Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUNOZ

April 20, 2022

DIVISION MEMORANDUM
No. 237, s. 2022

DISSEMINATION OF DEPED MEMORANDUM NO.033, S. 2022 RE: CONDUCT OF THE 2021 NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS

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

1. For information and guidance of all concerned, enclosed is DepEd Memorandum No. 033, s. 2022 Re: Conduct of the 2021 National Qualifying Examination for School Heads.

2. Wide dissemination of this Memorandum is desired.

DANTE G. PARUNGAO, CESO V
Schools Division Superintendent

DEP-ED SCIENCE CITY OF MUÑOZ
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Republic of the Philippines
Department of Education

18 APR 2022

DepEd MEMORANDUM
No. 033 , s. 2022

CONDUCT OF THE 2021 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

1. Passing the National Qualifying Examination for School Heads (NQESH), also known as Principals' Test, is one of the requirements for appointment and reclassification of all aspiring applicants to the Principal and Assistant Principal positions in all public elementary and secondary schools, pursuant to the following issuances:

a. DepEd Order (DO) No. 42, s. 2007, titled **The Revised Guidelines on Selection, Promotion and Designation of School Heads**;
b. DO 97, s. 2011, titled **Revised Guidelines on the Allocation and Reclassification of School Head Positions**; and
c. DO 41, s. 2016, titled **Additional Guidelines to DepEd Order No. 19, s. 2016 (Guidelines on the Organizational Structures and Staffing Patterns of Stand-alone and Integrated Public Senior High Schools (SHS)**.

2. In this regard, the Department of Education (DepEd), through the Bureau of Human Resource and Organizational Development (BHROD), shall administer the **2021 National Qualifying Examination for School Heads (NQESH)** on **June 21, 2022.** Due to the COVID-19 Pandemic, **the examination shall be administered nationwide through a secured online platform**. A mock exam shall be conducted prior to the actual examination to familiarize the examinees on the platform. Details of which shall be sent to the examinee's DepEd email address.

3. Aspiring school heads, **regardless of their current positions**, are qualified to take the NQESH, provided that the applicants **meet the qualification requirements** and **has acquired any of the following experience requirements as of March 31, 2022**, consistent with DO 39, s. 2007 titled **Modified Qualification Standards for the Positions of Head Teachers and Principals**:

a. One year as Head Teacher, or
b. Two years as Teacher-in-Charge, or
c. Two years as Master Teacher, 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, Teacher-in-Charge (TIC), Master Teacher, and Teacher III.

4. However, due to the variation of alert level systems in the provinces, the 2021 NQESH online examination shall only be limited to **a total number of six thousand (6,000) examinees nationwide**. Each region, therefore, shall **only** be provided slots based on the number of unfilled Principal 1 positions (see Enclosure No. 1). Thus, DepEd regional offices (ROs) shall refer to the following order of priority for consideration in the selection of their final list of examinees:

a. Incumbent Officer-in-Charge (OIC)/TIC for at least two years or Head Teacher for at least one year of a public elementary or secondary school with designation or Special Order duly signed and issued by the Schools Division Superintendent;

b. In case of remaining slots after considering Item 4.a, only then that the applications of the following may be accommodated:

i. Qualified applicants under item 3 of this Memorandum, and
ii. Incumbent OICs/TICs not meeting the required experience.

5. Application will be done online through the NQESH Online Application System following the schedule below.

a. For qualified applicants under 4.a

Date	Activity
April 25–29, 2022	Online Application
April 25–May 2, 2022	Schools Division Office (SDO) Evaluation
April 25–May 4, 2022	RO Validation

b. For applicants under 4.b

Date	Activity
May 5–7, 2022	Online application
May 5–8, 2022	SDO Evaluation
May 5–10, 2022	RO Validation

6. The final list of examinees must be submitted through the official email address of BHROD-HRDD through email at bhrod.hrdd@deped.gov.ph on or before **May 17, 2022**, using this subject format **RO[No.]_2021NQESH_Final-List-of-Examinees.**

7. For guidance in the application process and other matters relative to the conduct of the 2021 NQESH, enclosed also in this Memorandum are the following:

Enclosure No. 2 - Technical Working Group Composition and Responsibilities,
Enclosure No. 3 - Online Application Process,
Enclosure No. 4 - NQESH Online Application System User's Guide,
Enclosure No. 5 - Processing of Application and Certificate of Eligibility, and
Enclosure No. 6 - Utilization of the Examination Fee.

