



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

15 MAR 2024

DIVISION MEMORANDUM

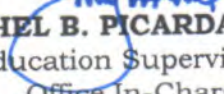
No. 0248 , s. 2024

**GUIDELINES IN THE EVALUATION OF FY 2023 NQESH APPLICATIONS AND DIVISION
EXAMINEES ALLOCATION**

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Division Education Program Supervisors & Division Coordinators
Public Schools District Supervisors/ District In-Charge
Elementary and Secondary School Heads
All Others Concerned

1. In consonance with Regional Memorandum No. 230, s. 2024 Re: **Guidelines in the Evaluation of FY 2023 NQESH Applications and Division Examinees Allocations**, contents of which are self-explanatory.
2. For schedule of online evaluation and validation of documents please see attached Regional Memorandum.
3. Anent this, division NQESH applicants (see attached list) are required to register online on or before March 15, 2024 (see attached Regional Memorandum for detailed instructions).
4. For the information and compliance of all concerned.

By the Authority of the Schools Division Superintendent:


RACHEL B. PICARDAL EdD
Chief Education Supervisor, SGOD
Office In-Charge

NCO/EQA-RVAV/SGOD/RBP/imsm
March 15, 2024



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.: (035) 225-2838 / 225-2376 / 422-7644



DepEd TAYO SDO Negros Oriental



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www.depednegor.net



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

REGIONAL MEMORANDUM

No. **230** s. 2024

MAR 2024

**GUIDELINES IN THE EVALUATION OF FY 2023 NQESH APPLICATIONS
AND DIVISION EXAMINEES ALLOCATION**

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. Pursuant to DM-OUHROD-2024-0445 from the Office of OIC-Usec. of Human Resource and Organizational Development, Wilfredo E. Cabral, entitled "**Guidelines in the Evaluation of FY 2023 NQESH Applications and Division Examinees Allocation**", this Office announces the schedule of online evaluation and validation of documents as follows:

Date	Activity
March 14-27, 2024 (5:00 p.m.)	Evaluation of Documents (SDO)
March 14- April 3, 2024 (5:00 p.m.)	Validation of Documents
March 25, 2024 (5:00 p.m.)	End of Submission of Requirements for those Applicants tagged as RE-APPLY
April 5, 2024 (5:00 p.m.)	Deadline of Payment for Examination Fee
On or before April 8, 2024	Submission of the Final List of Examinees to BHROD-HRDD
On or before April 19, 2024	Release of the Final List of Examinees and Assignment of Examination Sites through a Regional Memorandum

2. This Office also discloses the composition of SDO online process evaluators and RO validators. (Please see Enclosure No. 1 of this memorandum) and they may **access** the NQESH-OAS by logging in to the system using their DepEd email account through this link: <http://nqesh.deped.gov.ph/>

3. In addition, step by step process of evaluation and validation can be found at the **NQESH-OAS User Guide for SDO evaluators and RO validators** through this link: <https://bit.ly/NQESH-OAS-Mats>



Doña M. Gaisano St., Sudlon, Lahug, Cebu City
Telephone Number: 639457623193 local 700



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

4. The updated SDO slot allocation for the NQESH 2023 is distributed as follows:

SDO	No. of Slots	SDO	No. of Slots
Bais City	50	Dumaguete City	35
Bayawan City	65	Guihulngan City	66
Bogo City	50	Lapu-Lapu City	120
Bohol	218	Mandaue City	80
Canlaon City	40	Negros Oriental	221
Carcar City	34	Siquijor	54
Cebu City	165	Tagbilaran City	35
Cebu Province	398	Talisay City	50
City of Naga	69	Tanjay City	80
Danao City	52	Toledo City	100
Total:	1,141	Total:	841
Grand Total: 1,982			

