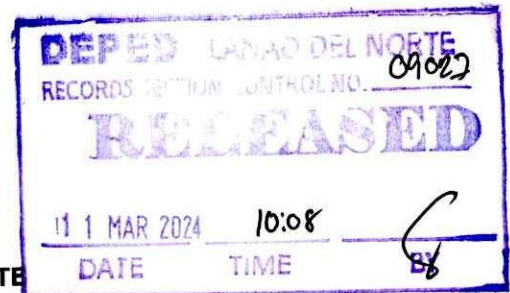




Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF LANA DEL NORTE



March 6, 2024

DIVISION MEMORANDUM
No. 131, s. 2024

**DISSEMINATION OF DEPED MEMORANDUM NO. 013, S. 2024 RE:
ADMINISTRATION OF THE FISCAL YEAR 2023 NATIONAL
QUALIFYING EXAMINATION FOR SCHOOL HEADS**

To: Assistant Schools Division Superintendent
Chief – Curriculum Implementation Division
Chief – Schools Governance and Operations Division
Public Elementary and Secondary School Heads
All Others Concerned

1. About **DepEd Memorandum No. 013, s. 2024** on **Administration of the Fiscal Year 2023 National Qualifying Examination for School Heads (NQESH)** and **DepEd Memorandum No. 14, s. 2024 re Corrections and Clarifications to depEd Memorandum No. 13, s. 2024** on the nationwide administration of the 2023 NQESH on **May 26, 2024**, this Office reiterates the experience requirements as stated in Paragraph 5, and the exclusions stated in Paragraph 7 of the DepEd Memorandum.

*"5. Aspiring school heads **regardless of their current positions**, are qualified to apply as takers of NQESH, provided that the applicants **meet the qualification requirements and has acquired any of the following experience requirements as of February 29, 2024**, consistent with DO 39, s. 2007 (Modified Qualification Standards for the Positions of Head Teachers and Principals) and DO 41, s. 2016:*

- i. One year as Head Teacher, or
- ii. Two years as Master Teacher, or
- iii. Two years as Teacher-in-Charge (TIC), or
- iv. Teaching experience for five years as follows:
 - i. Teacher III or other teaching positions with same salary grade; or
 - ii. Incumbent public school teacher who has managerial and supervisory experience in a DepEd recognized private



Address: Pigcarangan, Tubod, Lanao del Norte
Telephone No.: (063) 227-6150
Email Address: lanao.norte@deped.gov.ph
Web site: <https://depedldn.com>



Management
System
ISO 9001:2015
www.tuv.rwth-aachen.de
ID: 01000000000000000000





Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF LANA DEL NORTE

institution or Commission on Higher Education (CHED) recognized higher education institution.

- iii. *Aggregate experience as Head Teacher, TIC, Master Teacher, and Teacher III."*
- iv. *Assistant School Principal with issued appointment without NQESH eligibility.*

2. There shall be an allocation of slots per Region and will be distributed in every Division. Given the divisional examinee slots and in anticipation of the implementation of Executive Order No. 174 or the Expanded Career Progression, this Office shall refer to the following order of priority for consideration in the selection of the final list of examinees:

- a. Head Teacher for at least one year in a public elementary or secondary school,
- b. Assistant School Principal with issued appointment without NQESH eligibility,
- c. Incumbent Officer-in-Charge (OIC)/TIC for at least two years, or
- d. Master Teacher for at least two years.

"7. Fiscal Year (FY) 2021 NQESH Takers who belong to Category B shall no longer take the examination. Upon the completion of their coaching and mentoring session, they will undergo an evaluation and certification process by the National Educators Academy of the Philippines (NEAP) while FY 2021 NQESH Takers who belong to Category C shall NOT be allowed to take the test for this year and are encouraged to undergo professional development intervention. A separate guideline from the NEAP will be issued for this purpose".

3. While waiting for the number of slots allocated for the Division the following order of priority for consideration in the selection of the final list of examinees are as follows:

- a. Head Teacher for at least one year in a public elementary or secondary school,
- b. Assistant School Principal with issued appointment without NQESH eligibility,
- c. Incumbent Officer-in-Charge (OIC)/TIC for at least two years.



