

Republic of the Philippines

Department of Education

REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

MAR 0 7 2024

DIVISION MEMORANDUM No. <u>O9</u> s. 2024

CORRECTIONS AND CLARIFICATIONS TO DEPED MEMORANDUM NO. 13, S. 2024 (ADMINISTRATION OF THE FISCAL YEAR 2023 NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS)

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Principals
All Others Concerned

- This Office announces the DepEd Memorandum No. 14, s. 2024 titled "CORRECTIONS AND CLARIFICATIONS TO DEPED MEMORANDUM NO. 13, S. 2024 (ADMINISTRATION OF THE FISCAL YEAR 2023 NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS)".
- 2. Attached is the DepEd Memorandum No. 14, S. 2024 for reference and other details.
- Immediate dissemination of and strict compliance to this Memorandum is enjoined.

CAROLINA S. VIOLETA, EdD, CESO V Schools Division Superintendent

References: as stated.
Encl.: as stated.
To be indicated in the <u>Perpetual Index</u>
under the following subjects:

NQESH

S10/rjvm March 6, 2024













Republic of the Philippines Department of Education

MAR 0 4 2024

DepEd MEMORANDUM No. 014

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

- 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.
- However, the following items of the said Memorandum are corrected and clarified:

a. Item 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 mentoring sessions, they will undergo an evaluation and certification process by the National Educators Academy of the Philippines (NEAP), while 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.
- 3. 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 this link:

https://bit.ly/FY2023NQESHApplicantResources

- 4. 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.
- 5. 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. 97, s. 2011, 41, s. 2016, 19, s. 2016, and 007, s. 2023 DepEd Memorandum Nos. (013, s. 2024) 100, s. 2022 and 025, s. 2023

To be indicated in the <u>Perpetual Index</u> under the following subjects:

BASIC EDUCATION
BUREAUS AND OFFICES
CHANGE
EXAMINATIONS
OFFICIALS

PROMOTION
QUALIFICATIONS
RULES AND REGULATIONS
TEACHERS

MSCM, APA, MPC, <u>DM Amendment to DM No. 013, s. 2024 (Administration of the FY 2023 NQESH)</u> 0076 - February 29, 2024

Jake J



Republic of the Philippines Department of Education INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE User Support Division



NQESH

National Qualifying Examination for School Heads
ONLINE APPLICATION SYSTEM

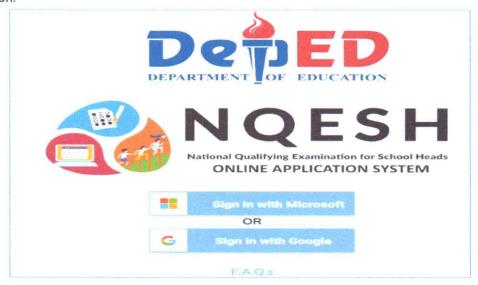
NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS - ONLINE APPLICATION SYSTEM (NQESH-OAS) 2023

APPLICANTS USER GUIDE

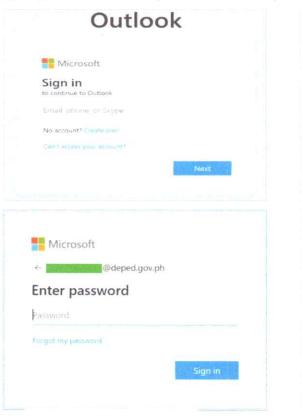
I. Creating Your Account

You must have your own NQESH-OAS account that enables you to submit your application and view your application status.

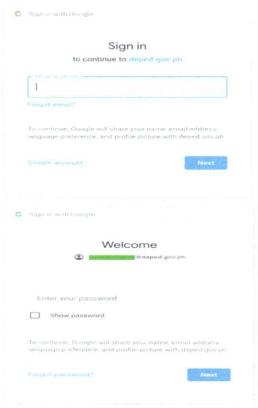
- 1. Access https://nqesh.deped.gov.ph/ in your web browser.
- In the landing page, click either "Sign in with Microsoft" or "Sign in with Google" button.



3. Sign in your account. Enter your username and password.





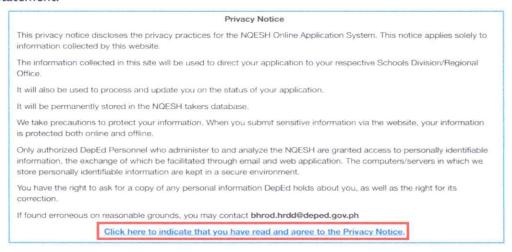


Gmail Log in

4. A message will pop up if the account is not yet registered. Click the "OK" button.



You will be redirected to the **Privacy Notice** page. Carefully read the Privacy Notice statement.

