

Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

17 August 2023

REGIONAL MEMORANDUM

No. 796s. 2023

To: Schools Division Superintendents
Chief, Field Technical Assistance Division
Chief, Human Resource Development Division-NEAP

CONDUCT OF COACHING AND MENTORING SESSIONS FOR THE NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS 2021 CATEGORY B ASPIRING SCHOOL HEADS

1. In reference to DepEd Memorandum No. 46, s. 2023, dated August 11, 2023, entitled "*Guidelines on the Conduct of Coaching and Mentoring Sessions for the NQESH 2021 Category B Aspiring School Heads*" from the Office of Secretary, this Office informs the field of the above-captioned subject.
2. This learning and development intervention adheres to the G of the MATATAG Agenda of the Vice President and Secretary of Education to give support to teachers to teach better. As aspiring school heads, the coaching and mentoring sessions shall equip them with the necessary knowledge, skills, and attitudes vis-à-vis their role of supporting teachers to teach better.
3. Relative to this activity, the *NQESH Category B Aspiring School Head* (see **Enclosure No.1**) may nominate a coach or mentor with whom he or she is comfortable to work and whose competence and integrity are beyond question. A School Head's Rater, a superior, or a colleague within the Division he or she belongs to may be nominated as coaches/mentors and shall commit to the coaching/mentoring sessions as specified in the guidelines (see DM 46, s. 2023, items 9-13). The name of the nominated coach/mentor shall be submitted to SDO on or before **August 22, 2023**.
4. In case the *NQESH Category B Aspiring School Head* does not nominate his or her coach/mentor, the Schools Division Superintendent shall assign a coach/mentor and consider the following qualifications:
 - a. must have been a school head for at least three (3) years,
 - b. must have a deep understanding of the PPSSH,
 - c. preferably a graduate of the SHDP or completed school leadership and management professional development programs recognized by NEAP,
 - d. must have obtained a rating of Outstanding for four (4) consecutive rating period,



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- e. must have conducted coaching and mentoring sessions for at least three (3) years,
 - f. must have been practicing the following learning and development practices for at least four (4) years:
 - i. Needs analysis
 - ii. Planning
 - iii. Delivery
 - iv. M&E
 - g. Must have no pending case.
5. A coach shall have a minimum of one (1) and a maximum of three (3) coachee(s).
 6. The SDO shall submit the list of coaches/mentors and their respective coachees/mentees to the Regional Office on or before **August 23, 2023**, using the template provided in **Enclosure No. 2** through hrdd.ncr@deped.gov.ph, while the list of the schedule of coaching and mentoring sessions of the coachee and the coach including the name of the designated monitor (PSDS) shall be forwarded to HRDD-NEAP of the Regional Office through the same email on or before **September 1, 2023**.
 7. The coaching and mentoring sessions shall commence on **August 28, 2023**, and are expected to be completed on **October 13, 2023**. The session shall be done outside the teaching hours and not during weekends or holidays through a face-to-face or blended modality. A minimum of 10 hours of coaching and mentoring sessions shall be accomplished.
 8. The coaching and mentoring sessions shall cover all five (5) domains of the PPSSH, while it is also encouraged to utilize the existing NEAP SHDP material, which can be downloaded from <https://bit.ly/SHDPmaterials>.
 9. The coach/mentor must fill out a **Performance Monitoring and Coaching Form** (PMCF) at the end of the coaching and mentoring session.
 10. The coachee/mentee shall submit the PMCF to SDO. The Schools Division Superintendent shall endorse to the Regional Director the names of those who completed the prescribed minimum number of coaching and mentoring sessions (see **Enclosure 3**). The Regional Director shall issue and sign the Certificate of Completion.
 11. SDO shall assign a designated PSDS to monitor the implementation of the coaching and mentoring sessions.





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12. The Regional Office, through HRDD-NEAP and FTAD, shall monitor the actual conduct of coaching and mentoring sessions to be assisted by the designated PSDS. FTAD shall provide the monitoring tool to be used. Monitoring shall commence on **September 4 until October 13, 2023**.
13. Online orientation before the conduct of this activity is on **August 24, 2023**, at **1:00 P.M.** and shall be attended by SGOD Chiefs and HRD SEPS. Meeting credentials will be sent later.
14. For appropriate and immediate action.