8. The examination shall cover conceptual and situational critical thinking questions relevant to the role of a school head aligned with standards set by the Philippine Professional Standards for School Heads (PPSSH) as stipulated in DO 024 s. 2020 or the **National Adoption and Implementation of the Philippine Professional Standards for School Heads**. It shall serve as a mechanism to safeguard and gauge the competency and quality of the aspiring school leaders in DepEd schools.

9. To determine who will qualify for the next stage of the selection process for a Principal I position, an **order of merit** will be used. The procedure will not employ usual pass or fail scores rather will identify ranking of the examinees based on their ability level vis a vis the difficulty level of the test items.

The 2021 NQESH official results, including the details of the new merit system shall be released through a DepEd Memorandum. All examinees shall be notified of their individual results through their respective DepEd email addresses.

10. **DepEd values the credibility and integrity of the examination. The agency is not, in any way, affiliated with individuals or institutions offering and providing review sessions**. A **warning** is given to all applicants against individuals or organizations which claim to have access to the content of the examination. Applicants, individuals, or organizations who shall have direct or indirect request for test content and/or perform an act of bribery (monetary or gifts) to Central Office, RO, and SDO employees shall be subjected to investigation and/or filing of appropriate administrative case.

11. For more information, please contact the **Bureau of Human Resource and Organizational Development-Human Resources Development Division**, 5th Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email address at bhrod.hrdd@deped.gov.ph.

12. Immediate dissemination of this Memorandum is desired.

LEONOR MAGTOLIS BRIONES
Secretary

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Encls.:
As stated

References:
DepEd Order (Nos.: 42, s. 2007; 97, s. 2011; 41, s. 2016; and 024, s. 2020)

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

BASIC EDUCATION
BUREAUS AND OFFICES
OFFICIALS
POLICY
PROMOTION
QUALIFICATIONS
RULES & REGULATIONS
SCHOOLS
SENIOR HIGH SCHOOL
TEACHERS
TEST

(Enclosure No. 1 to DepEd Memorandum No. 033, s. 2022)

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2021 NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH) REGIONAL ALLOCATION FOR THE ONLINE EXAMINATION

DepEd Regional Office	Allocation
NCR	485
CAR	26
I	40
II	80
III	310
IVA	1534
IVB	300
V	300
VI	300
VII	480
VIII	210
IX	455
X	150
XI	580
XII	455
CARAGA	295
TOTAL	6,000

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2021 NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH) TECHNICAL WORKING GROUP (TWG) COMPOSITION AND RESPONSIBILITIES

A. National Technical Working Group (NTWG)

1. The NTWG shall be comprised of the following:
   a. The Chair of the NTWG shall be the Undersecretary for Human Resource and Organizational Development;
   b. The Vice-Chair shall be the Director IV of the Bureau of Human Resource and Organizational Development (BHROD);
   c. The National Program Manager shall be the Project Development Officer V of BHROD - Human Resource Development Division (HRDD); and
   d. The Secretariat and Focal Office shall be the BHROD – HRDD.

2. The NTWG shall give the overall directions, oversee administration, and supervision of the 2021 National Qualifying Examination for School Heads (NQESH).

3. They shall provide policy directions and issue policy guidelines that shall contain the testing objectives, standards, structures, procedures, and schedule; and ensure that these are adhered to accordingly.

4. They shall establish the necessary systems and processes that will warrant efficient, effective, and timely conduct of the test.

5. They shall oversee the preparation for the conduct of the 2021 NQESH which includes the development of test items and online system and ensure integrity and confidentiality of the test.

6. They shall disseminate information and facilitate the conduct of the Central, Regional, and Schools Division orientations for all personnel involved in the preparation and administration of the test.

7. They shall announce the results of the 2021 NQESH through a DepEd Memorandum.

8. They shall conduct a post-evaluation activity in aid of future conduct of the test.

9. The NTWG shall perform other tasks as may be assigned in aid of the successful conduct of the 2021 NQESH.

B. Regional Technical Working Group (RTWG)

1. The RTWG shall be comprised of the following:
   a. The Chair of the RTWG shall be the Regional Director;
   b. The Vice-Chair shall be the Assistant Regional Director;
   c. The Regional Project Manager shall be the Chief Education Supervisor of the Quality Assurance Division (RO-QAD);

d. The members shall include the Regional Accountant, Regional Budget Officer, Regional Cashier Section Personnel, Regional Information Technology Officer (ITO), and the designated Regional Testing Coordinator/s.

e. The Secretariat and Focal Office shall be the RO-QAD.

