



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

April 12, 2022

REGIONAL MEMORANDUM

No. **346**, s. 2022

CABILITY BUILDING ON ONLINE PROCTORING FOR THE 2021 NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH)

To: Schools Division Superintendents
Regional Office Division Chiefs
All Others Concerned

1. Pursuant to DM-HROD-2022-0497 relative to the Capability Workshop on Online Proctoring for the FY 2021 National Qualifying Examination for School Heads (NQESH), this Office, through the Quality Assurance Division (QAD) announces the schedule of the said activity for Region VIII (Batch 11) on April 18-20, 2022 at Hotel Fortuna, Borromeo St., Cebu City.
2. The names of the participants are indicated in the Approved List of Head and Live Proctors (Enclosure 1) composed of the QAD Chief, NQESH Focal Person, two (2) Division Information and Technology Officers (ITO) as Head Proctors and 21 Live Proctors consist of 13 Division Senior Education Program Specialist of Human Resource Division (SEPS-HRD), two (2) Regional Office Chiefs, and six (6) Education Program Supervisors (EPSs).
3. All the identified participants are required to bring laptop computer with the following features:
 - a. either a WINDOWS 10 (or higher) or MAC OS 11.1 (or higher);
 - b. has a working webcam, headset with microphone;
 - c. license and authority to install computer applications; and
 - d. extension cords.
4. The travel expenses of the participants shall be charged against their respective local funds, subject to the usual accounting and auditing rules and regulations.
5. The other details of this activity are stipulated in the above cited issuance attached to this Memorandum.



6. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director 

Enclosures: 1. Approved List of Head and Live Proctors
2. Communication from the BHRD-HRD on the Activity Matrix

References: DM-HROD-2022-0497

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

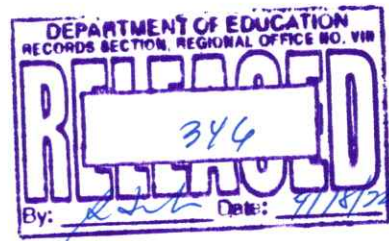
EXAMINATION

PROCTORING

STANDARDS

SCHOOL HEAD

QAD-SST





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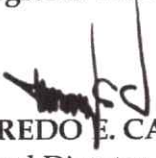
Department of Education

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 BHROD-HRDD at bhrod.hrdd@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.]_2021NQESH_proctorcapbuildparticipants

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 BHROD-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 BHROD-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]



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HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

Annex A

**Capability Building on Online Proctoring of the
Online System for the FY 2021 NQESH**

Schedule and Proctor Allocation

Schedule	Venue	Region	QAD Chief	NQESH Coordinator	HEAD Proctors	LIVE Proctors	Total Participants
April 18-20, 2022	Cebu	VI	1	1	3	30	35
		VII	1	1	2	21	25
April 20-22, 2022		VII	1	1	5	48	55
April 25-27, 2022	Olongapo	CAR	1	1	1	3	6
		I	1	1	1	4	7
		II	1	1	1	8	11
		III	1	1	3	31	36
April 27-29, 2022		IV-B	1	1	3	30	35
		V	1	1	3	30	35
May 10-12, 2022	CDO	IX	1	1	4	46	52
May 11-13, 2022		X	1	1	2	15	19
		CARAGA	1	1	3	30	35
May 16-17, 2022	Cavite	IV-A Group 1	1	1	4	40	46
May 18-19, 2022		NCR	1	1	5	49	56
		IV-A Group 2	1	1	4	40	46
May 19-20, 2022		IV-A Group 3	1	1	7	76	85
April 25-27, 2022	Davao	XI	1	1	6	58	66
April 27-29, 2022		XII	1	1	4	46	52

REGIONAL OFFICE LETTERHEAD

Annex B
Capability Building on Online Proctoring of the Online System for the FY 2021 NQESH
List of Head and Live Proctors

HEAD PROCTORS

TASK	Last Name	Given Name	MI	Position	SDO	Office	Sex	Age	E-mail Address	Mobile Number
1 QAD Chief					RO	QAD				(0000) 0000-0000
2 NQESH Coordinator					SDO Mandla	SGOD				
3 Head Proctor										
4 Live Proctor										

Recommending Approval:

Approved:

QAD Chief

Regional Director

Note: Submit signed copy of this form in pdf format through the official email address of BHIROD-HRDD at bhrod.hrdd@deped.gov.ph with subject format RO[No.] 2021NQESH_proctorcapbuildparticipants

Template link: <https://bit.ly/NQESHProctors>



Republic of the Philippines
Department of Education

BUREAU OF HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

HUMAN RESOURCE DEVELOPMENT DIVISION

08 April 2022

DIR. EVELYN R. FETALVERO

Regional Director
DepEd Region VIII - Eastern Visayas
Government Center, Candahug
Palo, Leyte

Dear RD Fetalvero:

Attention: Regional NQESH Focals

This is in reference to DM-HROD-2022-0497 on the **Capability Building on Online Proctoring of the Online System for the FY 2021 NQESH** to be conducted within the months of April and May 2022. Please be informed of the following administrative and logistical arrangements:

Region VIII (Batch 11)

April 18-20, 2022

Hotel Fortuna, Borromeo St., Cebu City

DATE	TIME	ACTIVITY	PARTICIPANTS
April 18, 2022	2:00 PM	Check-In/Registration <i>First Meal: Dinner</i>	All participants <i>(Regions VI and VIII)</i>
April 19, 2022	9:00 AM	Preliminaries/Lecture <i>Plenary Session</i>	
	1:00 PM	Hands-on/Simulation <i>Break-out Session</i>	
April 20, 2022	9:00 AM	HRD SEPS Meeting <i>Plenary Session</i>	HRD Focals/SEPS <i>(Regions VI, VII, and VIII)</i>
	10:00 AM	Check-Out <i>Last Meal: Breakfast</i>	Non-HRD Participants <i>(Regions VI and VIII)</i>
	12:00 NN	Check-Out <i>Last Meal: Lunch</i>	HRD Focals/SEPS <i>(Regions VI and VIII)</i>

For information and guidance.

Thank you very much for your continued support.


CECILLE A. ANYAYAHAN
Project Development Officer V
BHROD-HRDD