



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division  
Superintendent

29 APRIL 2024

DIVISION MEMORANDUM  
No. **292** s. 2024

**REGIONAL TRAINING OF EXAMINERS AND INFORMATION TECHNOLOGY  
SUPPORT TEAMS FOR THE 2023 NQESH TEST ADMINISTRATION**

To: **Grafe, Nelia** - School Principal I (Calatcat ES)  
**Dahilan, Gener A** - School Principal I (Claveria CS)  
**Jimenez, Mark Joseph** - School Principal I (Jampason ES)  
**Mercado, Hideliza T.** - Head Teacher III (Gumaod IS)  
**Macalood, Jeana S.** - School Principal I (Mat-I NHS)  
**Baco, Lilibeth** - District in Charge (Kinoguitan)  
**Canoy, Jeancent C.** - Head Teacher I (Saray ES)  
**Lazalita, Rechie** - School Principal I (Esperanza NHS)  
All Others Concerned

- Relative to Regional Memorandum No. 292, s, 2024 re: Change in the Schedule of the Regional Training of Examiners and Information Technology Support Teams for the 2023 NQESH Test Administration, the **Regional Training of Room Examiners and Information Support Teams for the 2023 NQESH Test Administration** will be on April 29-30, 2024 at New Dawn Hotel Plus, Velez Street, Cagayan de Oro City.
- Following the criteria in the selection, the following are recommended NQESH Room Examiners for the Division of Misamis Oriental;

NQESH Room Examiners (Division of Misamis Oriental)	
Name	Designation
1. Grafe, Nelia	Principal I
2. Dahilan, Gener	Principal I
3. Jimenez, Mark Joseph	Principal I
4. Mercado, Hediliza	HT III/SIC
5. Macalood, Jeana	Principal I
6. Baco, Lilibeth	District in Charge
7. Canoy, Jeancent	Principal I
8. Lazalita, Rechie	Principal I

- Travel, accommodation and other relative expenses shall be charged to the School MOOE/Local Funds shall be charged to the Division Office MOOE subject to the usual accounting rules and regulations.

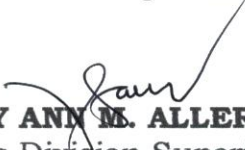


Address: Del Pilar - Velez St., Brgy. 29, Cagayan de Oro City 9000  
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)  
Website: [www.depedmisor.com](http://www.depedmisor.com)  
Email: [misamis.oriental@deped.gov.ph](mailto:misamis.oriental@deped.gov.ph)



3. For queries, you may coordinate with Ms. Irish Karylle D. Monte (Senior Education Program Specialist HRD/ NQESH Focal Person) via email [irishkarylle.monte@deped.gov.ph](mailto:irishkarylle.monte@deped.gov.ph).
4. For your information and guidance.

**EDILBERTO L. OPLENARIA, EdD, CESO V**  
Schools Division Superintendent

  
**MARY ANN M. ALLERA**  
Asst. Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

To be indicated in the Perpetual Index  
under the following subjects:

NQESH                      HUMAN RESOURCE DEVELOPMENT

|mma/ikm-mlt



Page 2 of 2; **REGIONAL TRAINING OF EXAMINERS AND INFORMATION TECHNOLOGY SUPPORT TEAMS  
FOR THE 2023 NQESH TEST ADMINISTRATION**



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Control No.  
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Republic of the Philippines  
Department of Education  
REGION X - NORTHERN MINDANAO

**SCHOOLS DIVISION OF MISAMIS ORIENTAL**

**AUTHORITY FOR OFFICIAL TRAVEL**

<b>Name:</b>	<b>Grafe, Nelia</b> (School Principal I (Calatcat ES)) <b>Dahilan, Gener A</b> (School Principal I (Claveria CS)) <b>Jimenez, Mark Joseph</b> (School Principal I (Jampason ES)) <b>Mercado, Hideliz T.</b> (Head Teacher III (Gumaod IS) ) <b>Macalood, Jeana S.</b> (School Principal I (Mat-I NHS)) <b>Baco, Lilibeth</b> (District in Charge, Kinoguitan) <b>Canoy, Jeacent C.</b> (Head Teacher I (Saray ES)) <b>Lazalita, Rechie</b> (School Principal I (Esperanza NHS))
<b>Position/Designation:</b>	School Heads
<b>Permanent Station:</b>	SDO - MISAMIS ORIENTAL
<b>Purpose of Travel:</b> <i>(must be supported by attachments)</i>	<b>TO PARTICIPATE IN THE REGIONAL TRAINING OF EXAMINERS AND INFORMATION TECHNOLOGY SUPPORT TEAMS FOR THE 2023 NQESH TEST ADMINISTRATION</b>
<b>Host of Activity:</b>	DEPED REGION 10
<b>Inclusive Dates:</b> <i>(Inclusive of Travel Time)</i>	APRIL 29-30, 2024
<b>Destination:</b>	NEW DAWN HOTEL, CAGAYAN DE ORO
<b>Fund Source:</b>	SCHOOL MOOE/LOCAL FUNDS

**PREPARED BY**

*I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.*

  
**IRISH KARYLLE D. MONTE**

SEPS HRD

*Name and Signature of Requesting Employee*

April 29, 2024

*Date*

**RECOMMENDING APPROVAL**

*This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.*

*Name and Signature of Recommending Authority*

April 29, 2024

*Date*

**APPROVED**

  
**MARY ANN M. ALLERA**

Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent

*Name and Signature of Approving Authority*

April 29, 2024

*Date*