2. The RTWG shall oversee the overall direction, administration, and supervision of the 2021 NQESH in the region, in accordance with national policies and guidelines.

3. The RTWG Chair and Regional Project Director shall be the official and authorized signatory of all regional issuances and documents related to the conduct of the 2021 NQESH. The RTWG Vice-Chair and Regional Deputy Project Director shall assume the function of the RTWG Chair and Project Director in the absence of the latter.

4. The RTWG shall do the proper coordination with the NTWG with regard to the directions, preparation, administration, and supervision of the test.

5. The RTWG, through the Regional Project Manager, with the assistance of the Regional Budget Officer and the Regional Accountant, shall take charge of the preparation and approval of the budget proposal for the conduct of the 2021 NQESH.

6. The RTWG shall be in-charge of the information dissemination to all test takers and the conduct of regional orientations to all personnel involved in the administration of the test. This shall be led by the Regional Project Manager with the assistance of the Secretariat and Focal Office as well as the Regional Testing Coordinators. The Regional ITO shall provide the necessary technical support in the use and simulation of NQESH Online Application System (OAS).

7. The RTWG, through the Regional Project Manager with the assistance of the Secretariat and Focal Office, shall validate the documents forwarded by the Schools Division Offices (SDO) through the NQESH-OAS. The Education Program Supervisors (EPS) of the RO-QAD shall serve as the Regional Validators. They shall validate the applications and check the completeness of the documents submitted. They shall compile the submitted RO copy of the Certification of Examination (COE) submitted by SDOs – lower portion of the COE.

8. The RTWG, through the RO Cashier, shall receive and process the payments of examination fees of qualified test takers based on the master list paid examinees submitted by the SDO Evaluator. The RO Cashier shall be the authorized personnel to issue Individual Official Receipts to qualified applicants. They shall prepare the master list of the Individual Official Receipts indicating the Official Receipt Number.

9. The RTWG shall identify and designate one (1) personnel who will act as Regional Testing Coordinator. The RO-QAD EPSs shall be prioritized in the designation as Regional Testing Coordinator.

10. The RTWG, through the Regional Budget Officer, Regional Accountant and RO Cashier, shall ensure that all funds for the purpose are utilized and disbursed in accordance with the existing accounting and auditing rules and regulations. They shall ensure that the necessary financial documents are secured and kept. They shall be in-charge of the payment of honoraria to all eligible personnel involved.

11. The RTWG, shall identify and submit to the NTWG (through the BHROD-HRDD) the final list of examinees of their respective region.

12. The RTWG shall ensure that the schedule stipulated in this DepEd Memorandum is adhered to accordingly, unless otherwise changed by the NTWG.

13. The RTWG shall perform other tasks as may be assigned in aid of the successful conduct of the 2021 NQESH.

C. Schools Division Technical Working Group (SDTWG)

1. The SDTWG shall be comprised of the following:
   a. The Chair shall be the Schools Division Superintendent (SDS);
   b. The Vice-Chair shall be the Assistant Schools Division Superintendent (ASDS);
   c. The Division NQESH Coordinator shall be the Chief Education Supervisor of the School Governance and Operations Division (SGOD);
   d. The members shall include the Administrative Officer (AO) V, Personnel Officer, SDO Cashier, SDO ITO, and the designated SDO Evaluator/s.
   e. The Secretariat and Focal Office shall be the SGOD.

2. The SDTWG shall oversee the overall direction, administration, and supervision of the 2021 NQESH in the division, in accordance with the national policies and guidelines and regional issuances.

3. The SDTWG Chair shall be the official and authorized signatory of all division issuances and documents related to the conduct of the 2021 NQESH. The SDTWG Vice-Chair shall assume the function of the SDTWG Chair in the absence of the latter. If the SDO has more than one ASDS, the SDS shall designate one of the ASDSs to be the SDTWG Vice-Chair.

4. The SDTWG shall do the proper coordination with the RTWG with regard to the directions, preparation, administration, and supervision of the test.

5. The SDTWG shall be in-charge of the information dissemination to all examinees and the conduct of division orientations to all personnel involved in the administration of the test. This shall be led by the Division PT Coordinator with the assistance of the Secretariat and Focal Office. The Division ITO shall provide the necessary technical support in the use and simulation of the NQESH-OAS.