5. The final list of examinees shall be submitted both in scanned pdf (approved by the Schools Division Superintendent) and in Excel format through this email address: mfsc@deped.gov.ph, copy furnished the email addresses of the regional chiefs of QAD and HRDD, emiliano.elnar@deped.gov.ph and misael.borongan@deped.gov.ph on or before April 3, 2024 using this subject format **Name of SDO_2023NQESH_Final-List-of-Examinees**, following the template below:

Examinee Number	Email Address	Last Name	First Name	Middle Initial	Current Position	Governance Level	Division	School/Office Name

6. For more details as to the specific guidelines, qualifications, and online application process, please refer to the attached DepEd Memoranda (**DM-OUHROD-2024-0445**, **DM No. 13, s. 2024**, and **DM No. 14, s. 2024**).
7. Further inquiries or concerns on the conduct of the online NQESH may be sent to support.nqesh@deped.gov.ph.
8. Immediate dissemination of this Memorandum is desired.

SALUSTIANO T. JIMENEZ JD, EdD, CESO V
Director IV
Regional Director

STJ/FYA/QAD/EBEJ/mfsc-gcp-rmb



Doña M. Gaisano St., Sudlon, Lahug, Cebu City
Telephone Number: 639457623193 local 700



FY 2023 NQESH SDO EVALUATORS AND RO VALIDATORS

Role	RO/SDO	First Name	Last Name	E-mail Address
QAD Chief	QAD	Emiliano	Elnar	emiliano.elnar@deped
HRDD Chief	HRDD	Misael	Borgonia	misael.borgonia@deped.gov.ph
RO Validator	RO-QAD	Rogaciano	Bajo	rogaciano.bajo@deped.gov.ph
RO Validator	RO-QAD	Ma. Felina	Calledo	mafelina.calledo@deped.gov.ph
RO Validator	RO-QAD	Emerson	Degamo	emerson.degamo@deped.gov.ph
RO Validator	RO-QAD	Cynthia	Miro	cynthia.miro@deped.gov.ph
RO Validator	RO-QAD	Sofronio	Paragoso	sofronio.paragoso@deped.gov.ph
RO Validator	RO-QAD	Grace	Pepito	grace.pepito001@deped.gov.ph
SDO Evaluator	Bais City	Gilbert Jr.	Laxina	gilbert.laxina@deped.gov.ph
		Luna Fe	Esler	luna.esler@deped.gov.ph
SDO Evaluator	Bayawan City	Kulafu	Seballos	kulafu.seballos@deped.gov.ph
		Francisco	Tomong	francisco.tomong@deped.gov.ph
SDO Evaluator	Bogo City	Nestila	Terol	nestila.terol@deped.gov.ph
		Nenet	Terol	nenet.terol@deped.gov.ph
SDO Evaluator	Bohol	Elizabeth	Pido	elizabeth.pido@deped.gov.ph
		Marina	Bernasor	marina.bernasor001@deped.gov.ph
		Ma. Maulitte	Yap	mamaulitte.yap@deped.gov.ph
		Angelette	Remolador	angelette.remolador@deped.gov.ph
SDO Evaluator	Canlaon City	Kathleen	Cabugnason	kathleen.cabugnason@deped.gov.ph
SDO Evaluator	Carcar City	Mrs. Emma	Dano	emma.dano@deped.gov.ph
		Rhea Liza	Valmores	rhealiza.valmores@deped.gov.ph
SDO Evaluator	Cebu City	John Paul	Lesondato	john.lesondato@deped.gov.ph
		John Mick	Fernandez	johnmick.fernand
SDO Evaluator	Cebu Province	Gerardo	Mantos	gerardo.mantos01@deped.gov.ph
		Roderic	Goles	roderic.goles01@deped.gov.ph
		Norman	Blanco	norman.blanco@deped.gov.ph
SDO Evaluator	City of Naga	Jasmine	Birondo	jasmine.birondo@deped.gov.ph
SDO Evaluator	Danao City	Bethany Faith	Pequilla	bethanyfaith.pequilla@deped.gov.ph
SDO Evaluator	Dumaguete	Cherry Lita	Bulata	cherry.bulata@deped.gov.ph
SDO Evaluator	Guihulngan City	Donabel	Orcullo	donabel.orcullo@deped.gov.ph
		Jerome	Absin	jerome.absin@deped.gov.ph
SDO Evaluator	Lapu-Lapu	Reynold	Velos	reynold.velos001@deped.gov.ph
SDO Evaluator	Mandaue City	Jury	Yosores	jury.yosores@deped.gov.ph
		Fe	Magale	fe.magale@deped.gov.ph
SDO Evaluator	Negros Oriental	Iryll Mae	Macahig	iryllmae.macahig@deped.gov.ph
		Dennis Charl	Andlajao	dennischarl.andalajao@deped.gov.ph
		Rachel	Picardal	rachel.picardal@deped.gov.ph
SDO Evaluator	Siquijor	Eden	Bation	eden.bation@deped.gov.ph
SDO Evaluator	Tagbilaran City	Esther	Cagas	esther.cagas@deped.gov.ph
		Filomena	Tangga	filomena.tangga001@deped.gov.ph
SDO Evaluator	Talisay City	Pedrito Jr.	Ocba	pedrito.ocba@deped.gov.ph
		Violeta	Arsolon	violeta.arsolon@deped.gov.ph
SDO Evaluator	Tanjay City	Milagros	Suyo	milagros.suyo001@deped.gov.ph
SDO Evaluator	Toledo City	Janet	Alqueza	janet.alqueza071@deped.gov.ph
		Donabel	Lariosa	donabel.lariosa@deped.gov.ph
		Maria Fe	Divera	mariafe.divera@deped.gov.ph



