

Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

**Office of the Schools
Division Superintendent**

18 March 2024

DIVISION MEMORANDUM
No. 121, s. 2024

2023 NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH)

To: **SDO Validators**
All Elementary School Heads
All Secondary School Heads
All Others Concerned
This Division

1. With reference to DM-OUHROD-2024-0445 on the Guidelines in the Evaluation of FY 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



Address: Zone 3, Poblacion, El Salvador City | Website:
www.depedelsalvadorcity.net
Tel. No. (088) 855-0113 | Email:
elsalvador.city@deped.gov.ph


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SCHOOLS DIVISION OF EL SALVADOR CITY

2. Please see attached RM 156, s.2024 for the online application process and slots allotted for the SDO El Salvador City. Consequently, applicants may view status of their online application through <http://www.nqesh.deped.gov.ph/>.
3. For any clarifications and NQESH-related concerns, please send inquiries to karenrose.serrania@deped.gov.ph.
4. This activity shall adhere to the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
5. For dissemination, guidance, and strict compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent

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

SGOD/KRAS/hrd NQESH 2023



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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

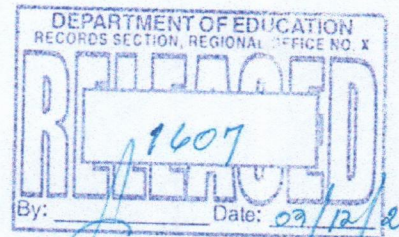
Further inquiries or concerns on the conduct of the online NQESH may be sent to support.nqesh@deped.gov.ph.

For your information and appropriate action.

[HRDD/ Angeles]



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO



March 11, 2024

REGIONAL MEMORANDUM
No. 0156, s. 2024

FINAL ALLOCATION OF SLOTS IN THE 2023 NATIONAL QUALIFYING EXAMINATION FOR
SCHOOL HEADS (NQESH) PER SCHOOLS DIVISION OFFICE (SDO)

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

- Regarding **DepEd Memorandum No. 013, s. 2024** titled **Administration of the Fiscal Year 2023 National Qualifying Examination for School Heads (NQESH)**, this Office through the Quality Assurance Division and Human Resources Development Division (HRDD) announces the **Final Allocation of Slots in the 2023 National Qualifying Examination for School Heads (NQESH) per Schools Division Office (SDO)**. See attached enclosure 1 for details.
- Please refer to the enclosure DM 013 s. 2024 Re: Guidelines on the NQESH FY 2023 Online Process and Processing of Application for more details.
- 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*

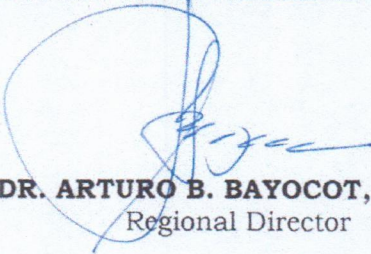
*Purpose of the Mock Examination – To prepare and check examinee devices and familiarize the examinees on the online platform and process of taking the test

- All other relevant information in the preparation of the 2023 NQESH shall be released in a separate issuance.



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5. For any clarifications or inquiries, all concerned may contact Reinante Noel N. Pelagio, Education Program Supervisor through email at qad.region10@deped.gov.ph.
6. Immediate and wide dissemination of this Memorandum is desired.



DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ATCH: As stated

Reference/s: DepEd Memorandum No. 013, s. 2024
To be indicated in the Perpetual Index
under the following subjects:

Test Policy Promotion

QAD/noel



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO

Enclosure 1

FINAL ALLOCATION OF SLOTS IN THE 2023 NATIONAL QUALIFYING EXAMINATION
FOR SCHOOL HEADS (NQESH) PER SCHOOLS DIVISION OFFICE (SDO)

No.	SDOs	No. of Applicants (Priority 1)	NQESH Slots
1	BUKIDNON	159	138
2	CAGAYAN DE ORO CITY	29	26
3	CAMIGUIN	12	11
4	EL SALVADOR CITY	33	29
5	GINGOOG CITY	54	48
6	ILIGAN CITY	51	45
7	LANAO DN	71	64
8	MALAYBALAY CITY	34	30
9	MISAMIS OCC	89	78
10	MISAMIS OR	147	129
11	OROQUIETA CITY	26	23
12	OZAMIZ CITY	35	31
13	TANGUB CITY	47	41
14	VALENCIA CITY	35	31
	TOTAL	822	724





**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/FY2023NOESH_Applicants

Handwritten marks and signatures on the right margin.

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.

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