WILFREDO E. CABRAL, CESO III
Regional Director 





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Enclosure No. 1

LIST OF NQESH CATEGORY B ASPIRING SCHOOL HEADS

	NAME	POSITION	SDO
1	ROMEO PARAS	Head Teacher III	CALOOCAN CITY
2	VILMA SOLIVEN	HEAD TEACHER III	CALOOCAN CITY
3	MARGARITA ASPIRAS	Master Teacher II	CALOOCAN CITY
4	RODERIC MARASIGAN	Master Teacher I	CALOOCAN CITY
5	OLIVER TAMAYAO	Master Teacher II	CALOOCAN CITY
6	PAULINO SANDIGIO	Head Teacher III	CALOOCAN CITY
7	MARLON VENZON	HEAD TEACHER IV	CALOOCAN CITY
8	RYAN ROMNICK SANCHEZ	Master Teacher I	CALOOCAN CITY
9	MARIA ALMA PORRAS	Master Teacher II	CALOOCAN CITY
10	CRISTINA FLORES	Master Teacher I	CALOOCAN CITY
11	ROMULO RABAGO	Teacher III	CITY OF SAN JUAN
12	ERIC JAMES PAGUIO	MASTER TEACHER I	LAS PIÑAS CITY
13	GEMMA CAVILES	Assistant School Principal II	LAS PIÑAS CITY
14	RICHIE MACALANDA	Master Teacher II	LAS PIÑAS CITY
15	SHARON FERNANDEZ	Master Teacher I	LAS PIÑAS CITY
16	NICELDA GALLEGO	Master Teacher II	LAS PIÑAS CITY
17	EDITHA ADAL	Master Teacher II	LAS PIÑAS CITY
18	AMALIA VICTORIA	Head Teacher II	LAS PIÑAS CITY
19	EVANGELINE FUMAR	Master Teacher I	LAS PIÑAS CITY
20	VILMA TOMBOCON	Master Teacher I	LAS PIÑAS CITY
21	DARWIN MAYO	HEAD TEACHER VI	LAS PIÑAS CITY
22	JEROLD BERNARDINO	Master Teacher I	LAS PIÑAS CITY
23	LYDIA CORNELIO	Master Teacher II	LAS PIÑAS CITY
24	GERALDINE GOMEZ	Master Teacher II	LAS PIÑAS CITY
25	ROSALINA TERRADO	Master Teacher II	LAS PIÑAS CITY
26	EDSEL ACUBA	Master Teacher I	LAS PIÑAS CITY
27	RAMIL HONTIVEROS	Master Teacher I	LAS PIÑAS CITY
28	SHEILA PORRAS	Assistant School Principal II	LAS PIÑAS CITY
29	VILMA EBANO	Master Teacher II	LAS PIÑAS CITY
30	CHERRYLYN CORPORAL	Master Teacher I	LAS PIÑAS CITY
31	HERWINA SIMBILLO	Master Teacher I	LAS PIÑAS CITY
32	SENEGRACE DIONERO	Head Teacher I	LAS PIÑAS CITY
33	MARIA CRISTINA ROMANILLOS	Teacher III	MAKATI CITY
34	ELVIE CABEBE	Master Teacher I	MAKATI CITY
35	JOEL ZAMORA	HEAD TEACHER III	MAKATI CITY
36	LYNN DEMAFELIZ	Head Teacher III	MAKATI CITY