Address: Pigcarangan, Tubod, Lanao del Norte
Telephone No.: (063) 227-6150
Email Address: lanao.norte@deped.gov.ph
Web site: <https://depedldn.com>



Management
System
ISO 9001:2015
www.tuv.com
ID: 0130804283





Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF LANA DEL NORTE

5. The schedule of activities prior to the conduct of the test are as follows:

DATE	ACTIVITY
March 6-15, 2024	Online Application
March 6-22, 2024	Evaluation and Validation of Documents
March 27, 2024	Release of Final List of Examinees and Examination Sites through Regional Memorandum
May 5, 2024	First Mock Examination
May 19, 2024	Second (final) Mock Examination

6. The guidelines on the online application process through NQESH Online Application System is enclosed.

7. In case the final slots from the Region will be given, only then that the applications of the remaining qualified applicants shall be considered.

8. Attached are the list of priority examinees, DepEd Memorandum No. 013, s. 2024 and DepEd Memorandum No. 014, s. 2024 re **CORRECTIONS AND CLARIFICATIONS TO DEPED MEMORANDUM NO. 013, s. 2024** for references.

9. Immediate dissemination of this Memorandum is desired.

EDWIN R. MARIBOJOC, CESO V
Schools Division Superintendent

Attach: List of SDO NQESH 2023 Examinees
To be indicated in the Perpetual Index

Under the following subjects

NQESH 2023 DISSEMINATION OF DEPED MEMORANDUM NO. 013, S. 2024 RE:
ADMINISTRATION OF THE FISCAL YEAR 2023 NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS

JRI-DM



Address: Pigcarangan, Tubod, Lanao del Norte
Telephone No.: (063) 227-6150
Email Address: lanao.norte@depd.gov.ph
Web site: <https://depdldn.com>



Management
System
ISO 9001:2015
www.tuv.com
ID: 012006295



Enclosure No. 1 to Division Memo No. 131 s. 2024

FY 2023 NATIONAL QUALIFYING EXAMINATION FOR SCHOOL FOR SCHOOL HEADS (NQESH)

Division of _____

PRIORITY 1: Item 6 of DM No. 013, s. 2024

No.	LNAME	FNAME	MID	POSITION	DESIGNATION
1	LIMPAO	NORMINDA	M	MTII	SIC
2	DIMASINDEL	BELANTE	M	MTI	SIC
3	MUTO	CAMARODIN	U	MTI	SIC
4	SANGGACALA	ABDELA	P	MTI	ASSISTANT SCHOOL HEAD
5	MARADIAL	MONIZA	M	MTI	SIC
6	DIBARATUN	JAMILA	B	MTI	SIC
7	EDRIS	ADELAIDA	A	MTI	SIC
8	TUMOG	PACITA	I	HTIV	SIC
9	AMBOL	ROHAIDAH	U	HTIII	SIC
10	BARRERA	FERN ANN	O	HTIII	ASSISTANT SCHOOL HEAD
11	MAQUILING	INSIRAH	M	HTIII	SIC
12	CABUGATAN	CANDAO	B	HTIII	SIC
13	CALAO	ELVIRA	M	HTIII	
14	SULTAN	NASROLLAH	B	HTIII	SIC
15	DIOQUINO	VIRGINIA	P	HTIII	SIC
16	DIPATUAN	DIMASIGUE	M	HTIII	SIC
17	EGUE	NAIMA	L	HTIII	SIC
18	JANOG	JONATHAN	P	HTIII	SIC
19	JUEVES	JESTONI	G	HTIII	SIC
20	MACA-AGAL	SUAIB	M	HTIII	SIC
21	MAMAY	KATIMUAN	B	HTIII	SIC
22	MAMARINTA	MERIAM	P	HTIII	SIC
23	MARUHOM	ANISA	A	HTIII	SIC

Enclosure No. 2 to Division Memo No. 131 s. 2024

FY 2023 NATIONAL QUALIFYING EXAMINATION FOR SCHOOL FOR SCHOOL HEADS (NQESH)