6. The SDTWG, through the Division ITO, shall ensure that all applicants are issued with an official DepEd email account prior to the online registration, and/or activate the DepEd email accounts in case of applicants with existing accounts.

7. The SDTWG, through the SDO evaluator, shall evaluate the qualification of the applicants and the completeness and authenticity of the documents submitted by the applicant and issue the system generated COEs through the NQESH-OAS.

8. The SDTWG, through the SDO Cashier, shall receive payment of Examination Fees from the qualified test takers.

9. The SDTWG shall assist the RTWG and shall perform other tasks as may be assigned in aid of the successful conduct of the 2021 NQESH.

(Enclosure No. 3 to DepEd Memorandum No. 033, s. 2022)

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NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH)
FY 2021 ONLINE APPLICATION PROCESS

1. **Prepare the documentary requirements**

   A. Applicants for the 2021 National Qualifying Examination for School Heads must prepare the following upon registration:

      i. Original copies of the approved Performance Rating with at least Very Satisfactory (VS) performance in the last two (2) consecutive rating periods;

      ii. Service Record duly certified by the SDO; and

      iii. Designation or Special Order as School Head or TIC/OIC of a public elementary or secondary school duly signed by the Schools Division Superintendent

   B. Applicants must ensure that the documents are scanned in clear copies and saved in PDF format.

2. **Create an account in the NQESH Online Application System**

   A. An Applicant must first create an account in the NQESH Online Application System (NQESH-OAS) using official DepEd email account following the steps specified in the ***NQESH-OAS APPLICANT USER GUIDE*** (see Annex 4). The NQESH-OAS may be accessed through this link: http://www.nqesh.deped.gov.ph/

   B. Applicants must ensure that all information provided are accurate. Changes are not allowed after creating the account.

   C. Once an account has been created, an email notification will be sent to the applicant's official DepEd email address.

3. **Submit application online**

   A. The applicant must submit the required documents online through the NQESH-OAS following the steps specified in the ***NQESH-OAS APPLICANT USER GUIDE*** (see Annex 4).

   B. Applicants are reminded that falsification of documents shall be subjected to investigation with grounds on grave dishonesty as stated in the Civil Service Commission (CSC) rules and regulations and may be banned from taking the NQESH.

4. **Monitor the status of application**

   A. The applicant shall be updated on the status of the application through email notification and the NQESH-OAS application status page which is discussed in detail in the NQESH-OAS Applicant User Guide (Annex 4).

To authenticate this document, please scan the QR code DEPED-OSEC- 458619

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

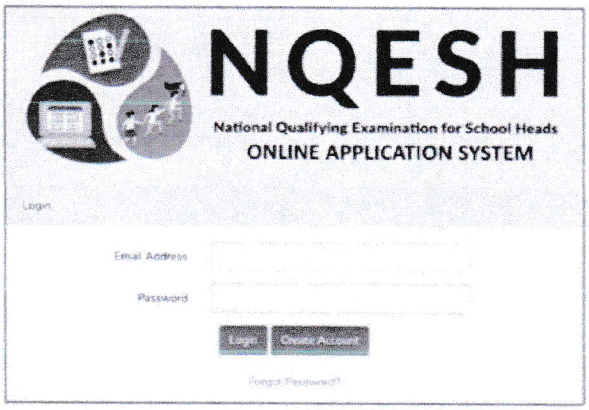
NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS - ONLINE APPLICATION SYSTEM (NQESH-OAS) 2022

USER GUIDE FOR APPLICANTS

I. Creating Your Account

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

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



2. In the login page, click Create Account.
   a. You will be directed to the Privacy Notice page.
3. Read the Privacy Notice very well.
4. 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.

Privacy Notice

This privacy notice discloses the privacy practices for the NQESH Online Application System. This notice applies solely to information collected by this website.

The information collected in this site will be used to direct your application to your respective Schools Division/Regional Office.

It will also be used to process and update you on the status of your application.

It will be permanently stored in the NQESH takers database.

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.

Only authorized DepEd Personnel who administer to and analyze the NQESH are granted access to personally identifiable information, the exchange of which be facilitated through email and web application. The computers/servers in which we store personally identifiable information are kept in a secure environment.

You have the right to ask for a copy of any personal information DepEd holds about you, as well as the right for its correction.

If found erroneous on reasonable grounds, you may contact **bhrod.hrdd@deped.gov.ph**

Click here to indicate that you have read and agree to the Privacy Notice.