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37	NERISSA FRANCISCO	MASTER TEACHER I	MAKATI CITY
38	KATHLEEN JOY LIBRANDA	Teacher III	MAKATI CITY
39	ERWIN CABASAN	Master Teacher I	MAKATI CITY
40	ROLANDO PASCUA	Teacher III	MAKATI CITY
41	ROMEO BIGTAS	Master Teacher I	MAKATI CITY
42	JANELYN LAVARES	Teacher III	MAKATI CITY
43	TOMASA MAGGAY	Head Teacher III	MAKATI CITY
44	TERESITA DALMACIO	HEAD TEACHER III	MALABON CITY
45	MA. LUZ CRUZ	Head Teacher VI	MALABON CITY
46	ELEANOR TEJADA	TEACHER III	MANDALUYONG CITY
47	ROBERT LACAYANGA	Master Teacher I	MANDALUYONG CITY
48	ERNESTO ESPAÑOL	Master Teacher II	MANDALUYONG CITY
49	PRECY CONSEMINO	HEAD TEACHER III	MANDALUYONG CITY
50	EMILY SABIDONG	Head Teacher VI	MANDALUYONG CITY
51	FELY DOMINGO	Head Teacher III	MANDALUYONG CITY
52	SONIA DAGANIO	Head Teacher III	MANDALUYONG CITY
53	FLORELYN ESCULTURA	Master Teacher I	MANDALUYONG CITY
54	JENEL JARANDILLA	Master Teacher II	MANDALUYONG CITY
55	ESTER MAGAAN	Master Teacher II	MANILA
56	CAROL NOCES	Head Teacher VI	MANILA
57	EVA ORIONDO	Master Teacher II	MANILA
58	GUY LYN ABELLA	Master Teacher II	MANILA
59	SHERYL LUZENTALES	HEAD TEACHER VI	MANILA
60	LOLITA AKIM	Master Teacher II	MANILA
61	JACQUELINE ROXAS	Master Teacher II	MANILA
62	ELVIRA CABALUNA	Assistant School Principal II	MANILA
63	ALLAN DEL ROSARIO	Head Teacher VI	MANILA
64	MA. TERESA BERONDO	Master Teacher II	MANILA
65	ELLAINE DELA CRUZ	Master Teacher II	MANILA
66	MARILLIE GUECO	Master Teacher II	MANILA
67	JOYCE PABLO	Master Teacher II	MANILA
68	SONNY BOY MORALES	Head Teacher VI	MANILA
69	JAKE VIAÑA	Head Teacher III	MANILA
70	CHRISTOPHER URBINO	MASTER TEACHER I	MANILA
71	GEZYL RAMOS	Master Teacher II	MANILA
72	RIZI ABASTA	Master Teacher I	MANILA
73	EMELITA ALVAREZ	Teacher III	MANILA
74	MARICEL BEA	Master Teacher II	MANILA
75	JUVY DELOS SANTOS	Head Teacher III	MANILA
76	JENNIFER SALOMON	Head Teacher III	MANILA



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77	JOSEFINA ERBON	Assistant School Principal II	MANILA
78	GLORIA MANALO	Master Teacher I	MANILA
79	JOSE FRANCISCO	Head Teacher III	MANILA
80	MARILYN ACHIVAR	Master Teacher II	MANILA
81	JOEL ARROJADO	Master Teacher II	MANILA
82	REBECCA HERRERA	Master Teacher II	MANILA
83	BENJAMIN CRUZ	Head Teacher VI	MARIKINA CITY
84	DEMETRIA CABALONA	Master Teacher I	MARIKINA CITY
85	MA. LOURDES OREZA	Assistant School Principal II	MARIKINA CITY
86	NERISSA ESTRELLA	Assistant School Principal II	MARIKINA CITY
87	ALMA CASTAÑO	Assistant School Principal II	MARIKINA CITY
88	DONDON MATEO	Information Technology Officer I	NAVOTAS
89	ROMMEL PENARANDA	Teacher III	NAVOTAS
90	ANN LAURA SENGCO	Assistant School Principal II	NAVOTAS
91	CRISTELITA DELA CRUZ	Head Teacher III	NAVOTAS
92	CYNTHIA ABELLA	Assistant School Principal II	PASAY CITY
93	ROSA ALFEREZ	Assistant School Principal II	PASAY CITY
94	ROY MOLANDA	Master Teacher I	PASIG CITY
95	ANDREW ASUNCION	Teacher III	PASIG CITY
96	PEPITO CAGUNOT	Master Teacher II	PASIG CITY
97	SONIA VALENZUELA	Teacher III	PASIG CITY
98	ROWENA ROA	Master Teacher I	PASIG CITY
99	RYAN NOEL DONA	Head Teacher III	QUEZON CITY
100	JOSELYN SERVIDAD	Head Teacher VI	QUEZON CITY
101	NOEL JOMADIAO	Head Teacher VI	QUEZON CITY
102	JUDELYN DUPITAS	Head Teacher V	QUEZON CITY
103	CACHOLA RAMOS	Master Teacher II	QUEZON CITY
104	MAIDEN PASCUA	Head Teacher III	QUEZON CITY
105	DONATA REGUNTON	Head Teacher III	QUEZON CITY
106	LEAN ANAS	Master Teacher II	QUEZON CITY
107	MARILOU DIESTA	Master Teacher II	QUEZON CITY
108	NORA LABANDERA	Master Teacher II	QUEZON CITY
109	VICTORIANO DE GUZMAN	Master Teacher II	QUEZON CITY
110	LORELINA MORERA	Head Teacher VI	QUEZON CITY
111	EPIFANIA ONG	Head Teacher III	QUEZON CITY
112	GIOVANY GARCIA	Head Teacher III	QUEZON CITY
113	MARY GRACE DELA CRUZ	Head Teacher VI	QUEZON CITY
114	BELINDA MACABABBAD	HEAD TEACHER III	QUEZON CITY
115	RIAN LORIEGA	Head Teacher III	TAGUIG CITY AND PATEROS





