



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY

DIVISION MEMORANDUM
No. 202, s. 2022

April 11, 2022

**CAPABILITY BUILDING WORKSHOP ON ONLINE PROCTORING FOR
THE FY 2021 NATIONAL QUALIFYING EXAMINATION
FOR SCHOOL HEADS (NQESH)**

To: Assistant Schools Division Superintendent
Division Chiefs
Concerned Public Schools District Supervisors
Concerned Education Program Supervisors
HRD Specialists

1. This is in reference to Regional Memorandum 029, series 2022 dated April 8, 2022 signed by Allan G. Farnazo, Director IV, re: **Capability Building Workshop on Online Proctoring for the FY 2021 National Qualifying Examination for School Heads (NQESH) on May 23-25, 2022 at a venue to be announced later.**
2. This is to capacitate the identified proctors for their tasks during the conduct of the FY 2021 NQESH and to be oriented on their responsibilities and be familiar with how the platform works through simulation to effectively perform their duties and responsibilities.
3. Below is the List of Participants:

Names	Positions	Roles
1. Stephen R. Pascual	Division ITO	Head Proctor
2. Beverly S. Daugdaug	Chief ES CID	Live Proctor
3. Clarence S. Pillerin	PSDS	Live Proctor
4. Jem Boy Cabrella	EPS	Live Proctor
5. Ronald B. Dedace	SEPS	Live Proctor

4. All concerned are directed to comply with the instructions and information stipulated in the herein attached Memorandum.
5. Travel and incidental expenses incurred by the participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
6. For your information, guidance, and compliance.

DepEd Schools Division of Digos City

RECORDS SECTION

RELEASED 22-83429

DATE: APR 11 2022 TIME: 3:19pm

BY:

CRISTY C. EPE

Schools Division Superintendent

04/11/2022



Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

April 8, 2022

REGIONAL MEMORANDUM
No. 029, s. 2022

**CAPABILITY BUILDING WORKSHOP ON ONLINE PROCTORING FOR THE
FY 2021 NATIONAL QUALIFYING EXAMINATION
FOR SCHOOL HEADS (NQESH)**

To : Assistant Regional Director
Schools Division Superintendents

1. This Regional Office is disseminating the attached Memorandum **DM-HROD-2022-0497** from Wilfredo Cabral, Officer-In-Charge, Office of the Undersecretary, Human Resource and Organizational Development, Department of Education, relative to the conduct of Capability Building Workshop on Online Proctoring for the FY 2021 National Qualifying Examination for School Heads (NQESH).
2. The objective of this activity is to capacitate the identified proctors for their tasks during the conduct of the FY 2021 NQESH. Specifically, they will be oriented on their responsibilities and be familiar with how the platform works through simulation to effectively perform their duties and responsibilities during the FY 2021 NQESH Online Test Administration.
3. Participants to this activity are the following:

Chief of the Quality Assurance Division
RO EPS assigned as NQESH Coordinator
Head Proctors
Live Proctors
4. Participant allocation is in the attached enclosure.
5. In the identification of participants, Schools Division Superintendents are required to strictly follow the qualifications and considerations enumerated in the herein attached **DM HROD-2022-0497**.



Address: F. Torres St., Davao City (8000)
Telephone Nos. : (082) 291-1665; (082) 221-6147





Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

6. A list of identified and recommended head and live proctors shall be submitted in pdf format to this Regional Office via the email address roxigadmjd@gmail.com on or before April 12, 2022. Hence, SDOs **need not** submit to the BHROD-HRDD of DepEd CO as submission of the same is already the task of this Regional Office.
7. All concerned are directed to comply the instructions and information stipulated in the herein attached Memorandum.
8. Travel and incidental expenses incurred by RO XI personnel relative to the conduct of the activity shall be charged against Regional Office funds, subject to the usual accounting and auditing rules and regulations.
9. Travel and incidental expenses incurred by SDO personnel relative to the conduct of the activity shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
7. For strict compliance and appropriate action.

