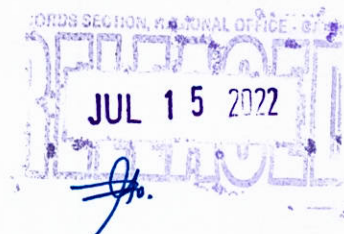




Republic of the Philippines
Department of Education
CARAGA REGION



July 13, 2022

REGIONAL MEMORANDUM
No. 0625, s. 2022

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

ADDENDUM AND CORRIGENDUM TO REGIONAL MEMORANDUM NO. 0553,
S. 2022 RE: REGIONAL TECHNICAL WORKING GROUP (RTWG)
IN THE 2021 NATIONAL QUALIFYING EXAMINATION
FOR SCHOOL HEADS (NQESH)

1. Item No. 3 of the Regional Memorandum No. 0553, s. 2022 provides the Regional Technical Working Group (RTWG) Compensatory Time-Off (CTO) for overtime services rendered in the conduct of the 2021 National Qualifying Examination for School Heads (NQESH). The responsibilities of the RTWG in the 2021 NQESH shall include coordination with the examinees and preparation of the ICT Facilities in their respective SDOs prior to the mock and actual examinations. Thus, CTO for the services rendered by the RTWG shall cover the following dates:

Mock Examination Schedule for CARAGA	July 2 to 3, 2022
Mock Examination for ALL REGIONS	July 16 to 17, 2022
Actual Examination	July 30 to 31, 2022

2. The travel expenses, per diem, and other incidental expenses of the SDO personnel shall be charged against local funds subject to existing COA and accounting rules and regulations.

3. The Regional Help Desk In-Charge in the SDOs shall stay in their respective offices. However, the rest of the RTWG which includes the Regional Project Manager, Regional NQESH Coordinator, Head Proctors, and Live Proctors shall be in the Regional Command Center of the Regional Office from July 16 to 17, 2022, and July 30 to 31, 2022.

4. The Head and Live Proctors who will facilitate the mock and actual examinations are encouraged to bring backup ICT Support Materials such Modem-Wifi, extension wires, and live script for their pre-check-out activities.



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Document Control No:
DepEdRO13-F-REC-013/R3/02-18-2020

5. The Live Proctors shall create a Group Chat Messenger for their assigned examinees. The group chat messenger or virtual room shall serve as Proctor Holding Room to be facilitated by the Live Proctors one (1) hour before the activation time during the mock and actual examination.
6. The Proctor Holding Room shall serve as a venue to:
 - a. check the attendance of the examinees;
 - b. remind the examinees of the things to observe during the pre-checkout and during the examination;
 - c. serve as a communication platform once the examinee is suspended due to some malicious activities; and
 - d. keep track of the progress of the examinees.
7. All other items stipulated in the Regional Memorandum are still in effect.
8. Immediate and wide dissemination of this memorandum to all concerned is highly desired.


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
07/13/2022