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116	SHEILA CRUZ	Master Teacher II	TAGUIG CITY AND PATEROS
117	ANAMARIE CABACCAN	Master Teacher II	TAGUIG CITY AND PATEROS
118	GLENN BALTAZAR	Teacher III	VALENZUELA CITY
119	ALEJANDRO FAJARDO	Master Teacher I	VALENZUELA CITY
120	RANDY MALTO	Master Teacher I	VALENZUELA CITY
121	HILDA GALICIA	Master Teacher II	VALENZUELA CITY
122	ARLENE MANQUIZ	HEAD TEACHER III	VALENZUELA CITY
123	MA. THERESA DINONG	Head Teacher III	VALENZUELA CITY
124	SHIRBENLY GARCIA	Master Teacher I	VALENZUELA CITY
125	TEOFILO TANTAY	Master Teacher I	VALENZUELA CITY
126	RHEYDITH CONTE	Master Teacher I	VALENZUELA CITY

- NOTHING FOLLOWS -





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Enclosure No. 2

Endorsement of the Participants

August xx, 2023

<Regional Director's Name>
Regional Director
DepEd Region XX

Dear <**Name of the Regional Director**>:

This is to respectfully submit the names of the coaches and mentors and coachees and mentees to the **Coaching and Mentoring for National Qualification Exam for School Heads (NQESH) 2021 Category B Aspiring School Heads** from this Region.

Name	SDO	Designation	DepEd Email	Contact No.	Name(s) of Coachee

Thank you very much.

Respectfully yours,

<Schools Division Superintendent's Signature over Printed Name>
Schools Division Superintendent
Name of Schools Division





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Enclosure No. 3

PERFORMANCE MONITORING AND COACHING FORM

Date	Critical Incidence Description	Output	Impact on Job/Action Plan	Signature (Rater/Ratee)



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Enclosure No. 4

TERMS OF REFERENCES

	Duties and Responsibilities	Timeline
Regional Office/ HRDD/ FTAD	Consolidate the list per SDO and submit an official endorsement to NEAP	August 25, 2023.
	Conduct monitoring of actual coaching and mentoring sessions assisted by designated PSDS.	September 4 to October 13, 2023
	Provide technical assistance to coaches and mentors on PPSSH, SHDP, and its materials.	
	Issue the Certificate of Completion signed by the Regional Director.	October 14, 2023 onwards
	Conduct online orientation prior to the conduct of coaching and mentoring sessions.	August 24, 2023 (1:00 PM)
	FTAD shall provide the monitoring tool.	August 23, 2023
SDO	Ensure the proper nomination and/or assignment of coaches and mentors.	
	Submit the list of coaches, mentors, and their respective coachees/mentees to the Regional Office through an official endorsement.	August 23, 2023
	Submit the list of the schedule of coaching and mentoring sessions per coachee together with the name of the designated monitor (PSDS) to the Regional Office (for monitoring purposes).	September 1, 2023
	Assign coach/mentor for the coachee (minimum of 1 and maximum of 3 coachees per coach).	
	Check the completeness of the PMCF submitted by the coaches and mentors.	
	Consolidate the names of the completers and endorse the list of completers to the RO.	
Coach/Mentor	Use existing NEAP SHDP material (https://bit.ly/SHDPmaterials)	
	Fill out the Performance Monitoring and Coaching Form (PMCF) at the end of the session.	
	Submit the PMCF to SDO.	October 14, 2023 onwards
Coachee/Mentee	Submit the name of the nominated coach/mentor (if any) to SDO	August 22, 2023.
	Submit the PMCF to SDO to receive a certificate of completion.	October 14, 2023 onwards



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DepEd MEMORANDUM
No. **046**, s. 2023

AUG 11 2023

**GUIDELINES ON THE CONDUCT OF COACHING AND MENTORING SESSIONS
FOR THE NATIONAL QUALIFYING EXAMINATION FOR SCHOOL
HEADS 2021 CATEGORY B ASPIRING SCHOOL HEADS**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
All Others Concerned

1. The Department of Education issued DepEd Memorandum No. 25, s. 2023 titled "Amendment to DepEd Memorandum No. 100, s. 2022 and Clarification on the Use of the National Qualifying Examination for School Heads (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)," which emphasized the significance and use of the NQESH results for the purposes of appointment and deployment of school heads. It stipulates under Item 3.b. of DM 025, s. 2023 that:

3.b. Takers who fall under Category B may take the NQESH after the provision of coaching and mentoring sessions with an experienced or outstanding School Principal. (Sec. 3b)


2. To guide the NQESH Category B takers, their coaches, and mentors in the coaching and mentoring sessions, these enclosed **Guidelines on the Conduct of Coaching and Mentoring Sessions for NQESH 2021 Category B Aspiring School Heads** is issued.