Division of _____

PRIORITY 1: Item 6 of DM No. 013, s. 2024

No.	LNAME	FNAME	MID	POSITION	DESIGNATION
24	BANSIL	NORWAIFA	C	HTIII	SIC
25	MIYAS	GIDEON	J	HTIII	
26	MUTIA	ZAALICA	C	HTIII	SIC
27	NAONG	RYAN	M	HTIII	SIC
28	ONG	MA VICTORIA	B	HTIII	ASSISTANT SCHOOL HEAD
29	PANDA	NORILYN	A	HTIII	SIC
30	PANGANDAMAN	NORAISA	M	HTIII	SIC
31	RADIAB	HANIFAH	T	HTIII	SIC
32	SANGULINGAN	HIDJARA	S	HTIII	SIC
33	SOPEÑA	FE	S	HTIII	SIC
34	VILLONDO	JOYCE	R	HTIII	SIC
35	YANOC	MELDRID	E	HTIII	SIC
36	CASTRO	VIRGINCITA	A	HTII	SIC
37	GERALLA	MARVIN	S	HTII	SIC
38	ABARQUEZ	RENE	C	HTI	SIC
39	ASUMI	SANIMA	M	HTI	SIC
40	CRUZ	GENEVIEVE	E	HTI	ASSISTANT SCHOOL HEAD
41	DALUMA	ARAFAT	A	HTI	SIC
42	DIMAPINTO	POTRI	M	HTI	SIC
43	DORIA	ALEXANDER	A	HTI	SIC
44	BENITO	JIAMEL	D	HTI	SIC
45	IBRAHIM	ACMIDA	R	HTI	SIC
46	LABE	AISA	G	HTI	SIC

Enclosure No. 3 to Division Memo No. 31 s. 2024

FY 2023 NATIONAL QUALIFYING EXAMINATION FOR SCHOOL FOR SCHOOL HEADS (NQESH)

Division of _____

PRIORITY 1: Item 6 of DM No. 013, s. 2024

No.	LNAME	FNAME	MID	POSITION	DESIGNATION
47	MAMANTUC	MOHAMMAD ELIAS	T	HTI	SIC
48	MARABONG	AMIN	C	HTI	SIC
49	MUSA	EMMA	D	HTI	SIC
50	ODIN	SOMAIR	M	HTI	SIC
51	PANGANTING	BAIMONA	M	HTI	SIC
52	SADANG	JASMIAH	B	HTI	SIC

FY 2023 NATIONAL QUALIFYING EXAMINATION FOR SCHOOL FOR SCHOOL HEADS (NQESH)

Division of _____

Priority 2: Item 5 of DM No. 013, s. 2024

No.	LNAME	FNAME	MID	POSITION	DESIGNATION
1	ABALO	CECELIA	A	TIII	SIC
2	ABDULGANI	ENTISAR	M	TIII	SIC
3	ACRAMAN	JANETA	U	TIII	SIC
4	ALI	REMONA	T	TIII	TIC
5	AMPANG	ROHAIDA	P	TIII	SIC
6	AMPASO	AMERAH	O	TIII	SIC
7	ANDAQUIG	ROXANNE	S	TIII	SIC
8	APALE	MARLON PAUL	C	TIII	SIC
9	APAT	ADONES	M	TIII	SIC
10	MANAUL	RAKHIVA	A	TIII	TIC
11	BALAS	NAMROLAIN	M	TIII	TIC
12	BALINDONG	SITTIE SHAJARA	A	TIII	SIC
13	BASINILLO	ROLINDO	B	TIII	SIC
14	BAUNTO	NORHATA	M	TIII	SIC
15	BOCA	LITO		TIII	SIC
16	BONGCAWIL	LILIBETH	M	TIII	SIC
17	CAMPONG	NORMINDA	M	TIII	TIC
18	CASAGAN	ROSALYN	C	TIII	SIC
19	CAUNTONGAN	AKIZAH	B	TIII	TIC
20	CULANCULAN	ELYN	N	TIII	SIC
21	DUHIG	CASIMIRA	C	TIII	SIC
22	DUMAGAY	SAMIRA	T	TIII	SIC
23	DURATO	JUBERT	S	TIII	SIC
24	EGUE	JALILAH	P	TIII	SIC
25	GENERALAO	BELEN	E	TIII	SIC