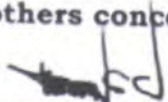
Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2024-0445

TO : Regional Directors
Schools Division Superintendents
All others concerned

FROM : 
WILFREDO E. CABRAL
Regional Director
Officer-in-Charge, Office of the Undersecretary
Human Resource and Organizational Development

SUBJECT : **GUIDELINES IN THE EVALUATION OF FY 2023 NQESH APPLICATIONS AND REGIONAL EXAMINEES ALLOCATION**

DATE : 13 March 2024

With reference to DepEd Memorandum No. 013, s.2024 dated February 26, 2024, on the Administration of the Fiscal Year 2023 National Qualifying Examination for School Heads (NQESH), please be guided on the **following schedule of online evaluation and validation of documents:**

DATE	ACTIVITY
March 14-27, 2024 (5:00 p.m.)	Evaluation of Documents (SDO)
March 14-April 3, 2024 (5:00 p.m.)	Validation of Documents (RO)
March 25, 2024 (5:00 p.m.)	End of Submission of requirements for those applicants tagged as REAPPLY
April 5, 2024 (5:00 p.m.)	Deadline of payment of Examination Fee
on or before April 8, 2024	Submission of the Final List of Examinees to BHROD-HRDD
on or before April 19, 2024	Release of the Final List of Examinees and Assignment of Examination Sites through a Regional Memorandum

SDO evaluators and RO validators may **access** the NQESH-OAS by logging in to the system using their DepEd email account through this link:

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

Step-by-step process of evaluation and validation can be found at the **NQESH-OAS User Guide for SDO evaluators and RO validators** through this link: <https://bit.ly/NQESH-OAS-Mats>

Further, in finalizing the list of examinees, regional examinees allocation shall be distributed as follows:

DepEd Regional Office	Allocation
NCR	1156
CAR	383
I	1217
II	638
III	1961
IVA	2485
IVB	1132
V	1640

DepEd Regional Office	Allocation
VI	2065
VII	1982
VIII	1601
IX	1223
X	724
XI	1420
XII	1223
CARAGA	1150

The parameters in the distribution of the regional examinee slots/allocations for each Schools Division Office shall be established and decided by the Regional Office.

