



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

DEPED DIVISION OF DAVAO DEL NORTE
RECORDS SECTION
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Date: 4-11-22 3:09 pm

Office of the Schools Division Superintendent


April 11, 2022

DIVISION MEMORANDUM
No. 477, s. 2022

**CAPABILITY BUILDING ON ONLINE PROCTORING OF THE ONLINE SYSTEM
FOR THE FY 2021 NQESH**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, Schools Governance and Operations Division
All Concerned Personnel
All Others Concerned

1. Attached are Memorandum DM-HROD-2022-0497 and Regional Memorandum No. 029 s. 2022 dated April 8, 2022 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 the activity is to capacitate the identified proctors for their tasks during the conduct of the FY 2021 NQESH specifically on their duties and responsibilities.
3. The participants to this activity are listed under Annex A of this memorandum.
4. Expenses that will be incurred in attending the activity shall be charged against Division MOOE subject to the usual accounting and auditing rules and regulations.
5. In participating in the different Deped Programs, Projects, and Activities (PPAs), the **Equal Opportunities Principle (EOP)** shall be observed at all times where all individuals are fully recognized regardless of gender, religion, ethnicity, and political affiliations. Further, strict health and safety protocols shall also be observed at all times.
6. Immediate dissemination of this memorandum is desired.


DEE D. SILVA, DPA, CESO V
Schools Division Superintendent

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Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

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

	TASK	Last Name	Given Name	MI	Position	SDO	Office	Sex	Age	E mail Address	Mobile Number
1	Live Proctor	Amoguis	Edward	C	Chief Education Supervisor	Davao del Norte	CID	M	50	eduard.amoguis@deped.gov.ph	09505122228
2	Live Proctor	Ebrado	Marlon	G	Public Schools District Supervisor	Davao del Norte	CID	M	44	marlon.ebrado@deped.gov.ph	09478965521
3	Live Proctor	De Felipe	Noli	T	Public Schools District Supervisor	Davao del Norte	CID	M	49	noli.defelipe@deped.gov.ph	09205231834
4	Live Proctor	Labasan	Evelyn Grace	H	Public Schools District Supervisor	Davao del Norte	CID	F	42	Evelyngrace.labasan@deped.gov.ph	092052318334
5	Live Proctor	Taguiran	Gay	P	Senior Education Program Specialist - HRD	Davao del Norte	SGOD	F	46	gay.taguiran001@deped.gov.ph	09176371930

Prepared by


GAY P. TAGUIRAN
SEPS – HRD 4/11/21

Approved :


DEE D. SILVA, DPA, CESO V
Schools Division Superintendent





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**.





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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 roxiqadmjd@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.

ROQ1jsa

DEPARTMENT OF EDUCATION RO:
RECORDS SECTION

RELEASED

By: 13472-2338

Date: 04/08/2022 4:37 pm

0422-2338


ALLAN G. FARNAZO
Director IV





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 BHRDD-HRDD at bhrdd.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 BHRDD-HRDD using the OPD/NTP 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 BHRDD-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]

① S EPS - HRDD
② PMS Marlon
③ EPS Laber
④ Pito Edward
⑤ Noli



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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



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



Certificate Number: AJA14-0217