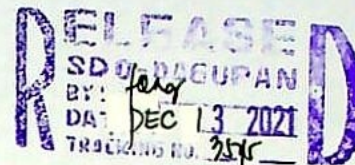




Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY



Office of the Schools Division Superintendent

Division Memorandum

No. 340 s. 2021

To: Assistant Schools Division Superintendent
Chief Education Supervisor
Education Program Supervisors
Public Schools District Supervisors
Field Staff
Teaching and Non-Teaching Personnel
All Others Concerned

From: THE OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

Date: 13 December 2021

Subject: **UPDATE AND REMINDERS ON THE CONDUCT OF THE NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEAD**

1. This is in reference to the issued DM-PHROD-2021-081 entitled *Conduct of the National Qualifying Examination for School Head (NQESH)* and Memorandum DM-HROD-2021-0152 entitled *Updates and Reminders on the National Qualifying Examination for School Heads (NQESH)* for FY2021, foregoing, please be informed that the conduct of the NQESH shall be moved to March 2022. Specific details related to this examination shall be announced in a separate memorandum.
2. Meanwhile, those who are interested in taking the NQESH are advised to take into consideration the following experience requirements by February 2022:
 - a. One year as Head Teacher; or
 - b. Two years as Teacher-in-Charge; or
 - c. Two years as Master Teacher; or
 - d. Five years as Teacher III or SPED Teacher; or
 - e. Five years as incumbent public-school teacher who has five years of managerial and supervisory experience in a DepEd-recognized private institution or Commission on Higher Education (CHED) recognized higher education institution.
3. Further, those qualified to take the NQESH are encouraged to be familiar with the Philippine Professional Standards for School Heads (PPSSH) and may start



Address: DepEd SDO, Burgos St., Dagupan City

Telephone No.: (075)615-2645/615-2641

Website: depeddagupan.com

Email Address: dagupan.city@deped.gov.ph



Management System
ISO 9001:2015



www.tuv.com
ID 9108850027



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY

Office of the Schools Division Superintendent

preparing the following documents needed once the registration for the NQESH commences:

- a. Approved 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 Schools Division Office. Teachers-In-Charge (TIC) and Head Teachers (HT) acting as School Head is required to secure the Office Performance Commitment and Rating Form (OPCRF);
- b. Service Record duly certified by the Administrative Officer of the Schools Division Office; and
- c. If applicable:
 - Designation or Special Order as Teacher-In-Charge (TIC) or Officer-In-Charge signed by the Schools Division Superintendent.
 - Certification of managerial and administrative experience from DepEd-recognized private institution or CHED-recognized higher education institution signed by the president of the institution.
4. As a precaution, please be reminded that DepEd values the credibility and integrity of the examination. The agency is NOT, in any way, affiliated with individuals, institutions, or organizations offering and providing review sessions or claiming to have access to the content of the examination.
5. However, to support qualified NQESH takers, Schools Division Offices (SDOs) through the Human Resource Development Unit are encouraged to design and provide appropriate learning and development interventions that are aligned with the Philippine Professional Standards for School Heads. All initiatives and activities shall be strictly free of charge and not be conducted during class/office hours. Schools Division In-Service Training (INSET) funds may be used for expenses, subject to the usual accounting and auditing rules and regulations.
6. To assist our aspiring personnel, the Schools Division Office will be conducting Online Mini-lectures on the Philippine Professional Standards for School Heads and School-based Management on January 2022. Interested personnel are enjoined to register using this link: <https://tinyurl.com/MLPPSSHBM>.



Address: DepEd SDO, Burgos St., Dagupan City
Telephone No.: (075)615-2645/615-2641
Website: depeddagupan.com
Email Address: dagupan.city@deped.gov.ph



Management System
ISO 9001:2015
www.tuv.com
ID 9108050037



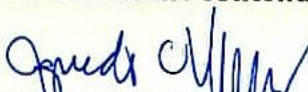



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY

Office of the Schools Division Superintendent

7. Immediate and widest dissemination of the contents of this Memorandum is desired.


AGUEDO C. FERNANDEZ, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent 

Reference: DM-PHROD-2021-081 and DM-HROD-2021-0152

Encl.:

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

HRD PD NQESH

mvt/ Conduct of the National Qualifying Examination for School Head (NQESH)
12/13/21



Address: DepEd SDO, Burgos St., Dagupan City
Telephone No.: (075)615-2645/615-2641
Website: depeddagupan.com
Email Address: dagupan.city@deped.gov.ph



Management
System
ISO 9001:2015



www.tuv.com
ID: 9108650037