



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

APR 08 2022

MEMORANDUM

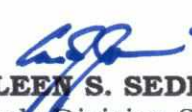
**CAPACITY BUILDING WORKSHOP ON ONLINE PROCTORING FOR THE FY 2021
NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH)**

To: MRS. ROCHELLE A. JIMENEZ, SEPS
DR. ZOREN PEPITO L. GUBALANE, SEPS
MRS. IVY M. ROMANO, SEPS

- Attached is Memorandum DM-HROD-2022-0497 entitled Capacity Building Workshop on Online Proctoring for the FY 2021 National Qualifying Examination for School Heads (NQESH) dated April 1, 2022, contents of which are self-explanatory for guidance and information.
- As per the qualifications set by the Human Resource and Organizational Development (HROD), you are recommended to serve as live proctors on the said event on May 2022:

Name	Designation	Unit
1. Mrs. Rochelle A. Jimenez	Senior Education Program Specialist	SocMob
2. Mrs. Ivy M. Romano	Senior Education Program Specialist	HRD
3. Dr. Zoren Pepito L. Gubalane	Senior Education Program Specialist	M&E

- Strict compliance to this Memorandum is desired.


CARLEEN S. SEDILLA CESO V
Schools Division Superintendent

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects

EXAMINATIONS

TRAINING PROGRAMS

EMPLOYEES

IMR/ NQESH Capacity Training and Proctoring

125 April 7, 2022



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
(02) 805-9935, (02) 805 - 9940
sdomuntinlupa@gmail.com



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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 BHRD-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 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]



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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
		VIII	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