



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

08 November 2023

REGIONAL MEMORANDUM

No. **1183**, s. 2023

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

**SUBMISSION OF COACHING AND MENTORING SESSION COMPLETION
 REQUIREMENTS OF THE NATIONAL QUALIFYING EXAMINATION FOR
 SCHOOL HEADS (NQESH) CATEGORY B ASPIRING SCHOOL HEADS**

1. In reference to DepEd Memorandum No. 46, s. 2023, dated August 11, 2023, titled “*Guidelines on the Conduct of Coaching and Mentoring Sessions for the NQESH 2021 Category B Aspiring School Heads*”, from the Office of the Secretary, and Regional Memorandum No. 796, s. 2023, dated August 17, 2023, titled “*Conduct of Coaching and Mentoring Sessions for the NQESH 2021 Category B Aspiring Schools Heads*”, this Office informs the field of the above-captioned subject.
2. The coach/mentor shall fill out the **Performance Coaching and Mentoring Form (PMCF)** checked by the assigned PSDS as the monitor of the coaching and mentoring sessions.
3. The coachee/mentee shall submit the PMCF to SDO. The SDO shall ensure the completeness of the accomplished PMCF, signed by the mentee, mentor, and PSDS-monitor, and officially received by the Records Section.
4. SDO shall endorse to the Regional Director the names of those who completed the prescribed minimum number of coaching and mentoring sessions for the issuance of the Certificate of Completion. The endorsement letter shall include the following information about the mentees to be encoded in our Learning and Development Information System (LDIS):

	Last Name	First Name	Middle Name	Sex	Position	DepEd email	No. of Hours Completed
1.							
2.							
3.							
4.							
5.							
-Nothing Follows-							



Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>

Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01.26.23	Page	1 of 2



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

5. Attached to the endorsement letter are the fully accomplished and signed PMCF. Photocopies are allowed.
6. The PMCF shall also be uploaded to <https://bit.ly/3FNxf3N> in your respective folder file. Each PMCF file should be named after the aspiring school head/mentee (Surname, First Name, M.I.) in a PDF format.
7. For questions and clarification, please contact **Christian T. Español**, Education Program Supervisor, through christian.espanol@deped.gov.ph or 09171148130.
8. For information and strict compliance.

WILFREDO E. CABRAL, CESO III
Regional Director