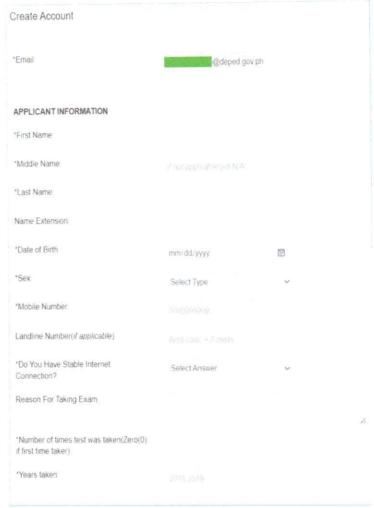


 If you have read and agreed to its terms, click the Click here to indicate that you have read and agree to the Privacy Notice, then you will proceed to the Create Account page.

7. Fill out the fields under:

Applicant Information

- Enter your First Name, Middle Name (Type NA if not applicable), and Last Name.
- Enter your Name Extension (If applicable).
- Select the year, month, and day of your **Date of Birth** in the dropdown list.
- d. Select your Sex in the dropdown list.
- Enter your Mobile Number using this format: 09XXXXXXXXX.
- Enter your Landline Number (If available; include the area code).
- g. Select your answer in the dropdown for the question of "Do You have Stable Internet Connection?"
- h. Enter your **Reason For Taking Exam** in the textbox
- Enter the Number of Times Test Was Taken; Input 0 if firsttime taker.
- j. Enter Years Taken (Ifyou entered 1 and above in the previous question, enter the year/s when you took the exam in the textbox labeled Ist take, 2nd take, and so on.)



Work Information

- a. Enter Current Position in the text box.
- b. Enter **Designation** in the text box.
- c. Select Governance Level; If Central Office is selected, type the Office Name; If Regional Office, select the Region and type the Office Name; If Division Office, select the Region, Division and input the Office Name; If School, select the Region, Division, and input the School Name.



Home Address

- Fill out the fields under Home Address; Enter your complete Home Address using the following format: House No. /Block No./Lot No./Street/Subdivision/Village/Barangay.
- b. Enter your City/Municipality.
- c. Enter your Province.
- d. Click the Create button to submit account registration.



e. A message will pop up, if you have reviewed your information and have verified it as accurate, click **OK** to confirm.



f. Another message will pop up, click the **OK** button to redirect to the Login page.



g. Once done, an email will be sent to the email address you provided as confirmation that your account has been created.

Subject: DEPED NQESH-OAS Account Created

DepEd NQESH Notification <no-reply.ngesh001@deped.gov.ph>

Sent: Monday, January 29, 2024 8:46 AM

To: Juan Dela Cruz < juan.delacruz@deped.gov.ph>

NOESH-OAS status: ACCOUNT CREATED

Register to the NQESH Online System to create an account

ACTION:

Dear [ACCOUNT NAME],

You have successfully created an account in the NQESH Online Application System.

To proceed with your application, LOG IN to your account using your DepEd email address and password.

Before you start with your application, please ensure that you have saved in PDF format a clear scanned copy of the following documentary requirements:

 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 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
- 2. Service Record duly certified by the Administrative Officer V of the Schools Division Office; and

if applicable,

- · Designation Order as Teacher-In-Charge signed by the Schools Division Superintendent; or
- Certification of managerial and administrative experience from DepEd-recognized private institution or CHED-recognized higher education institution.

Relative to the submission of documents, please be reminded of the Civil Service Commission (CSC) rules and regulations which states that falsification of qualifications and/or documents shall be subjected to investigation with grounds on grave dishonesty.

Good luck with your application. Thank you and stay safe.

Yours truly,

NQESH National Technical Working Group

This is an automatically generated email. Please do not reply to this message.

For any questions or concerns, you may call your respective Schools Division Office or Regional Office







II. Logging In

After creating your account, you may log in to NQESH-OAS to access its facilities and process your application.

1. Access https://nqesh.deped.gov.ph/in your web browser.

[APPLICANT NAME] Frame frame to kept thought	NGESH ONLINE APPLICATION SYSTEM		
4 Apply			
✓ My Application	Application Number	Applicant Name	Status
& Logout			

III. Filling Out the Application Form

To facilitate a smooth application process, you are expected to fill out **ALL** required information in the Application Form **accurately**.