The final list of examinees shall be submitted both in scanned pdf (approved by the Regional Director) and in Excel format through the official email address of BHROD-HRDD at bhrod.hrdd@deped.gov.ph cc: fatima.angeles002@deped.gov.ph using this subject format **RO[No.] 2023NQESH Final-List-of-Examinees** on or before April 8, 2024, following the template below:

Examinee Number	Email	Last Name	First Name	MI	Current Position	Governance Level	Region	Division	School/Office Name

Further inquiries or concerns on the conduct of the online NQESH may be sent to support.nqesh@deped.gov.ph.

For your information and appropriate action.

[HRDD/ Angeles]



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.

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 for 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.

The examination shall cover conceptual and situational critical thinking questions drawn 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 *summative* test to evaluate and gauge the competency and quality of the aspiring school heads of DepEd schools.

To determine who will qualify for the next stage of the selection process for Principal Assistant, an **order of merit** will be used wherein the question difficulty and candidate score shall be computed on the same scale. This procedure identifies successful candidates' understanding in becoming a school head instead of the usual order of ranking.

Follow-up results shall be released through a DM followed by the release of appointments & Salary (COR) through the DepEd official email address of examinees.

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 supervisors shall be subjected to investigation and/or filing of appropriate administrative cases.

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, Manila City through email at bhrd.hrdd@deped.gov.ph.

Unnecessary 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



(Enclosure to DepEd Memorandum No. **013**, s. 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

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

MAR 04 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 monitoring sessions, they will undergo an evaluation and certification process by the National Educators Academy of the Philippines (NEAP). And 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.

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 <https://www.deped.gov.ph/>

<https://www.deped.gov.ph/2023/03/23/NQESHApplicantResources>.

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

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. 91, s. 2011, 41, s. 2016, 19, s. 2016, and 007, s. 2023
Bureau Memorandum Nos. 1013, s. 2024; 100, s. 2022 and 025, s. 2023

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under the following subjects:

BASIC EDUCATION
BUREAUS AND OFFICES
CHANGE
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PROMOTION
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TEACHERS

