



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

19 March 2024

REGIONAL MEMORANDUM

No. 255 s. 2024

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

**CLARIFICATION AND AMENDMENTS ON THE SUBMISSION OF THE
 DOCUMENTARY REQUIREMENTS OF THE APPLICANTS FOR FY 2023 NQESH**

- In reference to **DepEd Memorandum 013, s. 2024**, dated February 26, 2024, titled "Administration of the Fiscal Year 2023 National Qualifying Examination for School Heads"; **DepEd Memorandum 014, s. 2024**, dated March 05, 2024, titled "Correction and Clarifications to DepEd Memorandum No. 013, s. 2024, **Regional Memorandum No. 182, s. 2024**, dated March 05, 2024; BHROD Memorandum No. **DM-OUHROD-2024-0445** dated March 13, 2024, and **DM-OUHROD-2024-0497** dated March 18, 2024, from the Office of the Undersecretary for Human Resource and Organizational Development, Hon. Wilfredo E. Cabral, this Office informs the field of the above-captioned subject.
- SDO Evaluators and FY 2023 NQESH applicants shall be guided by the following documentary requirements submitted through NQESH-OAS:

Documents	Coverage	Certification Required
IPCRF (at least VS rating)	SY 2021-2022 & 2022-2023	None
OPCRF (at least VS rating) - for TIC and HT acting as School Head	FY 2022 & FY 2023	None
Service Record	Latest issuance	Yes, any of the following: AO (School) AO (SDO)
IPCRF (at least VS rating) - for applicants with no IPCR on the required coverage due to official travel, approved LOA, attendance to training or scholarship	Preceding rating period (SY 2020-2021)	None

- Application for FY 2023 NQESH is extended until **March 25, 2024, 5:00 P.M.**, including those tagged for "Re-Apply".



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

4. SDO evaluators are advised to generate a master list of qualified applicants to the Regional Office based on the order of priority as stated in item 6 of DM 13, s. 2024. The list shall serve as a reference for the SDO Evaluators and RO Validators, who will be prioritized in the final review of applications.

5. Please be reminded that only once the applicant is **qualified to take the test based on the order of priority** and allotment of slots for examinees per SDO shall the applicant pay the examination fee to the cashier (preferably from March 25 to April 5, 2024).


6. The following schedule shall be strictly observed:

DATE	OFFICE	ACTIVITY
March 14 - 27, 2024 (5:00 PM)	SDO	Evaluation of documents
March 25, 2024 (5:00 PM)	SDO	End of Submission of requirements for those applicants tagged as REAPPLY
April 4, 2024 (5:00 PM)	SDO	Deadline for the submission of the List of Qualified Applicants based on the <i>order of priority</i> to the RO (HRDD)
April 5, 2024 (5:00 PM)	SDO	Deadline for payment of Examination Fee (SDO Cashier)
March 14 to April 3, 2024 (5:00 PM)	RO	Validation of documents
April 8, 2024	RO	Deadline for submission of the Final List of Examinees to BHROD-HRDD
April 19, 2024	RO	Release of Regional Memorandum re: Final List of Examinees and Assignment of Examination Sites

7. Regarding concerns about the NQESH Online Application, applicants and evaluators may send their queries to <https://bit.ly/NQESHOASTicketing>.

8. For questions and clarification, please contact **Christian T. Español**, Education Program Supervisor, through christian.espanol@deped.gov.ph.

9. For information and strict compliance.


JOCELYN DR. ANDAYA
Director IV

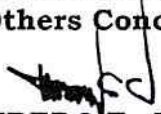


Republika ng Pilipinas
Department of Education

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

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/NQESHOASTicketing>

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/NQESH-OAS-Concerns>

For your information, dissemination, and appropriate action.

[HRDD/Angeles]