ROQ1/jsa

DEPARTMENT OF EDUCATION RO
RECORDS SECTION

RELEASED

By: 0422-2338
Date: 04/08/2022 4:37 p
0422-2338

[Signature]
ALLAN G. FARNAZO
Director IV



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Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-HROD-2022-0497

TO : All Regional Directors

FROM :  WILFREDO E. CABRAL
Regional Director, DepEd NCR and
Officer-in-Charge, Office of the Undersecretary
Human Resource and Organizational Development

SUBJECT : CAPABILITY BUILDING WORKSHOP ON ONLINE PROCTORING
FOR THE FY 2021 NATIONAL QUALIFYING EXAMINATION FOR
SCHOOL HEADS (NQESH)

DATE : 01 April 2022

In preparation for this year's online administration of the FY 2021 National Qualifying Examination for School Heads (NQESH), a Capability Building on Online Proctoring of the Online System for the FY 2021 NQESH will be conducted within the month of April and May 2022 (see attached Annex A). The exact venue will be announced in a separate advisory.

The objective of this activity is to capacitate the identified proctors for their tasks during the conduct of the FY 2021 NQESH. Specifically, they will be oriented on their responsibilities, and be familiar with how the platform works through simulation to effectively perform their duties and responsibilities during the FY 2021 NQESH Online Test Administration. With this, participants in this activity are the following:

1. Regional Chief in charge of NQESH
2. EPS assigned as NQESH Coordinator
3. Identified Proctors (see allocation in Annex A)

For the systematic proctoring, there shall be one (1) live proctor for every ten (10) examinees and one (1) head proctor for every ten (10) live proctors. Thus, all DepEd Regional Offices shall identify live and head proctors per batch with the following qualifications and considerations:

A. Head Proctors

1. Preferably the Information Technology Officer (ITO) in the Regional Office.
2. If there is a need for more than one (1) head proctor requirement, the remaining slots shall be allocated to ITOs in the Schools Division Offices.

B. Live Proctors

1. Must be tech-savvy, digitally literate, agile, attentive to details, and can provide desktop support.
2. Preferably an incumbent Senior Education Program Specialist, Education Program Supervisor, Public Schools Division Supervisor, or Chief. Priority shall be given to the Senior Education Program Specialist of the Human Resource Section in the Schools Division Office.

Both the Head and Live Proctors must:

1. Not be eligible to take the NQESH
2. Not be retiring in the next two (2) years;
3. Not be related to any of the examinees to the second degree of consanguinity and affinity;
4. Have intermediate knowledge on computer applications; and
5. Be trustworthy.

A list of identified and recommended head and live proctors must be submitted in pdf format (see Annex B for the template) through the official email address of BHRD-HRDD at bhrd.hrd@deped.gov.ph and uploaded to the shared excel sheet using this link: <https://bit.ly/NQESHProctors> on or before April 08, 2022, using this subject format:

~~RO/No.1,2021NQESH~~_proctorscapbuildparticipants

Participants in the activity are required to bring their own laptop computer with the following features:

1. either a WINDOWS 10 (or higher) or MAC OS 11.1 (or higher)
2. has a working webcam, headset with microphone
3. license and authority to install computer applications
4. extension cords

Notations:

1. Travel Expenses of the participants shall be charged against their respective local funds.
2. All expenses of the DepEd Central Office team, including Board and lodging of all participants and management team, shall be charged to BHRD-HRDD using the OPDNTF fund.
3. All expenses shall be subject to existing COA and accounting rules and regulations.

For questions and clarifications, please contact Ms. Fatima Angeles of BHRD-HRDD through telephone number (02) 8470-6630 or email at fatima.angeles002@deped.gov.ph

Thank you very much for your continued support.

[HRDD/FAngeles]



Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

Enclosure to DM-BHROD-2022-0497:

**CAPABILITY BUILDING WORKSHOP ON ONLINE PROCTORING FOR THE FY
2021 NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH)**

May 23 - 25, 2022

	Region/SDOs	QAD Chief	NQESH Coordinator	Head Proctors	Live Proctors	Total Participants
0	Regional Office XI	1	1	3 - RITO	8	13
1	Davao City			1 - DITO	6	7
2	Davao Del Norte				5	5
3	Davao Del Sur				5	5
4	Davao De Oro				5	5
5	Davao Occidental				4	4
6	Davao Oriental				5	5
7	Digos City			1 - DITO	4	5
8	IGACOS				3	3
9	Mati City				4	4
10	Panabo City				5	5
11	Tagum City			1 - DITO	4	5
TOTAL		1	1	6	58	66



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