2023 NQESH APPLICANTS

No.	Name			School	District	Position
	Family Name	First Name	MI			
1	DE LARA	JOSEFA	S	Busilac ES	La Libertad 2	HT 3
2	FERRERON	AMEFE	D	Iniban Elem. School	Ayungon 2	HT 3
3	PALARPALAR	DARLENE	C	Lutay ES	Tayasan 2	HT 3
4	TAYUBAL	JOVIE	D	Gomentoc ES	Ayungon 1	HT 3
5	BALDERAS	WILMA	A	Tubod Elem. School	Manjuyod 2	HT 3
6	CAROLLO	JUDY	V	Canluto ES	Bindoy 2	HT 3
7	CORSAME	SOFIA	P	Cabalocot ES	San Jose	HT 3
8	MONTERO	FELIX	M	Bago National High School	Tayasan 1	HT 3
9	VIDAL	HARRY	A	Owacan PCHS	Jimalalud 2	HT 3
10	RELASA	AUSTER	C	Balabag Elem. School	Valencia	HT 3
11	TINGUBAN	LORNA	B	Cambonbon NHS	Siaton 3	HT 3
12	TINAMBACAN	AUREA	K	Albiga ES	Siaton 1	HT 3
13	CASTOR	IRENE	B	Banga ES	Tayasan 2	HT 3
14	BILOCURA	JOSE JR.	A	Suquib ES	Tayasan 1	HT 3
15	FEGIDERO	ALEXANDER	R	Lico-lico Elem. School	Siaton 4	HT 3
16	ORELLANO	LAINET	T	Numnum Elem. School	Tayasan 1	HT 3
17	MUSCA	JENNIBEB	V	Escaguit ES	Sibulan 2	HT 2
18	JANDOMON	ROSELITO	A	Jandalamanon ES	Ayungon 1	HT 2
19	EMPERADO	MARISSA	L	Awa-an Elem. School	Ayungon 2	HT 2
20	HONGCUAY	AMETHYST EMMYLOU	C	Bulibulihan Elem. School	Mabinay 3	HT 2
21	BETON	CHERRY	S	Matauta ES	Tayasan 2	HT 2
22	DE LA PENA	MAE HARRIET	M.	Felix M. Tio MES	Zambo 2	HT 2
23	BALAGUER	DAISY	R	Kabulakan ES	Sta. Catalina 4	HT 2
24	GARGAYA	NELFA	P	Macario C. Ponteros ES	Tayasan 2	HT 2
25	GAJO	ELVIE	G	Bonbonon ES	Siaton 1	HT 2
26	ALIPAN	ALLAN	B	Fatima Elem. School	Sta. Catalina 1	HT 2
27	SOLAMILLO	JAYSON	C	Bunay ES	Siaton 4	HT 2
28	GOLDOVE	GREG	R	Manseje ES	Bindoy 1	HT 2
29	MARILLA	SILVERIA	C	Salngan ES	Zambo 2	HT 1
30	GRAMPON	JOVELYN	A	Lutoban ES	Zambo 2	HT 1
31	CASAS	BEN	P	Bagtic ES	La Libertad 2	HT 1
32	MIRA	LEILA	T	Cantalina Elem. School	Amlan	HT 1
33	AGUILAR	MARIANITA	G	Agan-an Elem. School	Sibulan 1	HT 1
34	ARBOLADO	ALFREDO	C	Datag ES	Siaton 2	HT 1
35	PAROL	ROLAND	S	Antonio B. Alejado MHS	Dauin	HT 1
36	LABE	AIDA	L	Pangalaycayan ES	Bindoy 1	HT 1
37	PALTINGCA	GERARDO, JR.	T	Don Emilio Macias Mem. NHS	Sta. Catalina 1	HT 1
38	MACQUEL	PABLO		Salvacion ES	Manjuyod 2	HT 1

