



Republic of the Philippines  
**Department of Education**  
REGION III  
**SCHOOLS DIVISION OF PAMPANGA**

March 5, 2024

DIVISION MEMORANDUM  
No. **150**, s. 2024

**2023 NATIONAL QUALIFYING EXAMINATIONS FOR SCHOOL HEADS (NQESH) SCREENING AND APPLICATION**

To: Assistant Schools Division Superintendents  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All others concerned

1. In view of the DepEd Memorandum No. 13, s. 2024 re: Administration of the Fiscal Year 2023 National Qualifying Examination for School Heads (NQESH), this Office shall facilitate the call for application and SDO level screening for interested qualified applicants for the 2023 National Qualifying Examination for School Heads (NQESH).
2. Interested applicants shall submit their complete documents on or before **March 11, 2024** who meet the following qualifications: *(Note: Late submissions will not be accepted)*
  - 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 the 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.
  - f. Assistant School Principal with issued appointment without NQESH eligibility
3. Documents to be submitted are as follows:
  - 3.1 Original copies of approved 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.

    - a. SY 2021-22 and SY 2022-23 for School-Based Performance Rating
    - b. FY 2022 and FY 2023 for Non School-Based Performance Rating
  - 3.2 Service Record duly certified by the Administrative Officer V of the Schools Division Office; and



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)  
Telephone No.: (045) 435-2728; (045) 435-7404  
Email Address: [pampanga@deped.gov.ph](mailto:pampanga@deped.gov.ph)  
Website: [www.depedpampanga.ph](http://www.depedpampanga.ph)



**Republic of the Philippines**  
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 REGION III  
**SCHOOLS DIVISION OF PAMPANGA**

- 3.3 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.
- 3.4 Certification of managerial and administrative experience from DepEd-recognized private institutions or CHED-recognized higher education institutions.

Note: Documents shall be submitted in color-coded folders:

Category	Folder
Head Teacher	Yellow
Master Teacher	Red
Teacher-in-Charge	Green
Five years as Teacher	Orange
Aggregate Experience as HT, TIC, MT, T3	White
Assistant Principal with issued appointment without NQESH Eligibility	Blue

- 4. This Office shall use DepEd Order No. 66, s. 2007 "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related-Teaching and Non-Teaching Positions for the screening of applicants. Thus, all documents following the said DO will be included in the assigned folder for each category.
- 5. Further, this Office will determine a shortlist of qualified applicants subject to available slots. Relative to this, applicants are advised NOT to register yet in the NQESH Online Application System (NQESH-OAS).
- 6. Attached is DepEd Memorandum No. 13, s. 2024 for reference and guidance.
- 7. For inquiries and concerns you may contact Mr. Jayson M. Santos, Senior Education Program Specialist – Human Resource Development Section through email: [jayson.santos001@deped.gov.ph](mailto:jayson.santos001@deped.gov.ph).
- 8. Immediate and wide dissemination of this Memorandum is enjoined.

**ROMEO M. ALIP PhD, CESO V**  
 Schools Division Superintendent

*(Handwritten initials)*

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 Dep Ed DIVISION OF PAMPANGA  
 CITY OF SAN FERNANDO  
**RECEIVED**  
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 BY: *(Handwritten signature)*

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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.**

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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.

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.

**2021-2022 School Year - NQESH Online Application System (NQESH OAS) Applicant User Guide**

Approved by the Board of Education on 12/15/2021

Approved by the Board of Education on 12/15/2021. Bureau of Human Resource and Organizational Development Human Resource Development Division

Approved by the Board of Education on 12/15/2021. Bureau of Human Resource and Organizational Development Human Resource Development Division

Approved by the Board of Education on 12/15/2021



WILFREDO E. CABRAL  
Superintendent

Office of the Superintendent of Schools  
1000 North 10th Street, Suite 1000  
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Approved by the Board of Education on 12/15/2021. Bureau of Human Resource and Organizational Development Human Resource Development Division

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Approved by the Board of Education on 12/15/2021. Bureau of Human Resource and Organizational Development Human Resource Development Division



Republic of the Philippines  
**Department of Education**

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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 BHROD-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.

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7. **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 of 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.

8. The content of the said examination shall be based on the standards and guidelines developed with the standards set by the Philippine Professional Standards for School Heads (PPSSH) as stipulated in DepEd Order (DO) of the National Memorandum Implementation of the Philippine Professional Standards for School Heads and the Standards Structure of the Board Level of the said examination, as well as the national curriculum standards, content standards, learning standards, and quality standards of the respective field of study.

9. In determining the ranking of the candidates of the selection process for the said positions, an **order of merit** will be used as an evaluation tool. Identifiable candidates' ranking shall be computed on the same scale. Proper resume identification hierarchy of the candidates' ranking shall be used in the final ranking of the candidates for the said positions.

10. The results of the selection process shall be posted through the LMS Portal of the Department of Education (DOE) through the DepEd Office for the Assessment of Examiners.

11. **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 shall be issued to all individuals, groups and/or organizations who claim to have access to the content of the examination. Any individuals or organizations who are found to be involved in the leakage of the test content and/or pertinent information for the purpose of assisting candidates (PPSSH, NQESH, and other assessment) will be prosecuted through legal channels and/or other appropriate administrative action.

12. The Bureau of Human Resource Development of the **Bureau of Human Resource and Organizational Development Human Resource Development Division** (3rd Floor, Mabini Building, Department of Education, Alabang, Muntinlupa City, Philippines, Manila Office) is the focal point through which all related inquiries should be directed.

Immediate dissemination of this Memorandum is desired.

BY:  Secretary



**WILFREDO E. CABRAL**  
Regional Director

Office in Charge, Office of the Regional Director  
Bureau of Human Resource and Organizational Development



**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](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 1<sup>st</sup> 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.

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