- 1. Click + Apply to proceed to the Application Form.
- 2. Fill out the fields under Application Form.
 - a. Select Region/Bureau/Service from the dropdown list.
 - b. Select Division from the dropdown list.
- Upload soft copies (preferably scanned copies) of required documents as stated under Supporting Documents:
 - a. Performance Rating for the last two (2) ratings.
 - b. Signed Service Record.
 - c. Designation as Teacher in Charge/Officer in Charge Signed by SDS (if applicable); and
 - d. Certification of Managerial and Administrative Experience (if applicable)

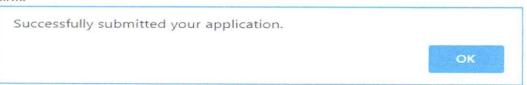


Note: The aggregated file size limit is only 25MB.

- 4. Once done filling out the form, click the Submit Application button.
- 5. A message will pop up reminding you of the email confirmation, click OK to confirm.

REMINDER: Please wait for the confirmation email for at least 5 minutes before trying to resubmit as there may be Internet delays.

You will be prompted that Your application has been saved successfully; click OK to confirm.



Once the application is submitted, an email notification will be sent to the applicant's
official DepEd email address. The "For SDO Review" status is reflected in the
NQESH-OAS.

IV. Checking Your Application Status

Once you have finished submitting your application, you will be redirected to the Application Status page, which indicates what level your application is at and what its details are.

You will also receive notifications through your email as soon as the status of your application is changed or updated.

Please take note of the following application statuses:

For SDO Review

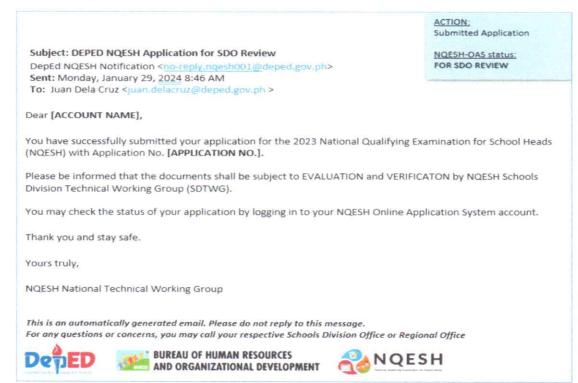
This will appear as the status once you complete the Application Form, indicating that your application has been routed to the **Schools Division Office (SDO)** where you filed your application.

The designated SDO evaluator will receive and assess the submitted documents and shall act on the application accordingly.

Status on your Dashboard

Application Number	Applicant Name	Status
2022-71-525701		For SDO Review

Email Notification



For RO Validation

This will appear as the status once the SDO evaluator has forwarded your application to the RO.

The designated RO Validator shall review your application and approve it prior to payment.

Status on your Dashboard

Application Number	Applicant Name	Status
THE REPORT		Perfect shappen

Email Notification

Subject: DEPED NQESH Application for RO Validation

DepEd NQESH Notification <no-reply.nqesh001@deped.gov.ph>

Sent: Monday, January 29, 2024 8:46 AM

To: Juan Dela Cruz <juan.delacruz@deped.gov.ph >

ACTION: Evaluated by SDO

NQESH-OAS status: FOR RO VALIDATION

Dear [ACCOUNT NAME],

Please be informed that your documents with Application No. [APPLICATION NO.] has been evaluated by the Schools Division Technical Working Group (SDTWG) and will be forwarded to the NQESH Regional Technical Working Group (RTWG) for further REVIEW and VALIDATION.

You may check the status of your application by logging in to your NQESH Online Application System account.

Thank you and stay safe.

Yours truly,

NQESH National Technical Working Group

This is an automatically generated email. Please do not reply to this message.

For any questions or concerns, you may call your respective Schools Division Office or Regional Office







Qualified

At this juncture, you will be asked to proceed to the SDO to pay for the examination fee and will be issued an examination permit.

Status on your Dashboard

Application Number	Applicant Name	Status
2024-310-246250		Qualified

Email Notification

Subject: DEPED NQESH Application for RO Validation

DepEd NQESH Notification <no-reply.ngesh001@deped.gov.ph>

Sent: Monday, January 29, 2024 8:46 AM

To: Juan Dela Cruz < juan.delacruz@deped.gov.ph >

Dear [ACCOUNT NAME],

This is to inform you that after reviewing your documents, you are QUALIFIED to take the 2023 National Qualifying Examinations for Schools Heads (NQESH). Your assigned examinee number is:

[EXAMINEE NUMBER.]