Enclosure No. 5 to Division Memo No. 137 s. 2024

FY 2023 NATIONAL QUALIFYING EXAMINATION FOR SCHOOL FOR SCHOOL HEADS (NQESH)

Division of _____

Priority 2: Item 5 of DM No. 013, s. 2024

26	GENON	AURELIO	B	TIH	SIC
27	HADJI SIRAD	RAIHANA	A	TIH	TIC
28	MACARAMBON	NORMILAH	M	TIH	SIC
29	MACUD	ASHLEYMAH	A	TIH	TIC
30	MAMA	NASRIPAH	C	TIH	SIC
31	MAMANTUC	JUNAINA	I	TIH	SIC
32	MANGADANG	JONNA	B	TIH	SIC
33	MARUHOM	JHUHANNA	A	TIH	SIC
34	MASBOD	ASNAILIEN	S	TIH	SIC
35	MAWI	JAMILAH	A	TIH	TIC
36	MOELE	GENALYN	L	TIH	SIC
37	MOHAMMAD	TARHATA	S	TIH	SIC
38	NASRODING	SAIMA	B	TIH	SIC
39	NASRODING	JAMIMAH	A	TIH	SIC
40	PAIG	ELIZABETH	B	TIH	SIC
41	PARADERO	LYNDE JOY	L	TIH	SIC
42	RADIA	SITTENOR	C	TIH	SIC
43	SANTURANI	HASMIN	L	TIH	SIC
44	SACAMPONG	SITTIE NAILA	S	TIH	SIC
45	SIMBA-AN	JONALIKA	M	TIH	SIC
46	SUMAGANG	MINDA	P	TIH	SIC
47	TALO	EUGENE	A	TIH	SIC
48	TANGGOTE	DIAMOND	P	TIH	SIC
49	USMAN	SONAYA	M	TIH	SIC
50	ARAGON	JAHANNIE	R	TIH	SIC

Enclosure No. 6 to Division Memo No. 131 s. 2024

FY 2023 NATIONAL QUALIFYING EXAMINATION FOR SCHOOL FOR SCHOOL HEADS (NQESH)

Division of _____

Priority 2: Item 5 of DM No. 013, s. 2024

51	BATOCALA	ASHMIEN	G	TII	TIC
52	DIMACALING	ROHAIMA	D	TII	SIC
53	DIMATANDAY	OMERA	A	TII	SIC
54	MALIK	FAIDAH	A	TII	SIC
55	MUSA	SANAIRA	M	TII	SIC
56	OMBAWA	NORPHIA	M	TII	TIC
57	PANGGAGA	RAQUIMAH	G	TII	SIC
58	ABDULLAH	SANAI	A	TI	SIC
59	ALI	ANALIA	S	TI	SIC
60	DANSAL	AISAH	M	TI	SIC
61	DAUD	NHUR HUDDIN	C	TI	TIC
62	ERAN	JENET	T	TI	SIC
63	LONGAKIT	BERJET	O	TI	SIC
64	LUMIGUIS	YASMIN	A	TI	SIC
65	MACABINTA	HANIFAH	R	TI	SIC
66	MAHUSAY	JOSIEBEL	J	TI	SIC
67	MANANGGOLO	ASNIAH	M	TI	SIC
68	MAO	ASNIAH	A	TI	SIC
69	MUSACALA	HAPSANA	M	TI	SIC
70	PERMITES	JOAN	O	TI	SIC
71	RUELAN	MARIA CLARIBELLE	S	TI	SIC
72	SOLAIMAN	SALAMAH	M	TI	SIC
73	SOLETA	CARLOS	C	TI	SIC
74	USMAN	NASHIBA	M	TI	TIC



