

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



12 April 2022

Regional Memorandum

**SUBMISSION OF THE NAMES OF PARTICIPANTS FOR THE
CAPACITY BUILDING ON ONLINE PROCTORING FOR THE FY
2021 NATIONAL QUALIFYING EXAMINATION FOR
SCHOOL HEADS**

To **Schools Division Superintendents**

1. With reference to DM-HROD-2022-0497, Capacity Building on Online Proctoring for the FY 2021 National Qualifying Examination For School Heads (NQESH) will be conducted within the month of April and May 2022 at a specific venue that will be announced later in a separate communication.
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. With this, participants in this activity are the following:
 - a. Regional Chief in charge of NQESH
 - b. EPS assigned as NQESH Coordinator
 - c. Identified Proctors
3. Furthermore, this Office would like to seek assistance in identifying Head Proctors and Live Proctors from your School Division Office. Criteria for the selection of live proctors and head proctors are as follows:
 - 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 School 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.

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.
4. Below is the breakdown of participants per Schools Division Office (SDO) for your reference.

Schools Division	Required No. of Head Proctors	Required No. of Live Proctors
Antipolo City	1	7
Bacoar City		7
Batangas City	1	7
Batangas Province	1	8
Binan City	1	7
Cabuyao City	1	7
Calamba City	1	7
Cavite City		6
Cavite Province	1	7
Dasmarinas City		7
General Trias City	1	7
Imus City	1	7
Laguna Province	1	8
Lipa City		7
Lucena City	1	7
Quezon Province	1	9
Rizal Province		8
San Pablo City		7
San Pedro City		6
Santa Rosa City	1	7
Tanauan City	1	7
Tayabas City		6
Total	14	156

5. Kindly use the attached template (Annex A) for the list of your identified participants and send it to qad.calabarzon@deped.gov.ph cc: buenalyn.manuel01@deped.gov.ph on or before April 22, 2022.
6. Immediate dissemination of this memorandum is earnestly desired.


FRANCIS CESAR B. BRINGAS
 Regional Director



Republic of the Philippines

Department of Education
REGION IV-A CALABARZON

Annex A

Capacity Building On Online Proctoring For The FY 2021 National Qualifying Examination For School Heads

List of Head and Live Proctors

HEAD PROCTORS

Lastname	Given Name	MI	Position	SDO	Office	Sex	Age	E-mail address	Mobile Number
1.									

LIVE PROCTORS

Lastname	Given Name	MI	Position	SDO	Office	Sex	Age	E-mail address	Mobile Number
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									

Recommending Approval :

Approved :

Assistant Schools Division Superintendent

Schools Division Superintendent



Address: Gate 2, Karangalan Village, Cainta, Rizal
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Website: depedcalabarzon.ph



Republika ng Pilipinas

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]