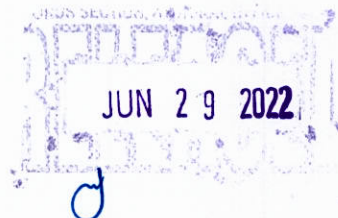




Republic of the Philippines
Department of Education
CARAGA REGION



June 28, 2022

REGIONAL MEMORANDUM
No. 0553, s. 2022

To: SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
CHIEFS, CID and SGOD
This Region

**REGIONAL TECHNICAL WORKING GROUP (RTWG) IN THE 2021 NATIONAL
QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH)**

1. With reference to DepEd Memorandum No. 33, s. 2022 dated April 18, 2022 on the Conduct of the 2021 National Qualifying Examination for School Heads (NQESH), the Regional Technical Working Group (RTWG) is organized to facilitate the conduct of the Online Test Administration of the NQESH.

2. Prior to the conduct of the online NQESH, the assigned Regional Helpdesk In-Charge, Head, and Live Proctors shall facilitate the mock and actual examination on the following schedules:

Mock Examination Schedule for CARAGA	July 3, 2022
Mock Examination for ALL REGIONS	July 17, 2022
Actual Examination	July 31, 2022

3. Participation to this 2021 National Qualifying Examination for School Heads shall entitle the Regional Technical Working Group (RTWG) to service credits in accordance with DepEd Order No. 53 s. 2003 entitled Updated guidelines on Grant of Vacation Service Credits to teachers and on the other hand, non-teaching staff shall be provided with Compensatory Time - OFF(CTO) and per Civil Service Circular No. 2 s. 2004 on non-monetary remuneration for overtime service rendered.

4. The travel expenses and other incidental expenses of the SDO Personnel shall be charged against local funds subject to existing COA and accounting rules and regulations.

5. This memorandum shall serve as the travel authority of the Regional Technical Working Group (RTWG) who will participate in the mock and actual examination.



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6. Attached is the list of the Regional Technical Working Group (RTWG) and their duties and responsibilities are found in Enclosure No. 1.

7. Immediate and wide dissemination of this memorandum to all concerned is highly desired.

for: conigned

MA. GEMMA MERCADO LEDESMA

Regional Director

Encls.: As stated

Reference: DepEd Memorandum No. 033, s. 2022

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

EXAMINATION

PRINCIPALS TEST

QAD/edm
06/28/202

Regional Technical Working Group (RTWG)

Name	Role	Date of Involvement	No. of Hours Rendered	Duties and Responsibilities
Ma. Gemma Mercado Ledesma	Chair of the RTWG	July 3, 2022 – 7 AM – 12 Noon July 17, 2022 – 7 AM – 12 Noon July 30, 2022 – 1 PM – 5 PM July 31, 2022 – 7 AM – 12 Noon	20 hrs	• Oversee the overall direction, administration, and supervision of the 2021 NQESH. • Authorize signatory of all regional issuances and documents related to the conduct of the 2021 NQESH.
Atty. Fiel Y. Almendra, CESO IV	Vice-Chair of the RTWG	July 3, 2022 – 7 AM – 12 Noon July 17, 2022 – 7 AM – 12 Noon July 30, 2022 – 1 PM – 5 PM July 31, 2022 – 7 AM – 12 Noon	20 hrs	• Assume the function of the RTWG Chair in the absence of the Chair-RTWG
Marilyn F. Antiquina	Regional Project Manager	July 3, 2022 – 7 AM – 12 Noon July 17, 2022 – 7 AM – 12 Noon July 30, 2022 – 1 PM – 5 PM July 31, 2022 – 7 AM – 3 PM	24 hrs	• Prepare the budget proposal for the conduct of the 2021 NQESH. • Oversee the validation of the documents submitted by the SDOs through the NQESH-OAS. • Oversee the over-all preparations and conduct of the 2021 NQESH.
Edmund D. Mendoza, PhD.	Regional NQESH Coordinator	July 3, 2022 – 7 AM – 12 Noon July 17, 2022 – 7 AM – 12 Noon July 30, 2022 – 1 PM – 5 PM July 31, 2022 – 7 AM – 3 PM	24 hrs	• Prepare information dissemination to all test-takers. • Conduct regional orientations to SDTWG and RTWG. • Prepare a memorandum relative to the implementation of 2021 NQESH. • Compile the submitted RO copy of the COE submitted by SDOs. • Monitor the information shared by BHRD and disseminate to the SDOs
Regional Cashier Section Personnel	Ma. Jenita B. Guimay	May 18, 2022 – 8 AM – 5:00 PM May 19, 2022 – 8 AM – 12 Noon July 31, 2022 – 10 AM – 2 PM	16 hrs	• Receive and process the payments of examination fees of qualified test takers based on the master list paid