3. Qualifications, requirements, and procedures stipulated in this DepEd Memorandum (DM) shall guide the NQESH B aspiring school heads and coaches/mentors in the conduct of the coaching and mentoring sessions prior to taking the NQESH again, as required by DM 25, s. 2023.

4. For clarifications or further information, please coordinate with the **National Educators Academy of the Philippines-Professional Development Division**, 2nd Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City, through email at neap.pdd@deped.gov.ph.

5. Immediate dissemination of this Memorandum is desired.

By Authority of the Secretary:


GLORIA JUMAMIL-MERCADO
Undersecretary

Encl.:
As stated



References: DepEd Order No. 007, s. 2023
DepEd Memorandum (Nos. 100, s. 2022, and 025, s. 2023)

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

EXAMINATION
OFFICIALS
PROCEDURE
QUALIFICATIONS
REQUIREMENTS
TEST

WNBO, APA, MPC, DM Guidelines for the Conduct of Coaching and Mentoring for NOESH 2021 B Aspiring School Heads
TN 0489 - August 7, 2023



**GUIDELINES FOR THE CONDUCT OF COACHING AND MENTORING SESSIONS FOR
NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH) 2021
CATEGORY B ASPIRING SCHOOL HEADS**

I. Introduction

1. The Department of Education (DepEd), through the National Educators Academy of the Philippines (NEAP), remains steadfast in adhering to its mandate under Republic Act No. 11713, otherwise known as the “Excellence in Teacher Education Act,” in providing quality professional development programs on teacher education to in-service teachers, school leaders, and all teaching-related personnel.

2. The *G* of the *MATATAG* Agenda of Vice President and Secretary of Education Sara Duterte is spelled out as “Give support to teachers to teach better.” School heads, as stewards of schools, play a crucial role in ensuring an enabling and supportive environment for effective teaching and learning. Hence, they shall be provided with training and other learning and development interventions to equip them with the necessary knowledge, skills, and attitudes vis-à-vis their role of supporting teachers to teach better.

3. Passing the National Qualifying Examination for School Heads (NQESH), also known as the Principal’s Test, is one of the requirements in the appointment and reclassification of all aspiring applicants to the Principal and Assistant Principal positions in all public elementary and secondary schools. The NQESH “is a measure of proficiency of the taker’s competencies in becoming a school head based on the Philippine Professional Standards for School Heads” (DM 25, s. 2023).

4. On June 21, 2022, DepEd, through the Bureau of Human Resource and Organizational Development (BHROD), administered the 2021 NQESH to 6,000 aspiring school heads. Subsequently, DepEd issued DM 100, s. 2022 or the Results of the FY 2021 NQESH where in 2,203 (36.93%) of the takers fall on Category A, while 2,096 (35.10%) and 1,667 (28%) fall on Categories B and C, respectively.

5. These Guidelines shall operationalize item 3(b) of DM 25, s. 2023 that states “Takers who fall under Category B may take the NQESH after the provision of coaching and mentoring sessions with an experienced or outstanding School Principal,” by providing guidance in the selection of coaches/mentors, set scheduling options for the sessions, and provide templates and learning materials for all concerned personnel and officials.

II. General Guidelines

6. The NQESH Category B Aspiring School Head may nominate a coach or mentor, whom he or she is comfortable to work with and whose competence and integrity is beyond question. The coach/mentor may be the School Head's Rater, a superior, or a colleague

within the division he or she is in. The nominated coaches/mentors shall commit to the coaching/mentoring sessions as specified in the guidelines.

