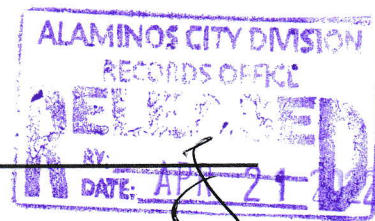




Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

Office of the Schools Division Superintendent



**DIVISION MEMORANDUM**  
**DM-2022 – 153**

TO : Assistant Schools Division Superintendent *[Signature]*  
Chief, Curriculum Implementation Division (CID) *[Signature]*  
Chief, School Governance and Operations Division (SGOD)  
Division Education Program Supervisors  
All Concerned School Heads, Assistant Principals, Department Heads and  
Teachers of public elementary and secondary schools

SUBJECT : **SDO ALAMINOS CITY TECHNICAL WORKING GROUP  
FOR 2021 NQESH**

FROM : Office of the Schools Division Superintendent

DATE : April 20, 2022

1. This Office announces the composition of the Schools Division Office of Alaminos City Technical Working Group (TWG) for the 2021 National Qualifying Examination for School Heads (NQESH), which shall be working collaboratively with the test takers in the Division to guide them in the online application and preparation of the needed documents:

Chairperson: DR. LORNA G. BUGAYONG, CESO V  
Vice Chairperson: MS. ROSARIO O. CABRERA  
Division NQESH Coordinator: DR. ARTURO R. VIRAY  
Division Evaluator for NQESH: DR. ORLANDO I. GUERRERO *[Signature]*  
Members: ROSALIE R. SARMIENTO *[Signature]*  
FREDDIE B. PERALTA *[Signature]*  
ARLENE R. BENIOLA *[Signature]*  
CARLO B. AGUSTIN *[Signature]*

*CNSA + PROP - [Signature]*

Secretariat: DIANA MARIE G. OIGUAN  
HRD with PR unit personnel

2. The assigned TWG shall 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. The Chairperson shall be the official and authorized signatory of all issuances from the Division and pertinent documents relative to the conduct of the 2021 NQESH. In the absence of the Chairperson, the Vice Chairperson, shall assume his or her function.

***With hundred reasons to serve!***



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Telefax Number: (075) 205 - 0644  
Website: [depedalaminoscity.com](http://depedalaminoscity.com)  
Email Address: [alaminos.city@deped.gov.ph](mailto:alaminos.city@deped.gov.ph)





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**Office of the Schools Division Superintendent**

4. Furthermore, the TWG shall do the proper coordination with the Regional TWG as regards the directions, preparation, administration and supervision of the NQESH.
5. The TWG shall be in-charge of the dissemination of information to all test takers and conduct of orientation to all concerned personnel in the administration of the said test.
6. The Division Information Technology Officer (ITO) shall provide the necessary technical support in the use and simulation of the NQESH-Online Application System (OAS). Moreover, the ITO shall ensure that all applicants are issued with an official DepEd email account prior to the online registration, and provide technical assistance in the activation of the DepEd email accounts of the applicants.
7. The Division Evaluator for NQESH shall evaluate the qualification of the applicants and the completeness and authenticity of the documents submitted by the applicants and shall issue to them the system generated Certificate of Eligibility through the NQESH-OAS.
8. The Division Cashier shall receive payment of Examination Fees for the qualified applicants
9. The assigned TWG in the Division is expected to assist the Regional TWG and shall perform other tasks as may be assigned to ensure the successful conduct of the 2021 NQESH.
10. For information, guidance, wide dissemination, and strict compliance.

  
**LORNA G. BUGAYONG PhD, CESO V**  
Schools Division Superintendent

***With hundred reasons to serve!***



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