2023 NQESH APPLICANTS

No.	Name			School	District	Position
	Family Name	First Name	MI			
60	BABOR	HEIKKI	A	Manjuyod SHS	Manjuyod 2	T1/TIC
61	GARSULA	JIMBOY	P	Pacuan ES	Jimalalud 2	MT1/TIC
62	MEDIAVILLA	EDNA	S	Barras Annex NHS	Mabinay 3	T1/TIC
63	MOJELLO	HAIDE	A	San Miguel HS	Sta. Catalina 4	T3/TIC
64	RADOC	ELMA	G	Luan-luan ES	Siaton 2	T3/TIC
65	CANCIO	AMELITO	E	Candana-ay ES	Ayungon 1	T2/TIC
66	YBASAN	EUFEMIO	Q	Aurelio Ibero MES	Amlan	T3/TIC
67	AUSTRAL	ISABEL	R	Catigucan ES	Siaton 3	T3/TIC
68	ALDANESE	ROSEMARIE	A	Malongcay Dacu HS	Dauin	T3/TIC
69	MINGUITO	ENELGITO	B	Arebasore ES	Mabinay 3	T2/TIC
70	QUILNET	ROMILO	R	Ulayan ES	Siaton 3	T3/TIC
71	FLORA	MELUCHI	C	Tingtingon ES	Mabinay 1	T2/TIC
72	REAL	HELEN	B	Pedro Gobuyan MES	Mabinay 1	T3/TIC
73	ALAGADMO	JOSEPH	V	Olambid ES	Siaton 3	T3/TIC
74	GUMIZAD	JAIME	B	Moises Bangay Alanano ES	Zambo 2	T2/TIC
75	ELTANAL	FLORDELEI	P	Gregorio Elmaga MHS	Zambo 1	T2/TIC
76	JUMAWAN	FLAVIO, JR.	B	Carol-an Elem. School	Ayungon 2	T1/TIC
77	ELENTORIO	DICKY	R	Martilo ES	La Liber 2	T3/TIC
78	MANOGURA	LUCKYNINE	R	Benito Gadiana ES	Zambo 2	T2/TIC
79	CLAVECILLAS	VALERIE LYNN	L	Amlan NHS	Amlan	T1/TIC
80	CORTEZ	JESSIELITO, JR.	G	Kauswagan HS	Manjuyod 1	MT1/TIC
81	YONGCO	JELLY	T	Duli-Duli Elem. School	Ayungon 2	T2/TIC
82	TINGUBAN	SATURNINO	Q	Calangag ES	Siaton 4	T2/TIC
83	CUEVAS	RYHAN	L	Tandayag ES	Amlan	T2/TIC
84	ABELLA	GERLON	P	Cabcaban ES	Bindoy 1	T3/TIC
85	ARRANGUEZ	MERVENNA LOU	C	Apo Island HS	Dauin	T3/TIC
86	RODRIGUEZ	JUNIELYN	M.	Baliw ES	Mabinay 2	T3/TIC
87	SETOMIRA	SUZETTE	G	Danawan ES	Mabinay 2	T3/TIC
88	BOMEDIANO	ELIZABETH	H	Mabinay Science HS	Mabinay 3	T3/TIC
89	DARIAS	JASMINE	S	Mantiquil ES	Siaton 2	T3/TIC
90	RAMIREZ	BB. BOY GRACIANO	B	Pagang ES	Siaton 3	T2/TIC
91	FERNANDO	NORA	M	Inapoy HS	Mabinay 4	T3/TIC
92	ZERNA	ORLANDO III	G	Cañete Elem. School	Amlan	T3/TIC
93	BUCITA	EDMAR	L	Nagbalaye HS	Sta. Catalina 1	T3/TIC
94	DIEGO	BEN JOFIL	B	Curriculum Implementator	Neg. Or.	EPS2/TIC
95	VERZANO	PROCORA	C	Apolinario B. Macias MHS	Dauin	T3/TIC
96	COMAHIG	JOEMAR	C	Nagbalaye HS	Sta. Catalina 1	T3/TIC
97	GRAPA	ARMAN	O	Pitogo ES	La Libertad 1	T3/TIC