5. Fill out the fields under:

Login Information

a. Enter your **DepEd Email** Address.
b. Enter yourdesired
c. Password. (Minimum of 8 characters)
d. Retype your password in the **Confirm Password** textbox

Applicant Information

a. Enter your **First Name**, **Middle Name** (Type NA if not applicable), and **Last Name**.
b. Enter your **Name Extension** (If applicable).
c. Select the year, month, and day of your **Date of Birth** in the dropdown list.
d. Select your **Sex** in the dropdown list.
e. Enter your **Mobile Number** using this format: *09XXXXXXXXX*.
f. 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
i. Enter the **Number of Times Test Was Taken**; Input 0 if first-time taker.
j. Enter **Years Taken** (If you entered a number of 1 and above in the previous question, enter the year/s when you took the exam in the textbox/es labeled **1st take**, **2nd take**, and so on.)

Create Account

LOGIN INFORMATION

*Email:

*Password(minimum of 8 characters):

*Confirm Password:

APPLICANT INFORMATION

*First Name:

*Middle Name: If not applicable put N/A

*Last Name:

Name Extension:

*Date of Birth: dd/mm/yyyy

*Sex: Select Type

*Mobile Number: 0909999999

Landline Number(*if applicable*): Area code + 8 digits

*Do You Have Stable Internet Connection?: Select Answer

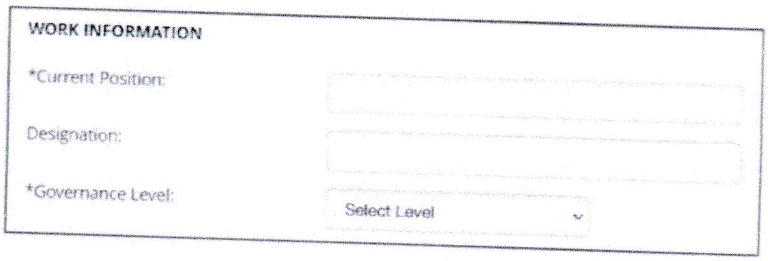
Reason For Taking Exam:

*Number of times test was taken(Zero(0) if first time taker):

*Years taken: 2018,2019

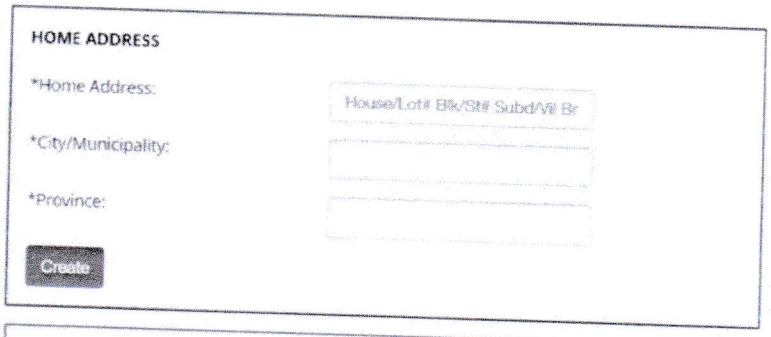
Work Information

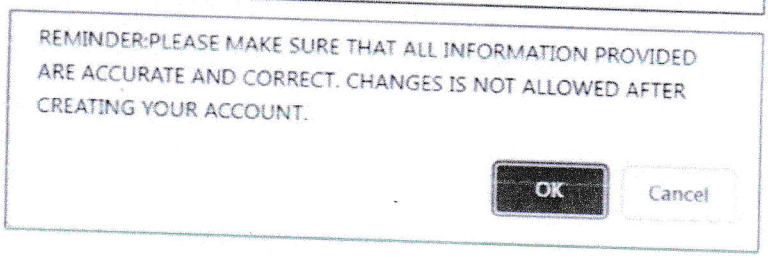
a. Enter **Current Position** in the text box.
b. Enter **Designation** in the text box.
c. Select **Governance Level**; If **Central Office** is selected, type the Office Name; If **Regional Office**, select the Region and type the Office Name; If **Division Office**, select the Region, Division and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

