Chairperson	<b>FEDERICO P. MARTIN, EdD, CEEd, CESO V</b> Schools Division Superintendent
Vice-Chairperson	<b>CHRISTOPHER C. BENIGNO, PhD, CESO VI</b> Asst Schools Division Superintendent
Members	<b>NIEVES D. EBANIO</b> Administrative Officer V <b>MA. LOUELA C. MONCADA</b> AO IV/HRMO <b>HARRIS G. DIZON</b> Information Technology Officer I <b>MARIA MILAGROSA A. GALERA</b> Administrative Officer II
Evaluators	<b>MARILYN S. API-IT</b> Education Program Supervisor <b>JAYREROSE S. GUEVARA</b> Public Schools District Supervisor
Division NQESH Coordinator	<b>NIÑO M. TIBANGAY</b> PSDS/SGOD EPS Designate
Secretariat	<b>FEVI COSI</b> Administrative Officer II
Focal Office	<b>Schools Governance and Operations</b>

3. The SDTWG shall have the following functions:
- 3.1. Oversee the overall direction, administration, and supervision of the 2021 NQESH in the Division, in accordance with the national policies and guidelines and regional issuances;
  - 3.2. Coordinate with the RTWG with regard to the directions, preparation, administration, and supervision of the test;



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Issued on 12/27/2019



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- 3.3. In-charge of the information dissemination to all examinees and the conduct of division orientations to all personnel involved in the administration of the test which shall be led by the Coordinator with the assistance of the Secretariat;
  - 3.4. Ensure, through the Division ITO, 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.
  - 3.5. Evaluate, through the SDO evaluators, the qualification of the applicants and the completeness and authenticity of the documents submitted by the applicant and issue the system generated COEs through the NQESH-OAS
  - 3.6. Receive, through the SDO Cashier, payment of Examination Fees from the qualified test takers; and
  - 3.7. Assist the RTWG and shall perform other tasks as may be assigned in aid of the successful conduct of the 2021 NQESH.
4. All applicants for the NQESH are expected to have read and complied with the requirements stated in DepEd Memorandum No. 33, s. 2022.
5. Immediate dissemination of this memorandum is desired.

**FEDERICO P. MARTIN, EdD, CEEd, CESO V**  
Schools Division Superintendent



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