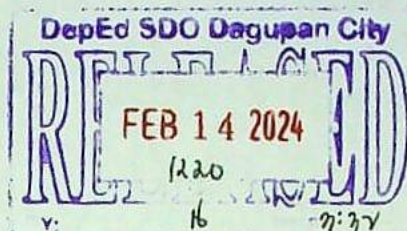




Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OFFICE OF DAGUPAN CITY



**Office of the Schools Division  
Superintendent**

**DIVISION MEMORANDUM**

No. 65, s. 2024

**TO:** Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
All concerned personnel

**FROM:** The Schools Division Superintendent

**DATE:** February 12, 2024

**SUBJECT: CALL FOR SUBMISSION OF APPLICATION FOR THE 2023  
NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS  
(NQESH)**

Herewith is Regional Memorandum No. 0164, s. 202 titled *Call for Submission of Application for the 2023 National Qualifying Examination for School Heads (NQESH)*. Our office is given with **15 slots** thus, all aspiring school heads are encouraged to file their application, regardless of their current positions, provided they meet the qualification requirements and have acquired any of the following experience requirements as of January 19, 2024, consistent with the provisions of DO 39, s. 2007 titled Modified Qualification Standards for the Positions of Head Teachers and Principals:

- a. One year as Head Teacher, or
- b. Two years as Teacher-in-Charge, or
- c. Two years as Master Teacher, or
- d. Teaching experience for five years as follows:
  - i. i. Teacher III or other Teacher positions with same 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 educational institution, or
  - iii. Aggregate experience as Head Teacher, Teacher-in-Charge (TIC), Master Teacher, and Teacher III.

**Prioritization scheme** shall be observed. With this, applicants with Head Teacher position shall be given priority, especially those who have been serving as School Heads. This will be followed by Teacher-in-Charge and Master Teacher.



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





Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OFFICE OF DAGUPAN CITY

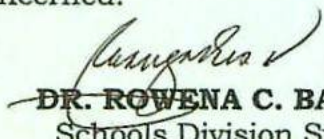
All qualified applicants must comply with the following requirements per DepEd Memo No. 33, s. 2022:

- a. Letter of Intent to the Regional Director thru the Schools Division Superintendent.
- b. Original copies of the approved Performance Rating with at least Very Satisfactory (VS) performance in the last two consecutive rating periods.
- c. Service Record duly certified by the Schools Division Office.
- d. Designation or Special Order as School Head; Teacher-in-Charge/Officer-in-Charge of a public elementary or secondary school duly signed by the Schools Division Superintendent with attached Omnibus Certification.

**Note:** All photocopied documents, if needed, must be marked **CERTIFIED TRUE COPY** by the Division Administrative Officer V.

All documents must be compiled and placed in a **long brown envelop bearing the applicant's complete name and official station**, and to be submitted to the Office of the Schools Division Superintendent c/o the Office of the Chief of School Governance Operations Divisions (SGOD) on or before **February 26, 2024**. **Scanned copy, preferably 300 dpi and above**, must be prepared by the applicants.

For information and guidance of all concerned.

  
**DR. ROWENA C. BANZON, CESO V**  
Schools Division Superintendent

Reference: RM No. 0164, s. 2024  
Encl: as stated  
To be indicated in the Perpetual Index  
under the following subjects:  
HRD L&D NQESH

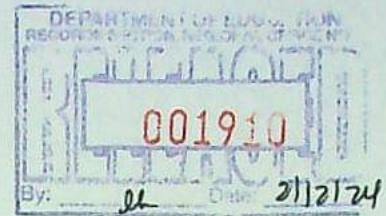


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Republic of the Philippines  
**Department of Education**  
 REGION I



**REGIONAL MEMORANDUM**

No. 0164s. 2024

**CALL FOR SUBMISSION OF APPLICATION FOR THE 2023 NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH)**

To: Schools Division Superintendents

1. The Department of Education, through the Bureau of Human and Organizational Development (BHROD), shall administer the 2023 National Qualifying Examination for School Heads (NQESH) on May 2024.

2. Anent this, all aspiring school heads, regardless of their current positions, are encouraged to file their application to take the NQESH, provided that they meet the qualification requirements and has acquired any of the following experience requirements as of January 19, 2024, consistent with the provisions of DO 39, s. 2007 titled Modified Qualified Standards for the Positions of Head Teachers and Principals.:

- a. One year as Head Teacher, or
- b. Two years as Teacher-in-Charge, or
- c. Two years as Master Teacher, or
- d. Teaching experience for five years as follows:
  - i. Teacher III or other Teacher positions with same 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 educational institution, or
  - iii. Aggregate experience as Head Teacher, Teacher-in-Charge (TIC), Master Teacher, and Teacher III.

3. For this examination year, Region 1 is given a total of 598 slots. The following are the slots allotted to each Schools Division, based on the recent vacant plantilla based on the Personal Services Itemization and Plantilla of Personnel (PSIPOP):

Schools Division Office	Slot
Alaminos City	10
Batac City	10
Candon City	10
Dagupan City	15
Ilocos Norte	100
Ilocos Sur	90
Laoag City	10

Schools Division Office	Slot
La Union	100
Pangasinan I	100
Pangasinan II	88
San Carlos City	15
San Fernando City	20
Urdaneta City	20
Vigan City	10

4. Furthermore, considering the number of slots provided for each SDO, **prioritization scheme** shall be observed. With this, applicants with Head Teacher



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position shall be given top priority, especially those who have been serving as School Heads. This will be followed by Teacher-in-Charge and Master Teacher.

5. Interested and qualified applicants must comply with the following requirements per DepEd Memo No. 33, s. 2022:

- a. Letter of Intent addressed to the Regional Director thru the Schools Division Superintendent.
- b. Original copies of the approved Performance Rating with at least Very Satisfactory (VS) performance in the last two consecutive rating periods.
- c. Service Record duly certified by the Schools Division Office.
- d. Designation or Special Order as School Head; Teacher-in-Charge/Officer-in-Charge of a public elementary or secondary school duly signed by the Schools Division Superintendent with attached Omnibus Certification.

*Note:* All photocopied documents, if needed, must be marked **CERTIFIED TRUE COPY** by the Division Administrative Officer V.

6. All documents must be complied and placed in a long brown envelop bearing the applicant's complete name and official station, and to be submitted to the Office of the Schools Division Superintendent c/o the Office of the Chief of School Governance Operations Division (SGOD) on/before **February 26, 2024**. Scanned copy, **preferably 300 dpi and above**, must be prepared by the applicants.

7. All SDOs are requested to conduct evaluation of documents. Final list of qualified applicants and their corresponding documents shall be ready for uploading awaiting the link from the Central Office. Instructions as to the deadline of submission final list of shortlisted applicants and the link to upload their documents will be communicated through a separate memorandum pending the finalization of the link by the Central Office.

8. For clarifications and/or questions on the conduct of the 2023 NQESH, please contact the Human Resource Development Division (HRDD) through [hrdd.region1@deped.gov.ph](mailto:hrdd.region1@deped.gov.ph) or through telephone number (072) - 607-23-24 local 122.

9. For immediate dissemination.

  
**TOLENTINO G. AQUINO**  
Director IV 

HRDD/jmv/RM\_2023NQESH  
February 7, 2024



DepEd RO1



Document ID

HRDD240092