98	SONIO	MARIA LIZA	E	Antulang ES	Siaton 1	T1/TIC
99	MAGHARI	JAMES	A.	Lanot ES	Mabinay 2	T2/TIC
100	POCONG	JOANNA ROSE	C	Agbobolo ES	La Libertad 2	T2/TIC
101	BAYLIN	ROY	Y	Nabaliwan ES	Mabinay 4	T1/TIC
102	PALMA	OLIVER	S	Tampa ES	Mabinay 4	T3/TIC
103	ANTEQUISA	DAVE JEMSON	S	Cansal-ing PCHS	Mabinay 1	T3/TIC
104	MARIOT	MAR LILL	R	Panciao HS	Manjuyod 2	T3/TIC
105	CREDO	CATHERINE	A	Dauin NHS	Dauin	T3/TIC
106	ALIVIADO	GINO	E	Apoloy Elem. School	Siaton 3	T1/TIC
107	CIMAFRANCA	GRACE	A	Santiago Delmo MHS	Zambo 1	T3/TIC
108	IJIE	EVANGELINE	K	MALOH PCHS	Siaton 3	T3/TIC
109	TEVES	MELDY	P	Ayungon SHS	Ayungon 1	T3/TIC
110	RENZAL	MYRNA LEE	C	Campulay ES	Bindoy 1	T3/TIC
111	BAYBAY	NILO JAY	A	Balugo NHS	Valencia	T2/TIC
112	LAMBO	CHENGROSE	C	Jimalalud NHS - TAMAQ Ext	Jimalalud 1	T3/TIC
113	GARSULA	MARY GRACE	M	Pantao Brgy. Site ES	Mabinay 2	T3/TIC
114	DAGUNAN	AILEEN	D	Mayaposi Comm. HS	Mabinay 1	T3/TIC
115	MAGALSO	MAE SHERIDA	O	Ma. Macahig NHS	Siaton 4	T3/TIC
116	DE PADUA	CHRISTINE	G	La Libertad TVS	La Liber 1	T2/TIC
117	INOFERIO	RENGIE	D	Calanan ES	Siaton 4	T3/TIC
118	EREDIANO	NEMROD	T	Campanun-an PCHS	Mabinay 1	T3/TIC
119	CABRERA	AIRUS LEE	T	Silab HS	Amlan	T3/TIC
120	AGIR	NELSON	G	Kabangkalan ES	Siaton 1	T1/TIC
121	SALACUT	NANCY	M	Jantianon NHS-JHS	Amlan	T3/TIC
122	CATUBAY	RICHARD	D	Mainit HS	Siaton 1	T2/TIC
123	DAGLE	MIGHTY JHONNA	B	Maximiano F. Bolongaita ES	Tayasan 2	T3/TIC
124	DE GRACIA	JAMES	B	Amlan NHS	Amlan	T2/TIC
125	BUTALID	JEFIE	D	Nasunggan ES	La Libertad 2	MT1/TIC
126	CHAVEZ	ELY	N	Manggolod ES	Sta. Catalina 3	T2/TIC
127	ARCALA	SAMMY	B	Salingkubong ES	Siaton 1	T3/TIC
128	ETOM	MARIE GRACE	O	Hagtu ES	Mabinay 4	T2/TIC
129	DESIAR	JONAS	M	Tamlang HS	Sta Catalina 3	T1/TIC
130	MATULA	EDNEL	N	Tubigon HS	Sibulan 1	MT2/TIC
131	MOLETA	WENDMAY	R	Dagbasan ES	Mabinay 2	T3/TIC
132	FRANCISCO	RANELO	L	Manlingay HS	Mabinay 3	T3/TIC
133	VERAN	REGINA	A	Gillgaon HS	Siaton 4	T2/TIC
134	LINDAYAO	JIGER	A	Talaptap ES	Siaton 4	T3/TIC
135	MIASCO	PRECY	F	Manjuyod SHS	Manjuyod 2	T3/TIC
136	VELEZ	MA. ROSARIO	M	Canaway ES	Siaton 2	T3/TIC
137	MACAJELOS	ESTERIA	J	Caticugan HS	Siaton 3	T3/TIC
138	ARTIAGA	MARLOU	A	CORNHS-SHS	San Jose	T3/TIC
139	ALEJO	YACASEL	E	Bago ES	Tayasan 1	T3/TIC
140	GEONZON	AIRIZ MAE	Y	Jantianon NHS-SHS	Amlan	T3/TIC
141	CALIBO	GINA	E	Benedicto P. Tirambulo Mer	Mabinay 1	T2/TIC