You may now proceed to your Schools Division Office (SDO) to claim your EXAMINATION PERMIT through the SDO evaluator. You are required to bring the following:

- 1. Original copy of the submitted scanned documents (for verification purpose only).
- 2. TWO (2) pcs passport size picture (with name tag) taken within the last 6 months
 - > Affix your signature at the back
- 3. Payment for the Examination Fee (Php 600.00)

Upon receipt of your Examination Permit, proceed to the SDO CASHIER for the payment of the examination fee. As proof of your payment make sure that the cashier has indicated/stamped your payment details on the Examination Permit. The Official Receipt will be issued during the conduct of the 1st Mock Examination.

Thank you and stay safe.

Yours truly,

NQESH National Technical Working Group

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QUALIFIED with COMPLETE documents

FOR PAYMENT OF EXAMINATION FEE

ACTION: Validated by RO

NQESH-OAS status:

Copy of Certificate of Eligibility (COE)

Republic of the Philippines DEPARTMENT OF EDUCATION [REGION] [SCHOOLS DIVISION OFFICE]

This is to certify	that the applicant has met	all the requirements for the 2023 National Qualifying
amination of School	Heads (NQESH) and has ?	O pending administrative case.
	Examinee No.:	2023-01-123456
	First Name:	JUAN
Latest	Middle Name:	CRUZ
passport size	Last Name:	DELA CRUZ
ID picture	Extension Name:	JR.
	Current Position:	HEAD TEACHER I
	Designation:	OIC PRINCIPAL
	School Office:	MATATAG ELEMENTARY SCHOOL
ORIGINAL COPY OF	SUBMITTED DOCUMEN	TS: EXAMENATION FEE: PHP 600.00
	SUBMITTED DOCUMEN	
ERIFIED BY:	DATE:	RECEIVED BY:
ERIFIED BY:	DATE:	RECEIVED BY: SIGNATURE: DATE: 2023-01-123456 JUAN CRUZ DELA CRUZ JR

Signature of Examinee:

Approved

You have successfully completed the application process and will be included in the initial list of examinees.

You are now set to take this year's National Qualifying Examination for School Heads (NQESH) through a secured online platform which shall be administered simultaneously nationwide at designated examination sites. Refer to the link provided in the email for the instructions relative to the secured online platform.

Status on your Dashboard

Application Number	Applicant Name	Status
2024-306-447694		Paid
2024-319-708823	(1) (1) (1)	Paid
2024-321-664967		Paid

Email Notification

Subject: DEPED NQESH Application for RO Validation

DepEd NQESH Notification <no-reply.ngesh001@deped.gov.ph>

Sent: Monday, January 29, 2024 8:46 AM

To: Juan Dela Cruz < juan.delacruz@deped.gov.ph >

Dear [ACCOUNT NAME],

This is to confirm receipt of your payment.

You are now set to take this year's National Qualifying Examination for School Heads (NQESH) through a secured online platform which shall be administered simultaneously nationwide at designated examination sites. In addition, there will be two (2) mock exams to be conducted prior the actual examination, to prepare your device and to be familiar on the examination platform and process of taking the examination.

Relative to this, you need to secure a laptop computer with the following specifications.

- 1. Operating System: Windows 10 or higher
- 2. Processor: Intel Core i5 or Ryzen
- 3. RAM: At least 8 GB
- 4. Available Disk Space:
 - (SEB Installation) At least 5 GB or higher
 (During NOESH) At least 1 GB and the least 1 GB and the
 - (During NQESH) At least 1 GB or higher
- 5. User Rights: Can install (SEB) and uninstall prohibited application
- 6. Browser: Any updated web browser (Google Chrome, Edge, Firefox, Safari, Opera, Brave)

Mobile devices are not allowed. Prior the examination, ensure that you have installed the most recent version of the Secure Examination Browser (SEB) on the computer.

The Locked-down web browser application can be downloaded through this link: http://tinyurl.com/NQESHFY2023Resources

Read the "Instructions for Installation and Setting up" in the NQESH Resources folder before installing the SEB.

Thank you and stay safe.

Yours truly.

NQESH National Technical Working Group

This is an automatically generated email. Please do not reply to this message.

For any questions or concerns, you may call your respective Schools Division Office or Regional Office







ACTION:

PAID Examination Fee

INCLUDED IN THE LIST OF EXAMINEES

NQESH-OAS status:

Re-Apply

This will appear as the status once the SDO evaluator or RO validator reviewed your application and finds invalid or lacking documents that you need to address.

