

Republic of the Philippines
Department of Education
REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES

UNNUMBERED MEMORANDUM
OSDS-PER-UM-03-21-2024/MBL

TO : Assistant School Division Superintendent
Public Schools District Supervisors/In-Charge of the
Districts
Elementary and Secondary School Heads/TICs
Teaching Personnel
All Others Concerned

FROM : By Authority of the Schools Division Superintendent:

CECILE C. FERRO, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge

SUBJECT : **ADVISORY TO THE UNNUMBERED MEMORANDUM
DATED MARCH 19, 2024 RE: GUIDELINES IN THE
EVALUATION OF FY 2023 NQESH APPLICATIONS**

DATE : 21 March 2024

1. Relative to the Regional Memorandum No. 0361, s. 2024 dated March 19, 2024 titled Guidelines in the Evaluation of FY 2023 NQESH Applications, please be informed that the **creation of applicant account and deadline for submission of application is extended until 5:00 PM of March 25, 2024.**
2. Likewise, all aspiring school heads are hereby encouraged 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:



Republic of the Philippines
Department of Education
REGION V - BICOL
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- 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 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.

4. Please be reminded that the DepEd Regional Office (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
- e. 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.

5. To expedite and facilitate the application procedure, please be guided by the attached Memorandum from the Office of the Undersecretary for Human Resource and Organizational Development titled "*Extension of the FY 2023 NQESH Submission of Applications and Amendment on the Documentary Requirements*" inviting attention to the amendments on Items 1.1.1 and 1.1.2 of the enclosure to DM No. 13, s. 2024.

6. Immediate dissemination of this Memorandum is desired.

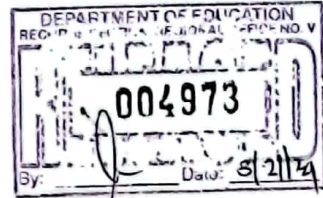
MBL/Advisory to the UM RE: Guidelines in the Evaluation of FY 2023 NQESH Applications
_____/ March 21, 2024



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Republic of the Philippines
Department of Education
 REGION V - BICOL



19 March 2024

REGIONAL MEMORANDUM
 No. **000361** s. 2024

GUIDELINES IN THE EVALUATION OF FY 2023 NQESH APPLICATIONS

To : Schools Division Superintendents
 ROV Chiefs of Functional Divisions
 All Others Concerned

1. This Office informs all concerned that Region V has been allocated 1,640 regional examinees, which are equitably distributed among 13 SDOs as per Regional Memorandum 290, s. 2024. With this, all designated SDO Evaluators and RO Validators for FY 2023 NQESH Applications are hereby informed of the Guidelines in the Evaluation of FY 2023 NQESH Applications as per DM-OUHROD-2024-0445.
2. SDO Evaluators and RO Validators may access the NQESH-OAS by logging into the system using their DepEd email accounts through this link: <http://nqesh.deped.gov.ph/>.
3. Step-by-step process of evaluation can be found at the NQESH-OAS User Guide for SDO Evaluators and RO Validators accessible through this link: <https://biciv/NQESH-OAS-Mats>.
4. The following **schedule of online evaluation and validation of documents** are provided for guidance:

| 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 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 |

5. Furthermore, as per DM-OUHROD-2024-0497, the creation of applicant account and deadline for submission of application is extended until 5:00 pm of



Regional Center Site, Rawis, Legazpi City 4500

0969 516 9555

region5@deped.gov.ph

March 25, 2024, as also indicated above. For applicants whose application is tagged as Re-Apply, the same deadline on the date of compliance shall be applied.

6. To expedite and facilitate the application procedure, please be guided with the attached Memorandum from Office of the Undersecretary for Human Resource and Organizational Development titled "*Extension of the FY 2023 NQESH Submission of Applications and Amendments on the Documentary Requirements*" inviting attention to the amendments on Items 1.1.1 and 1.1.2 of the enclosure to DM No. 13, s. 2024.

7. The final list of examinees shall be submitted by the regional office both in scanned PDF and in Excel format to BHRD-HRDD.

8. For concerns and clarifications, you may contact the Chief of the Quality Assurance Division at jacelyn.dya@deped.gov.ph or the Chief of the Human Resource Development Division at sancha.naciona@deped.gov.ph.

9. Immediate dissemination of this Memorandum is desired.


GILBERT T. SADSAD
Regional Director

Encls: As stated
To be indicated in the Perpetual Index
under the following subjects:
NQESH SCHOOL HEADS

QAD/HRDD/jaa
03/19/2024



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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/>



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

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| Doc. Ref. Code | DM-OUHROD | Rev | 00 |
| Effectivity | 03.23.23 | Page | 1 of 2 |



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/NOESH-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/allocation 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]



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
 Telephone Nos.: (+632) 86337206, (+632) 86318194, (+632) 86366549
 Email Address: usec.hrdd@deped.gov.ph | Website: www.deped.gov.ph

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| Doc. Ref. Code | DM-OUI/HRDD | Rev | 00 |
| Effectivity | 03.23.23 | Page | 2 of 2 |






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OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2024-0497

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 : **EXTENSION OF THE FY 2023 NQESH SUBMISSION OF APPLICATIONS AND AMENDMENTS ON THE DOCUMENTARY REQUIREMENTS**

DATE : 18 March 2024

With reference to DM-OUHROD-2024-0445 dated March 13, 2024, titled *Guidelines in the Evaluation of FY2023 NQESH Application and Regional Examinees Allocation*, please be informed that the **creation of applicant account and deadline for submission of application is extended until 5:00 PM of March 25, 2024.**

For those applicants whose application is tagged as Re-Apply, the same deadline on the date of compliance shall be applied.

Furthermore, to expedite and ease the application procedure, please be guided on the amendment to items 1.1.1 and 1.1.2 of the enclosure to DM No. 013, s. 2024, as follows:

- 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.

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 details below for the performance rating coverage:

- a. SY 2021-22 & SY 2022-23 for School-Based performance rating



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
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| Doc. Ref. Code | DM-OUHROD | Rev | 00 |
| Effectivity | 03.23.23 | Page | 1 of 2 |



b. FY 2022 & FY 2023 for Non School-Based performance rating

Applicant with no IPCR on the coverage stated due to official travel, approved leave of absence, or attendance to training or scholarship program, shall use the IPCR of preceding rating period. (reference: Item 56 of DepEd Order No. 002, s. 2015)

1.1.2 Service Record duly certified by **the authorized Administrative Officer of the School or Schools Division Office, whichever is applicable.**

For concerns on the NQESH Online Application, please see instructions below:

1. **Applicants** should submit the ticket through this link:

<https://bit.ly/NOESHOASTicketing>

2. SDO evaluators and RO validators must complete the required details in the provided Excel sheet which may be accessed through this link:

<https://bit.ly/NOESH-OAS-Concerns>

For your information, dissemination, and appropriate action.

[HRDD/Angels]