142	DIONSON	DANIEL	N	Cawitan HS	Sta. Catalina 2	T3/TIC
143	LERO	MELISSA	A.	Zambo Sci HS	Zambo 2	T3/TIC
144	MERCED	ANTONIETTA	A	Pulangbato NHS	Valencia	MT2/TIC
145	LAGURAS	ARLYN	R	Valencia NHS	Valencia	T3/TIC
146	NARCISO	JOCELYN	R	Nabaliwan ES	Mabinay 4	T3/TIC
147	NARCISO	JERIEL	C	Bugnay ES	Mabinay 3	T3/TIC
148	CASIPONG	MARLINDA	A.	Mambajao ES	Sibulan 2	T3/TIC
149	CABUG	MARISSA	L	Sampiniton PCHS	Manjuyod 1	T3/TIC
150	ENOLPE	MERCYDITHA	D	Jose Mari Locsin MHS	Zambo 2	T3/TIC
151	MARIOT	DENI KENT	C	Tayasan NHS	Tayasan 1	T3/TIC
152	CALITIZEN	SEGUNDINA	T	Crisostomo O. Retes ES	San Jose	T3/TIC
153	BENOLARIA	ROMIE	G	Ayungon NHS-SHS	Ayungon 1	MT1/TIC
154	RODRIGUEZ	LORENCIA	C	Dahile PCHS-SHS	Mabinay 4	T3/TIC
155	OBEDENCIO	WINDA	D	Sibulan NHS	Sibulan 1	T3/TIC
156	IBA	SHERLYN	M	San Jose PHS-SHS	San Jose	T2/TIC
157	ACABAL	MARCELL	R	Mabinay NHS	Mabinay 3	T3/TIC
158	DAYUDAY	JEOFREDO JR	C	Danao ES	Bindoy 2	T3/TIC
159	BABOR	BESMARK	R	Mabato PCHS	Ayungon 1	T1/TIC
160	VELONTA	FRECELDA	R	Mantahaw ES	Bindoy 2	T3/TIC
161	PIALAGO	ANALYN	B	CORNHS	San Jose	T3/TIC
162	SAPU-AN	ROLAN	E	Nabalian Elem. School	Ayungon 2	T3/TIC
163	RAGAY	MAE SHEILALENE	R	Hingles Elem. School	Sta. Catalina 1	T3/TIC
164	VALLEGA	MARRY ANN	A	Valencia NHS	Valencia	T1/TIC
165	HELARIO	GEWIN	E	Tanlad ES	Tayasan 1	T3/TIC
166	GALAPATE	EUGEM	R	Managobsob ES	Siaton 3	T3/TIC
167	TENORIO	JUN MARK	P	Demetrio L. Alviola NHS	Bindoy 2	T2/TIC
168	RAMIREZ	MA. QUIZEL	F	Buto ES	Jimalalud 2	T2/TIC
169	CABUGNASON	JONAH	M	Locay ES	Manjuyod 1	T3/TIC
170	CADANO	VINGIE	J	Mandalupang Elem. School	Manjuyod 1	T3/TIC
171	RAPANA	GENEVER	E	Sto. Tomas ES	Sta. Catalina 4	T3/TIC
172	TORRES	EVELYN	T	San Jose ES	Siaton 2	T3/TIC
173	CHAVEZ	SHIELA MAY	A	Barras Elem. School	Mabinay 3	MT1/TIC
174	TACALAN	MYRNA	G	Cabangahan ES	Siaton 4	T3/TIC
175	BAROY	ALMA	N	Sta. Catalina NHS	Sta Catalina 3	MT1/TIC
176	YSULAN	TERESITA	C	Penahan ES	Bindoy 1	T3/TIC
177	ANSOK	EUFRATES	G	Siation Science HS	Siaton 3	T2/TIC
178	PARTOSA	ROMEL	B	Palayuhan HS	Siaton 1	T3/TIC
179	ENOLPE	JEAN	K	Bantolinao ES	Siaton 4	T2/TIC
180	MANA-AY	RISTLY JEAN	K	Talaptapan ES	Bindoy 2	T1/TIC
181	GONZALES	JOEMEL	D	Owacan PCHS	Jimalalud 2	T3/TIC
182	BOLONGAITA	VIRGINIA	P	Calatagan ES	Bindoy 2	T3/TIC
183	SAMANE	ELAMAE	R	Binantagan ES	Mabinay 4	T1/TIC
184	INFANTE	GWYNN	L	Tara PCHS	Mabinay 2	T2/TIC
185	EVANGELISTA	LISA	C	Campanun-an ES	Mabinay 2	T1/TIC

