



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

February 29, 2024

DIVISION MEMORANDUM

No. 173, s. 2024

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

TO: Asst. Schools Division Superintendent
Chief Education Supervisors (SGOD and CID)
Public Schools District Supervisors
All School Heads
Administrative Officer V
All Others Concerned
This Division

1. Pursuant to DepEd Memorandum No. 013, s. 2024, **Re: Administration of the Fiscal Year 2023 National Qualifying Examination for School Heads (NQESH)**, the DepEd through 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**.
2. The schedule of the 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 the Documents
March 27, 2024	Release of 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 Families the examinees on the online platform and process of taking the test.**

3. 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.
4. In anticipation of the implementation of Executive Order No. 174 or the Expanded Career Progression and the provision of examinee slots, DepEd regional offices (ROs)



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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 4.a to 4.d, only then that the application of the remaining qualified applicants shall be considered.

5. The following FY 2021 NQESH Takers who belong to Category B shall no longer take the examination and they will undergo an evaluation and certification by the NEAP, namely;
 1. Hamoy, Maria Roneza
 2. Lacay, Mary Jean
 3. Dabaloy, Belmor
 4. Recamara, Isagani
 5. Osorio, Caroline
 6. Tinnae, Menvilou
 7. Balladares, Pacita
 8. Navaja, Jennie
 9. Baes, Vina
 10. Agum, Wenchor
 11. Ruiz, Joel
 12. Solatorio, Felix
6. For the guidelines on the online application process, please see the attached *Enclosure to DepEd Memorandum No. 013, s. 2024, Re: National Qualifying Examination for School Heads (NQESH) FY 2023 Online Process and Processing of Application.*
7. For queries or clarifications, you may contact HRDS-SEPS Michelle V. Torres, EdD. of the SGOD-HRDS at cellphone no. 09982945472 or email at michelle.torres@deped.gov.ph.
8. For your information and guidance.

For the Schools Division Superintendent:


SHERLITO E. SAGAPSAPAN
Chief Education Supervisor, SGOD
Office-In-Charge
Office of the Schools Division Superintendent



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**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.

✓
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✓
✓

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.