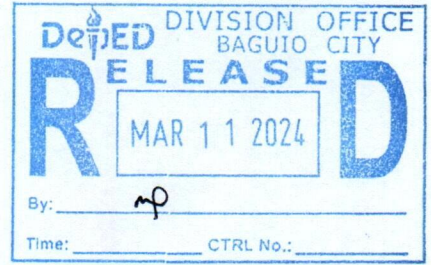




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



March 8, 2024

DIVISION MEMORANDUM

No. 168-2024

DESIGNATION OF THE SCHOOLS DIVISION TECHNICAL WORKING GROUP (SDTWG)

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

1. Pursuant to DepEd Memorandum No. 013, s. 2024 relative to the Conduct of the 2023 National Qualifying Examination for School Heads, this office hereby designates the following personnel as members of the Schools Division Technical Working Group (SDTWG) to be chaired and co-chaired by the SDS and OIC-ASDS respectively:

NQESH Coordinator	NIÑO M. TIBANGAY Schools Governance and Operations Division Chief
Evaluators	ASUNCION C. SAGUID Senior Education Program Specialist OLIVIA O. GOMEZ Planning Officer III HARRIS G. DIZON JR. Information Technology Officer I
Secretariat	MARIA MILAGROSA A. GALERA Administrative Officer IV
Focal Office	Schools Governance and Operations Division

2. The SDTWG shall have the following functions:

2.1. Oversee the overall direction, administration, and supervision of the 2023 NQESH in the Division, in accordance with the national policies and guidelines and regional issuances;

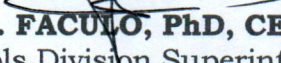
2.2. Coordinate with the RTWG with regard to the directions, preparation, administration, and supervision of the test;





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- 2.3. In-charge of the information dissemination to all examinees and 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;
 - 2.4. 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;
 - 2.5. Evaluate, through the SDO evaluators, the qualification of the applicants and the completeness and authenticity of the documents submitted by the applicant
 - 2.6. Receive, through the SDO Cashier, payment of Examination Fees from the qualified test takers; and
 - 2.7. Assist the RTWG and shall perform other tasks as may be assigned in aid of the successful conduct of the 2023 NQESH.
3. All applicants for the NQESH are expected to have read and complied with the requirements stated in DepEd Memorandum No. 13, s. 2024.
 4. Immediate dissemination of this Memorandum is desired.


SORAYA T. FACULO, PhD, CESO VI
Asst. Schools Division Superintendent
OIC–Office of the Schools Division Superintendent

