



Republic of the Philippines
Department of Education
 SOCCSKSARGEN REGION

June 23, 2022

REGION MEMORANDUM
 QAD No. 31, s. 2022

**CREATION OF REGIONAL COMMAND CENTER FOR THE
 CONDUCT OF 2021 NQESH**

To: Schools Division Superintendents

- To ensure efficient administration of **2021 National Qualifying Examination for School Heads (NQESH)** on **July 31, 2022**, the **Regional Command Center (RCC)** is hereby created to serve as the central command center in the region, provide technical support to all examinees and to respond to queries and concerns of examinees during the online examination.
- The RCC shall be composed of Help Desk Personnel who may be ICT Coordinators, SDO ITOs, ICT Literate Regional/SDO personnel); Technical Support Personnel; and, Secretariat and Support Staff. See enclosure for the composition of the RCC.
- The identified help desk personnel are enjoined to attend the Virtual Regional Orientation on June 27, 2022 at 8:30 AM to 5:00 pm through MS Teams.
- As per DM-HROD-2022-115, prior to the conduct of the actual NQESH, there will be schedule for mock examinations to orient the test takers and make them familiar with the test platform and its requirements. The mock examination will be **done twice** as reflected in the table below:

| DATE | PARTICIPANTS | PROCTORS |
|---------------|-------------------------------|----------------------------|
| July 3, 2022 | All test takers in Region XII | All Head and Live Proctors |
| July 17, 2022 | All Test Takers nationwide | All Head and Live Proctors |

4. There will be four Proctor Sites to be installed in the region namely: **DepEd Regional Office, Kidapawan City Division, Tacurong City Division** and **General Santos City Division**. All of these identified proctor sites shall already be made functional during the mock examinations until the actual conduct of the test. The following requirements shall be considered:

- Division ITOs of the identified proctor sites shall be in charge in preparing the venue.



Address: Regional Center, Brgy. Carpenter Hill, City of Koronadal
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- 4.b The head proctor and all live proctors assigned to each proctor site shall be physically stationed in their respective site during the mock examinations and the actual conduct of 2021 NQESH.
- 4.c Meals and snacks of the head and live proctors during the mock and actual examinations shall be provided chargeable to the MOOE or local funds of the host SDO, subject to the usual accounting and auditing rules and procedures. Hence, additional staff for each proctor site as provided for in the enclosure shall be determined by the host SDO.
- 4.d Each proctor shall be provided with **hotline numbers** for head proctors and examinees to contact for assistance during the mock and actual examination
5. Working committees are also created at the regional office to further ensure that the activities related to the conduct of the national examination for school heads are implemented efficiently. See Enclosure 2 for the composition of the working committees.
6. For further inquiries or clarifications, you may contact Grace Patrice M. Mondragon, QAD-EPS through 09075153324.
7. For information and guidance of all concerned.


CARLITO D. ROCAFORT
Director IV

Encl.: None

Reference: MEMORANDUM DM-HROD-2022-0036; REGION MEMORANDUM QAD # 29, S. 2022

Allotment: None

To be indicated in the Perpetual Index under the subject
ASSESSMENT SCHOOL HEAD

GPMM/QAD/RM - CREATION OF REGIONAL COMMAND CENTER FOR THE CONDUCT OF 2021 NQESH/029/June 23, 2022



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Enclosure 1 Composition of the Regional Command Center for 2021 NQESH

| NO. | NAME | DESIGNATION |
|--|--|--|
| 1 | CARLITO D. ROCAFORT, CESO IV Regional Director | RTWG Chair |
| 2 | REBONFAMIL R. BAGUIO, CESO V Assistant Regional Director | RTWG Vice-Chair |
| 3 | LUZ LALLI L. FERRER Chief, QAD | Regional Project Manager |
| 4 | GRACE PATRICE M. MONDRAGON | Deputy Regional Project Manager/Regional Testing Coordinator |
| 5 | CHARL LORENZ B. NADELA | Technical Support Help Desk, Member |
| 6 | LEVI CARLA VILLANUEVA | Technical Support Help Desk, Member |
| 7 | CRISANTO M. BULADO | Help Desk, Member |
| 8 | SHIENNA LYN L. ANTENOR | Help Desk, Member |
| 9 | NOREN GRACE G. LAGUTING | Help Desk, Member |
| 10 | ALYSSA GRACE D. GOYONE | Help Desk, Member |
| 11 | VINCENT CELDA | Help Desk, Member |
| 12 | ROY DETOYATO | Help Desk, Member |
| 13 | ROXANNE P. CALO | Help Desk, Member |
| PROCTOR SITE: REGIONAL OFFICE | | |
| PROCTOR SITE: KIDAPAWAN CITY DIVISION | | |
| 14 | c/o SDO Kidapawan | Technical Support |
| 15 | c/o SDO Kidapawan | Food Committee |
| 16 | c/o SDO Kidapawan | Physical Arrangement |
| PROCTOR SITE: TACURONG CITY DIVISION | | |
| 17 | c/o SDO Tacurong City | Technical Support |
| 18 | c/o SDO Tacurong City | Food Committee |
| 19 | c/o SDO Tacurong City | Physical Arrangement |



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| PROCTOR SITE: GEN. SANTOS CITY DIVISION | | |
|--|----------------------|----------------------|
| 20 | MICHAEL ALEXIS AMBOY | Technical Support |
| 21 | c/o SDO Gensan | Food Committee |
| 22 | c/o SDO Gensan | Physical Arrangement |



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Enclosure 2: Regional Office Working Committees for 2021 NQESH

| COMMITTEE | MEMBERS | FUNCTIONAL DIVISION |
|-------------------------|------------------------|---------------------|
| FOOD | Emerin Astillero | AD-Personnel |
| | Maricel B. Rodriguez | AD-Personnel |
| | Zara Jean Del Rosario | QAD |
| FINANCE | Ma. Jeanette N. Delima | FD |
| | Cheryl P. Villa | FD |
| | Lydia Initan | AD-Cash |
| PHYSICAL ARRANGEMENT | Jocelyn G. Garfin | AD-GSU |
| | Kristine May Cofleros | AD-GSU |



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Enclosure 3 to Region Memorandum QAD No. 31, s. 2022

**Schedule of Orientation in Three Batches with the indicated MS Teams link
– June 27, 2022**

| TIME | ACTIVITY | Zoom Link |
|------------------------|---|---|
| 8:30 a.m. – 12:00 p.m. | Orientation with NQESH Head Proctors, Live Proctors and SDO ITOs | bit.ly/SOXNQESHProctors Meeting ID: 810 2207 3177 Passcode: proctor |
| 1:00 – 3:00 pm | Orientation with qualified test-takers from the SDOs of Sultan Kudarat, Sarangani and General Santos City | bit.ly/SOXNQESHOrientationBatch1 Meeting ID: 861 7665 1320 Passcode: nqesh1 |
| 3:00 – 5:00 pm | Orientation with qualified test-takers from SDOs of South Cotabato, Cotabato, Koronadal City, Kidapawan City and Tacurong City | bit.ly/SOXNQESHOrientationBatch2 Meeting ID: 829 4049 0731 Passcode: nqesh2 |



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