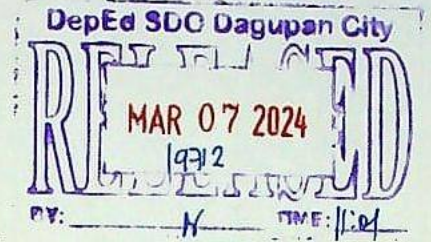




Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OFFICE OF DAGUPAN CITY



**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

No. 97, s. 2024

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Administrative Officer IV (HRMO)
Senior Education Program Specialist HRD and SMME
School Heads
All NQESH Applicants

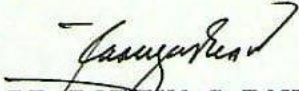
FROM: The Schools Division Superintendent

DATE: March 6, 2024

**SUBJECT: ADDITIONAL GUIDELINES IN THE SELECTION OF APPLICANT
FOR THE 2023 NATIONAL QUALIFYING EXAMINATION FOR
SCHOOL HEADS (NQESH)**

Herewith is the Regional Memorandum No. 255, s. 2024 titled **ADDITIONAL GUIDELINES IN THE SELECTION OF APPLICANT FOR THE 2023 NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH)**.

For the information and guidance of all concerned.


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

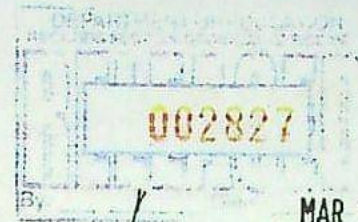
Reference: Division Memo No. 65 s. 2024, DepEd Memo No. 013, s. 2024,
Division Memo No. 86, s. 2024
Encl: DepEd Memo No. 255, s. 2024
To be indicated in the Perpetual Index
under the following subjects:
HRD L&D NQESH
HRDS/is/DM_NQESH
March 6, 2024



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



MAR 06 2024

REGIONAL MEMORANDUM

No. 285 s. 2024

ADDITIONAL GUIDELINES IN THE SELECTION OF APPLICANT FOR THE 2023 NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH)

To: Schools Division Superintendents

1. In addition to the provisions of RM 0164, s. 2024 titled Call for Submission of Application for the 2023 National Qualifying Examination for School Heads (NQESH) released by this Office on February 12, 2024, all Schools Division Offices are requested to consider the following additional guidelines in the selection of applicants:

- a. The 2023 NQESH will be for new takers and retakers, **except** those 2021 NQESH examinees who were classified under Category B. They shall be subjected to a Coaching and Mentoring Program and further assessment.
- b. Based on DM 13, s 2024, 2021 NQESH Takers who were classified as **Category C shall not be allowed** to take the NQESH for this year and are highly recommended to undergo professional development intervention. NEAP shall issue guidelines for this purpose.
- c. The priority to be given slots are those HTs who are SH followed by HTs/Department Heads. Also, Assistant School Principals without NQESH need to be prioritized. If there are MTs and TICs who are also serving as SH, they too shall be prioritized. After which, the MTs and TIII will be considered should the slots allotted per SDO still warrant.

2. In addition, all Schools Division Offices are reminded of the following requirements that applicants need to prepare and scan (preferably 300 dpi and above and in PDF format) per DepEd Memo No. 33, s. 2022 as reiterated in DepEd Memorandum 013, s. 2024:

- 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. Office Performance Commitment and Rating Form for Teachers-in-Charge (TICs) and Head Teachers acting as School Heads.
- d. Service Record duly certified by the Schools Division Office/ Administrative Office V.
- e. 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 (if applicable).

3. All SDOs are advised to observe the following:

Dates	Activity
February 26, 2024	Deadline of submission of application documents to SDOs
March 6-7, 2023	Online Application through the NQESH Online Application System (NQESH-OAS). For more accessibility, the link for NQESH-OAS Application User Guide is accessible through https://bit.ly/FY2023NQESHApplicantResources
March 6-8, 2024	Conduct of SDO Review and Finalization of Master List of Qualified Applicants
March 8, 2024	Submission of the Master list of Qualified Applicants to the Regional Office through Human Resource Development Division
March 11-14, 2024	Conduct of RO Review
March 15, 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 Mock Examination

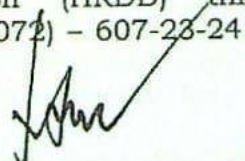
**The purpose of the Mock Examination is to prepare and check examinee devices and familiarize the examinee on the online platform and process of taking the test*

4. In relation to this, a short meeting shall be conducted on March 8, 2024, 1:00 p.m. to discuss pertinent guidelines and other reminders on the conduct of 2023 NQESH. Expected participants are the Schools Division Superintendent or his/her representative, SGOD Chief, one Education Program Supervisor, HRD-SEPS, HRMO, and SEPS-SMME. The following are the details of the meeting:

Link: <https://tinyurl.com/R1NQESHMeeting2023>
Meeting ID: 918 4715 1194 Passcode: 124002

5. 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 or through telephone number (072) - 607-23-24 local 122.

6. For immediate dissemination.


TOLENTINO G. AQUINO
Director IV

Encl.: None

Reference: DM 013, s. 2024

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

ASSESSMENT

SCHOOL HEADS

HRDD/jmv/RM_2023NQESHAdditionalGuidelines
March 5, 2024