Republic of the Philippines
Department of Education

FEB 26 2024

DepEd MEMORANDUM

No. **013**, s. 2024

**ADMINISTRATION OF THE FISCAL YEAR 2023 NATIONAL QUALIFYING
EXAMINATION FOR SCHOOL HEADS**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. Passing the National Qualifying Examination for School Heads (NQESH), also known as Principals' Test, is one of the requirements for appointment and reclassification of all aspiring applicants to the Principal and Assistant Principal positions in all public elementary and secondary schools, pursuant to the following issuances:

a. **DepEd Order (DO) No. 97, s. 2011**

Revised Guidelines on the Allocation and Reclassification of School Head Positions

b. **DO 41, s. 2016**

Additional Guidelines to DepEd Order No. 19, s. 2016 (Guidelines on the Organizational Structures and Staffing Patterns of Stand-alone and Integrated Public Senior High Schools (SHS))

c. **DO 007, s. 2023**

Guidelines on Recruitment, Selection, and Appointment in the Department of Education

d. **DepEd Memorandum (DM) No. 025, s. 2023**

Amendment DepEd Memorandum No. 100, s. 2022 (Results of the Fiscal Year 2021 National Qualifying Examination for School Heads) and Clarification on the Use of NQESH or Principal's Test Results in Relation to DepEd Order No. 007, s. 2023 (Guidelines on Recruitment, Selection, and Appointment in the Department of Education)

2. In this regard, the Department of Education (DepEd), through the Bureau of Human Resource and Organizational Development (BHROD), shall administer the **2023 NQESH** through a **secured online platform at a designated examination site on May 26, 2024**. The examination **shall be administered simultaneously nationwide**.

3. The schedule of activities prior to the conduct of the test are as follows:

Date	Activity
March 6–15, 2024	Online Application
March 6–22, 2024	Evaluation and Validation of Documents
March 27, 2024	Release of the Final List of Examinees and Examination Sites through a Regional Memorandum
May 5, 2024	First Mock Examination*
May 19, 2024	Second (final) Mock Examination*

***Purpose of the Mock Examination - To prepare and check examinee devices and familiarize the examinees on the online platform and process of taking the test**

4. The guidelines on the online application process through the NQESH Online Application System is enclosed.

5. Aspiring school heads, **regardless of their current positions**, are qualified to apply as takers of NQESH, provided that the applicants **meet the qualification requirements and has acquired any of the following experience requirements as of February 29, 2023**, consistent with DO 39, s. 2007 (Modified Qualification Standards for the Positions of Head Teachers and Principals) and DO 41, s. 2016:

- a. One year as Head Teacher, or
- b. Two years as Master Teacher, or
- c. Two years as Teacher-in-Charge (TIC), or
- d. Teaching experience for five years as follows:
 - i. Teacher III or other teacher positions with same salary grade; or
 - ii. Incumbent public school teacher who has managerial and supervisory experience in a DepEd recognized private institution or Commission on Higher Education (CHED) recognized higher education institution.
- e. Aggregate experience as Head Teacher, TIC, Master Teacher, and Teacher III.

6. There shall be an allocation of 22,000 examinee slots distributed nationwide in each region, details of which will be included in the subsequent issuance from BHRD-HRDD. Given the regional examinee slots and in anticipation of the implementation of Executive Order No. 174 or the Expanded Career Progression, DepEd regional offices (ROs) shall refer to the following order of priority for consideration in the selection of their final list of examinees:

- a. Head Teacher for at least one year in a public elementary or secondary school,
- b. Assistant School Principal without NQESH eligibility,
- c. Incumbent Officer-in-Charge (OIC)/TIC for at least two years, or
- d. Master Teacher for at least two years.

In case of remaining slots after considering Item 6.a to 6.d, only then that the applications of the remaining qualified applicants shall be considered.

7. **Fiscal Year (FY) 2021 NQESH Takers who belong to Category B shall no longer take the examination.** Upon completion of their coaching and mentoring session, they will undergo an evaluation and certification process by the National Education Academy of the Philippines (NEAP) while **FY 2021 NQESH Takers who belong to Category C shall NOT be allowed to take the test for this year and are encouraged to undergo professional development intervention.** Guidelines from NEAP will be issued for this purpose.