Status on your Dashboard

Application Number	Applicant Name	Status
SECTION.		(R. ARA)

Email Notification

Subject: DEPED NQESH Application for RO Validation

DepEd NQESH Notification <no-reply.nqesh001@deped.gov.ph>

Sent: Monday, January 29, 2024 8:46 AM

To: Juan Dela Cruz <juan.delacruz@deped.gov.ph >

Dear [ACCOUNT NAME],

This is to inform you that after reviewing your documents, there are invalid or lacking documents which you need to address. Please log in to your NQESH Online Application System account, to check for the documents you need to comply as stated in the reason for your re-application.

You may submit the necessary documents by applying again in the system.

Thank you and stay safe.

Yours truly,

NQESH National Technical Working Group

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For any questions or concerns, you may call your respective Schools Division Office or Regional Office







INCOMPLETE documents

NQESH-OAS status:

RE-APPLY

Reviewed by SDO/Validated by RO

Disapproved

This will appear as the status once your application has been rejected or disqualified, along with a specified reason.

Status on your Dashboard

Application Number	Applicant Name	Status
III S. Tary Joseph		Overproper

Email Notification

Subject: DEPED NQESH Application for RO Validation

DepEd NQESH Notification <no-reply.ngesh001@deped.gov.ph>

Sent: Monday, January 29, 2024 8:46 AM

To: Juan Dela Cruz < juan.delacruz@deped.gov.ph >

Dear [ACCOUNT NAME],

This is to inform you that after reviewing your documents, you DID NOT QUALIFY to take the 2023 National Qualifying Examinations for Schools Heads (NQESH).

Please log in to your NQESH Online Application System Account, to check for the reason for disqualification.

Thank you and stay safe.

Yours truly,

NQESH National Technical Working Group

This is an automatically generated email. Please do not reply to this message.

For any questions or concerns, you may call your respective Schools Division Office or Regional Office







> NOT QUALIFIED

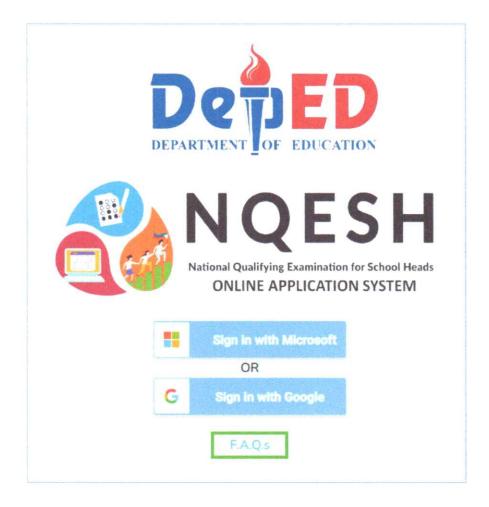
ACTION:

Reviewed by SDO/Validated by RO

NQESH-OAS status: DISAPPROVED APPLICATION

Resources

Click the **F.A.Q.s** link in the landing page to access additional materials regarding the NQESH-OAS. Materials inside the said link can be viewed or downloaded.









NQESH-OAS FAQs

For Applicants

I do not have an M365 account, what should I do?

Immediately contact your respective Division Information Technology Officer (DITO).
 Provide the DITO of the required information for M365 account creation. Once the registration process is complete, the DITO will then provide you with your M365 account to be utilized during NQESH-OAS account creation and application process.

I selected the wrong Division where I belong to, what should I do?

- If application status is under SDO Review, wait for your application to be tagged as RE-APPLY.
- Promptly contact the SDO where you erroneously applied for to provide you swift action concerning your application.

I cannot attach/upload my OPCRF/IPCRF because the file size is too big. What should I do?

 The system accepts a maximum aggregated file size of 25 MB per applicant and the files should be saved as PDF.

Nonetheless, you could upload several OPCRF/IPCRF files.

Example:

- o File No. 1 2021 OPCRF/IPCRF
- o File No. 2 2022 OPCRF/IPCRF
- The attachment to your application shall be reviewed by the SDO Evaluator and RO Validator whether to approve it or not. You may also inquire from the said personnel if attaching the front and last page of the attachment is acceptable.

How can I contact the NQESH-OAS Helpdesk regarding issues and concerns?

 To report any issues and concerns encountered in the system, kindly accomplish the official NQESH-OAS Ticketing through: bit.ly/NQESHOASTicketing

I did not receive any email notification, what should I do?

- · Check your NQESH-OAS account for your current application status.
- Refer to the NQESH-OAS User Guide to check the content of email notification vis-à-vis your current application status in the NQESH-OAS.