				- examinees submitted by the SDO Evaluator. - Issue official receipts to the qualified examinees in the 12 SDOs.
Regional Information Technology Officer	Winston C. Eben	July 30, 2022 8 AM – 5 PM July 31, 2022 – 7 AM – 2 PM	14 hrs	- Assist the RTWG on ICT-related activities in the 2021 NQESH. - Prepare the electrical sockets, extension cords, telephone lines, computer devices and internet connection.
Head Proctors	Marcelino M. Ahon Jr. Nerison S. Pitogo Bobby Y. Corpuz	July 3, 2022 – 8 AM – 12 Noon July 17, 2022 – 8 AM – 12 Noon July 30, 2022 – 1PM – 5 PM July 31, 2022 – 8 AM – 12 Noon	16 hrs	- Check-out virtual rooms. - Substitute the live proctor when needed to assist the pre-checkout activity. - Warn or remind examinees for suspicious actions. - Report suspended exams to command center.
Live Proctors	Frengie Botoy Nilo R. Verdon Lilibeth S. Apat Maribel J. Taburno Dorothy Joy C. Jalalon Ninoree A. Jayme Roel T. Diamante Fe H. Lopez Christopher O. Kimilat Joemico M. Nuñez Marcos P. Sulapas Fe M. Puspos Prelyn P. Sandinas Jester P. Ceballos Pinky E. Olandria Eduard Jason M. Cosep	July 3, 2022 – 8 AM – 12 Noon July 17, 2022 – 8 AM – 12 Noon July 30, 2022 – 1PM – 5 PM July 31, 2022 – 8 AM – 12 Noon	16 hrs	- Admit examinees for pre-checkout. - Check COE. - Conduct pre-checkout protocol. - Conduct live-proctoring. - Report to the secretariat/NQESH Coordinator the number of successful admitted and missing/ no examinees.

	Regemie A. Alburo Luz Sandra R. Fernandez Carlos C. Catalan Jr Marish A. Baradillo Jennifer R. Jovita Lea S. Sarvida Hana N. Abarca Lovely Sheena Y. Soro Voltair C. Asildo Mary Luz B. Advincula-Niere Erllyn G. Mangadlao Gladys M. Enso Rowena T. Balan Maria Teresa O. Ajos			
Regional Validators	Celsa M. Cataluña Jesus D. Nono Virginia A. Seña Elan M. Elpidang Marygold C. Silao	May 4, 2022 – 8 AM – 5 PM	8 hrs	• Validate the applications and check the completeness of the documents submitted. • Coordinate with SDO evaluators on lacking documents submitted by the examinees.
Regional Helpdesk In-Charge	Eugene Godfrey Saarenas Nino Ree A. Jayme Marian P. Tonjoc Christopher P. Jabagat Christopher John T. Mortal Kristian Dior A. Layno Eric C. Olasiman	July 3, 17, and 31, 2022	Not Applicable	• Create tickets and assess the concerns received. • Resolve issues and concerns raised. • Provide technical support/concerns encountered by the examinees. • Coordinate to central command center issues and concerns that need to be escalated.

	John Eric A. Jabines Kevin Adrian M. Rosas Barry Jessie B. Digol Marvin G. Mingullian Cheryl Q. Deleña			
RO Utility	Coniefe T. Artista Ferdinand B. Paredes	July 30, 2022 8 AM – 5 PM July 31, 2022 – 7 AM – 2 PM	14 hrs	• Facilitate the procurement of foods. • Process documents necessary for payments. • Prepare the tables, chairs, water dispenser, cleaning materials, and supplies in the Regional Command Center.