8. The examination shall cover conceptual and situational critical thinking questions aligned with the standards set by the Philippine Professional Standards for School Heads (PPSSH) as stipulated in DO 24, s. 2020 or the National Adoption and Implementation of the Philippine Professional Standards for School Heads using the SOLO (Structure of the Observed Learning Outcome) taxonomy as an underpinning framework. It shall serve as a mechanism to safeguard and gauge the competency and quality of the aspiring school leaders in DepEd schools.

9. To determine who will qualify for the next stage of the selection process for Principal I position, an **order of merit** will be used wherein the question difficulty and candidate ability shall be computed on the same scale. This procedure identifies proficiency of the taker's understanding in becoming a school head instead of the usual pass or fail scores.

10. Official Results shall be released through a DM followed by the release of Certificates of Rating (COR) through the DepEd official email address of examinees.

11. **DepEd values the credibility and integrity of the examination. The agency is not, in any way, affiliated with individuals or institutions offering and providing review sessions.** A **warning** is given to all applicants against individuals or organizations which claim to have access to the content of the examination. Applicants, individuals, or organizations who shall have direct or indirect request for test content and/or perform an act of bribery (monetary or gifts) to Central Office, RO, and school division office employees shall be subjected to investigation and/or filing of appropriate administrative case.

12. For more information, please contact the **Bureau of Human Resource and Organizational Development-Human Resource Development Division**, 4th Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at bhrod.hrdd@deped.gov.ph.

13. Immediate dissemination of this Memorandum is desired.

By Authority of the Secretary:



WILFREDO E. CABRAL

Regional Director

Officer-in-Charge, Office of the Undersecretary
for Human Resource and Organizational Development

Encl.:

As stated

References:

DepEd Order (Nos. 007, s. 2023; 41, s. 2016; 97, s. 2011; and 39, s. 2007)

DepEd Memorandum (No. 025, s. 2023)

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

BASIC EDUCATION
BUREAUS AND OFFICES
EXAMINATIONS
OFFICIALS
PROMOTION
QUALIFICATIONS
RULES AND REGULATIONS
TEACHERS

MCR, APA, MPC, DM-Administration of the FY 2023 NOESH
0068/February 20, 2024





**NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH)
FY 2023 ONLINE PROCESS AND PROCESSING OF APPLICATION**

I. ONLINE APPLICATION

1. Prepare the documentary requirements.

1.1 Prior application through the NQESH Online Application System (NQESH-OAS), applicants must **prepare and scan** the following documents:

1.1.1 Original copies of the approved Results-Based Performance Management System (RPMS) Individual Performance Commitment and Rating Form (IPCRF) with a rating of at least Very Satisfactory (VS) in the last two (2) consecutive rating periods duly certified by the authorized personnel in the SDO.

For Teachers-In-Charge (TICs) and Head Teachers (HTs) acting as School Heads, the Office Performance Commitment and Rating Form (OPCRF) shall be required.

See the details below for the performance rating coverage:

- a. SY 2021-22 & SY 2022-23 for School-Based Performance Rating
- b. FY 2022 & FY 2023 for Non School-Based Performance Rating

1.1.2 Service Record duly certified by the Administrative Officer V of the Schools Division Office; and

If applicable:

1.1.3 If applicable, designation or Special Order as School Head or TIC/OIC of a public elementary or secondary school duly signed by the Schools Division Superintendent

1.1.4 Certification of managerial and administrative experience from DepEd-recognized private institutions or CHED-recognized higher education institutions.

1.2 Ensure that the scanned documents are **clear and saved in PDF format**.

2. Create an account in the NQESH Online Application System (NQESH-OAS)

2.1 The NQESH-OAS can be accessed through this link:

<http://www.nqesh.deped.gov.ph/>

2.2 First, you are required to create an account in the NQESH Online Application System (NQESH-OAS) using **your OWN Official DepEd email account**. The Official DepEd Email Account may be requested for activation or creation from their respective SDO Information Technology Officer.