7. In case the NQESH Category B Aspiring School Head will not nominate his or her coach/mentor, the Schools Division Superintendent shall assign a coach/mentor and consider the following qualifications:

- a. Must have been a school head for at least three (3) years
- b. Must have a deep understanding of the Philippine Professional Standards for School Heads (PPSSH)
- c. Preferably a graduate of the School Heads Development Program (SHDP) or completed school leadership and management professional development programs recognized by NEAP
- d. Must have obtained a rating of Outstanding for four (4) consecutive rating period
- e. Must have conducted coaching and mentoring sessions for at least three (3) years
- f. Must have been practicing the following learning and development practices for at least four (4) years:
 - i. Needs Analysis
 - ii. Planning
 - iii. Delivery
 - iv. Monitoring and Evaluation
- g. Must have no pending case

8. The Schools Division Office (SDO) shall submit the list of coaches/mentors and their respective coachees/mentees to the Regional Office. The Regional Office shall then consolidate the list per SDO and submit an official endorsement (<https://bit.ly/NEESHletter>) to NEAP on or before August 25, 2023 through <https://bit.ly/NEESHBr>. Please be advised that the link only accepts 10 MB Word file documents or PDF files.

III. Specific Guidelines

9. The coaching and mentoring sessions should be guided by the following:
- a. The delivery of a coaching session may include direct observation with feedback or formal coaching and mentoring, among others.
 - b. A coach may have a minimum of one (1) and a maximum of three (3) coachee(s).
 - c. Coaching and mentoring sessions will be done either face-to-face or through a blended modality every other week. One week should be spent with the coachee studying the material and the succeeding week a discussion with the coach on the covered material.
 - d. The coaching and mentoring sessions begin with the coach identifying NQESH 2021 Category B aspiring school heads in his or her school or within his district (provided that the prospective coachee has no immediate superior who can serve as his or her coach).
 - e. The initial coaching and mentoring session should cover the following:

within the division he or she is in. The nominated coaches/mentors shall commit to the coaching/mentoring sessions as specified in the guidelines.

7. In case the NQESH Category B Aspiring School Head will not nominate his or her coach/mentor, the Schools Division Superintendent shall assign a coach/mentor and consider the following qualifications:

- a. Must have been a school head for at least three (3) years
- b. Must have a deep understanding of the Philippine Professional Standards for School Heads (PPSSH)
- c. Preferably a graduate of the School Heads Development Program (SHDP) or completed school leadership and management professional development programs recognized by NEAP
- d. Must have obtained a rating of Outstanding for four (4) consecutive rating period
- e. Must have conducted coaching and mentoring sessions for at least three (3) years
- f. Must have been practicing the following learning and development practices for at least four (4) years:
 - i. Needs Analysis
 - ii. Planning
 - iii. Delivery
 - iv. Monitoring and Evaluation
- g. Must have no pending case

8. The Schools Division Office (SDO) shall submit the list of coaches/mentors and their respective coachees/mentees to the Regional Office. The Regional Office shall then consolidate the list per SDO and submit an official endorsement (<https://bit.ly/NQESHletter>) to NEAP on or before August 25, 2023 through <https://bit.ly/NQESHBreg>. Please be advised that the link only accepts 10 MB Word file documents or PDF files.

III. Specific Guidelines

9. The coaching and mentoring sessions should be guided by the following:

- a. The delivery of a coaching session may include direct observation with feedback or formal coaching and mentoring, among others.
- b. A coach may have a minimum of one (1) and a maximum of three (3) coachee(s).
- c. Coaching and mentoring sessions will be done either face-to-face or through a blended modality every other week. One week should be spent with the coachee studying the material and the succeeding week a discussion with the coach on the covered material.
- d. The coaching and mentoring sessions begin with the coach identifying NQESH 2021 Category B aspiring school heads in his or her school or within his district (provided that the prospective coachee has no immediate superior who can serve as his or her coach).
- e. The initial coaching and mentoring session should cover the following:

- ii. Award the certificates of completion to the aspiring school head who completed the coaching and mentoring sessions as endorsed by their Schools Division Offices (<https://bit.ly/AgESIBcert>).

c. Schools Division Office

- i. Ensure that learning resource materials and PMCF are accessible and will be utilized.
- ii. Ensure that there are enough coaches for coachees and that coaches are properly oriented by the Schools Division Offices.
- iii. Assign a designated PSDS to monitor the implementation of the coaching and mentoring sessions.
- iv. Check the completeness of the Performance Monitoring and Coaching Form (PMCF) submitted by the coaches and mentors before endorsing the participants. Completeness will be based on the coverage of all the prescribed topics (see Section 4c, 2019 RPMS Manual) and the minimum number of coaching and mentoring sessions (see Section 4b8, 2019 RPMS Manual).
- v. Consolidate the names of the completers and endorse the list of completers to the Regional Office.