

28 February 2024

REGIONAL MEMORANDUM  
No. **000216**, s. 2024

ADMINISTRATION OF THE FISCAL YEAR 2023 NATIONAL QUALIFYING  
EXAMINATION FOR SCHOOL HEADS (NQESH)

To: Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The attached DepEd Memorandum No. 013, s. 2024 stipulates the details and policy guidelines on the conduct of FY 2023 National Qualifying Examination for School Heads (NQESH). Said memo provides information and clarifications on the following:

- experience requirements
- order of priority for consideration in the selection of examinees
- schedule of activities prior to the conduct of the test
- guidelines on the online application process through the NQESH Online Application System

2. Pending BHRD's issuance of the region's examinee slots, this Office cannot yet determine the number of examinees per SDO. A separate memorandum shall be subsequently released once allocations are determined.

3. For information and immediate dissemination.

*[Signature]*  
GILBERT T. SADSAD  
Regional Director

QAD/mpp  
02/23/2024



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Republika ng Pilipinas  
Kagawaran ng Edukasyon  
REHIYON V  
TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

March 1, 2024

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
CID and SGOD Personnel  
OSDS Unit Heads  
Public School Heads  
All Others Concerned

For information and guidance.

*[Signature]*  
SUSAN S. COLLANO CESO V  
Schools Division Superintendent

DM 31, s. 2019 Rider Rev. 01



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Republic of the Philippines  
Department of Education

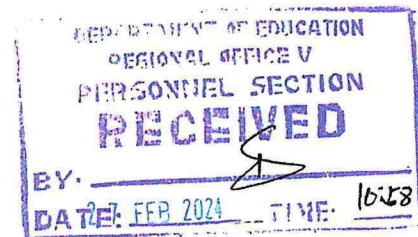


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DepEd MEMORANDUM  
No. **013**, s. 2024

**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.

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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 examination shall cover conceptual and situational critical thinking questions aligned 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 mechanism to safeguard and gauge the competency and quality of the aspiring school leaders in DepEd schools.

9. To determine who will qualify for the next stage of the selection process for Principal I position, an **order of merit** will be used wherein the question difficulty and candidate ability shall be computed on the same scale. This procedure identifies proficiency of the taker's understanding in becoming a school head instead of the usual pass or fail scores.

10. Official Results shall be released through a DM followed by the release of Certificates of Rating (COR) through the DepEd official email address of examinees.

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 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 employees shall be subjected to investigation and/or filing of appropriate administrative case.

12. 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, Pasig City through email at [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph).

13. 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

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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 Perpetuai Index  
under the following subjects:

BASIC EDUCATION  
BUREAUS AND OFFICES  
EXAMINATIONS  
OFFICIALS  
PROMOTION  
QUALIFICATIONS  
RULES AND REGULATIONS  
TEACHERS

MCR, APA, MPC, DM-Administration of the FY 2023 NQESH  
0068/February 20, 2024

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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.

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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.

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- 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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