2.3 Follow the steps specified in the **NQESH-OAS APPLICANT USER GUIDE** which can be accessed through this link:

https://bit.ly/FY2023NQESH_Applicants

2.4 **Ensure that all information provided is accurate.** Changes are NOT allowed after creating the account.

2.5 Once an account has been created, an email notification will be sent to your official DepEd email address.

3. Submit an application online.

3.1 Submit the required documents online through the NQESH-OAS following the steps specified in the NQESH-OAS Applicant User Guide.

3.2 Please be reminded that **falsification of documents shall be subjected to investigation with grounds for grave dishonesty** as stated in the Civil Service Commission (CSC) rules and regulations and may be banned from taking the NQESH.

4. Monitor the status of the application.

4.1 You will be updated on the status of your application through email notification. You may also check the application status page of your NQESH-OAS account.

II. PROCESSING OF APPLICATION and CERTIFICATE OF ELIGIBILITY

1. Generation of the list of qualified applicants

A. All SDOs are advised to generate a master list of Qualified Applicants, copy furnished to the Regional Office, based on the order of priority as stated in item 6 of the policy cover of this memorandum.

B. The list shall serve as a reference for the SDO Evaluators and RO Validators in prioritizing the review of applications.

2. Processing of application

A. Schools Division Office Review (SDO Review)

A.1. Through the NQESH-OAS, the designated Schools Division Office (SDO) Evaluator shall receive and assess the application based on the following:

a. the order of priority for 2023 NQESH as stipulated under item 6 of the policy cover of this memorandum; and

b. the authenticity and completeness of the uploaded documents through the NQESH-OAS.

A.2. SDO Evaluator/s shall act on the application whether:

a. FOR RO REVIEW

- The applicant passed the SDO level review, thus his/her documents are forwarded to the Region for further validation.

b. RE-APPLY

- If there are invalid or lacking documents that need to be addressed by the applicant, he/she will be instructed to re-apply and complete the required documents which are indicated in the NQESH-OAS status.

c. DISAPPROVED

- The applicant is not yet qualified to take the NQESH. The reason for the disqualification is reflected in the NQESH-OAS.

B. Regional Office Review (RO Review)

B.1. Through the NQESH-OAS, the designated Regional Office (RO) Validator shall validate the following:

- a. the applicant is qualified based on the order of priority for 2021 NQESH as stipulated in item 4.1 of the policy cover of this memorandum; and
- b. the documents submitted are complete.

B.2. The RO Evaluator shall act on the application whether:

a. QUALIFIED

- The applicant is qualified based on the order of priority for 2021 NQESH as stipulated in item 4.1 of the policy cover of this memorandum and the submitted documents are complete.

b. RE-APPLY

- If there are invalid or lacking documents that need to be addressed by the applicant, he/she will be instructed to re-apply and complete the required documents which are indicated in the NQESH-OAS status.

c. DISAPPROVED

- The applicant is not yet qualified to take the NQESH. The reason for the disqualification is reflected in the NQESH-OAS.

3. PROCESSING OF CERTIFICATE OF ELIGIBILITY





A. Once the applicant is qualified, his/her application will be returned to the SDO evaluator for the processing of the Examination Permit.

B. The applicant proceeds to the SDO for verification of submitted documents. He/she must bring the following:

B.1. Original copy of the submitted scanned documents.

B.2. (2) pcs passport size picture (with name tag) taken within the last 6 months with the signature of the applicant at the back

B.3. Payment for the Examination fee amounting to Php 600.00.

- C. The SDO evaluator verifies the original documents with those uploaded/submitted by the applicant through the NQESH-OAS.
- D. After verification, the SDO evaluator shall print the Examination Permit of the concerned applicant.
- E. The SDO evaluator shall then affix his/her signature on the designated space of the Examination Permit and attach the ID pictures submitted by the applicant.
- F. The SDO evaluator then releases the Examination Permit to the applicant.
- G. Upon receipt of the Examination Permit, the applicant signs at the designated space and proceeds to the SDO Cashier Section to pay the examination fee.
- H. Upon payment of the applicant, the SDO Cashier shall provide payment details and affix his/her signature on the Examination Permit of the applicant. This will also serve as an Acknowledgement Receipt for the payment of the examination fee. The Official Receipt will be issued during the conduct of the 1st Mock Examination.
- I. For the approval of the application, the applicant returns to the SDO evaluator to submit the lower portion (RO copy) of the examination permit.
- J. The SDO evaluator receives the signed RO copy and tags the applicant as paid in the NQESH-OAS.
- K. The SDO evaluator shall submit to the RO validator the collected lower portion (RO copy) of the Examination Permit with the initial list of examinees, while the payment and master list of paid examinees shall be submitted to the RO-Cashier through the SDO cashier.
- L. The RO cashier prepares the Official Receipt of Applicants based on the report from the SDO cashier vis-à-vis online application data.
- M. The Regional Office releases the Final list of examinees through a Regional Memorandum.
- 
- 
- 
- 



Republic of the Philippines
Department of Education

MAR 04 2024

DepEd MEMORANDUM
No. **014**, s. 2024

CORRECTIONS AND CLARIFICATIONS TO DEPED MEMORANDUM NO. 013, S. 2024
(Administration of the Fiscal Year 2023 National Qualifying Examination
for School Heads)

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd) issued **DepEd Memorandum (DM) No. 013, s. 2024**, titled **Administration of the Fiscal Year 2023 National Qualifying Examination for School Heads**, dated February 26, 2024, which covered the schedule of the Fiscal Year 2023 National Qualifying Examination for School Heads, including the specific guidelines, qualifications, and online application process.

2. However, the following items of the said Memorandum are corrected and clarified:

a. Item 5

5. Aspiring school heads, regardless of their current positions, are qualified to apply as takers of NQESH, provided that the applicants meet the qualification requirements and have acquired any of the following requirements as of **February 29, 2024**, consistent with DO 39, s. 2007, titled **Modified Qualification Standards for the Positions of Head Teachers and Principals**, and DO 41, s. 2016:

- a. One year as Head Teacher, or
- b. Two years as Master Teacher, or
- c. Two years as Teacher-in-Charge (TIC), or
- d. Teaching experience for five years as follows:
 - i. Teacher III or other teacher positions with same salary grade; or
 - ii. Incumbent public school teacher who has managerial and supervisory experience in a DepEd-recognized private institution or Commission on Higher Education (CHED)-recognized higher education institution; or
 - iii. **Aggregate experience as Head Teacher, TIC, Master Teacher, and Teacher III.**
- e. **Assistant School Principal with issued appointment without NQESH eligibility.**

b. Item 6. b

6. b Assistant School Principal with issued appointment without NQESH eligibility.

c. Item 7

7. FY 2021 NQESH takers who belong to Category B shall no longer take the examination. Upon completion of their coaching and mentoring sessions, they will undergo an evaluation and certification process by the National Educators Academy of the Philippines (NEAP), while **FY 2021 NQESH takers who belong to Category C shall NOT be allowed to take the test this year and are encouraged to undergo professional development intervention.** A separate guideline from the NEAP will be issued for this purpose.

3. For more accessibility, the link of the **NQESH Online Application System (NQESH-OAS) Applicant User Guide** is revised. The file shall now be accessed through this link:

<https://bit.ly/FY2023NQESHApplicantResources>

4. For more information, please contact the **Bureau of Human Resource and Organizational Development-Human Resource Development Division**, 4th Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at bhrod.hrdd@deped.gov.ph.

5. Immediate dissemination of this Memorandum is desired.

By Authority of the Secretary:



WILFREDO E. CABRAL

Regional Director

Officer-in-Charge, Office of the Undersecretary
for Human Resource and Organizational Development

References:

DepEd Order Nos. 97, s. 2011, 41, s. 2016, 19, s. 2016, and 007, s. 2023
DepEd Memorandum Nos. (013, s. 2024) 100, s. 2022 and 025, s. 2023

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

BASIC EDUCATION
BUREAUS AND OFFICES
CHANGE
EXAMINATIONS
OFFICIALS

PROMOTION
QUALIFICATIONS
RULES AND REGULATIONS
TEACHERS