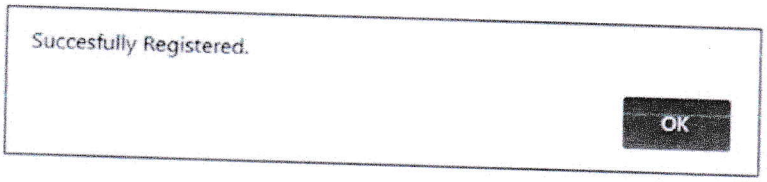


Home Address

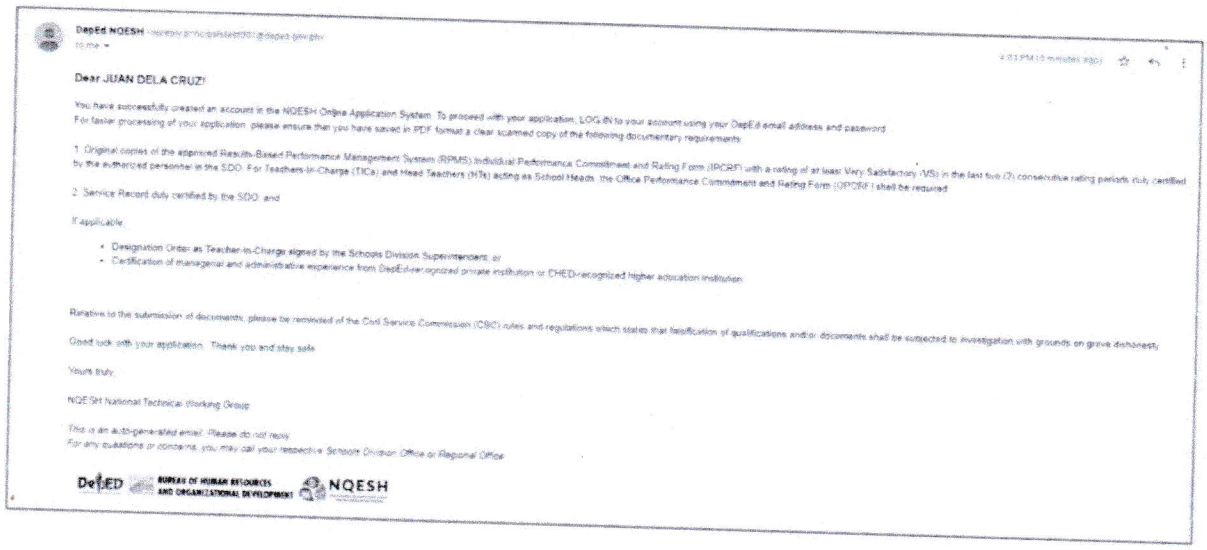
a. Fill out the fields under **Home Address**; Enter your complete Home Address using the following format: House No. /Block No./Lot No./Street/Subdivision/Village/Barangay.
b. Enter your **City/Municipality.**
c. Enter your **Province.**
d. Click the **Create** button to submit account registration.
e. A message will pop up, if you have reviewed your information and have verified it as accurate, click **OK** on the popup 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.


DepEd NQESH
to me

Dear JUAN DELA CRUZ!

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.
For faster processing of your application, please ensure that you have saved in PDF format a clear scanned copy of the following documentary requirements:

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 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.

2. Service Record duly certified by the SDO; 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

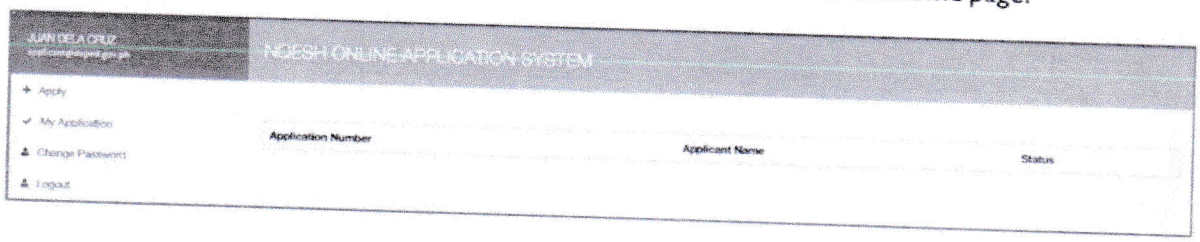
This is an auto-generated email. Please do not reply.
For any questions or concerns, you may call your respective Schools Division Office or Regional Office.

DepED BUREAU OF HUMAN RESOURCES AND ORGANIZATIONAL DEVELOPMENT NQESH

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.
2. Enter your **DepEd Email Address** and your **Password**.
3. Click **Login** to input your credentials and be redirected to the home page.

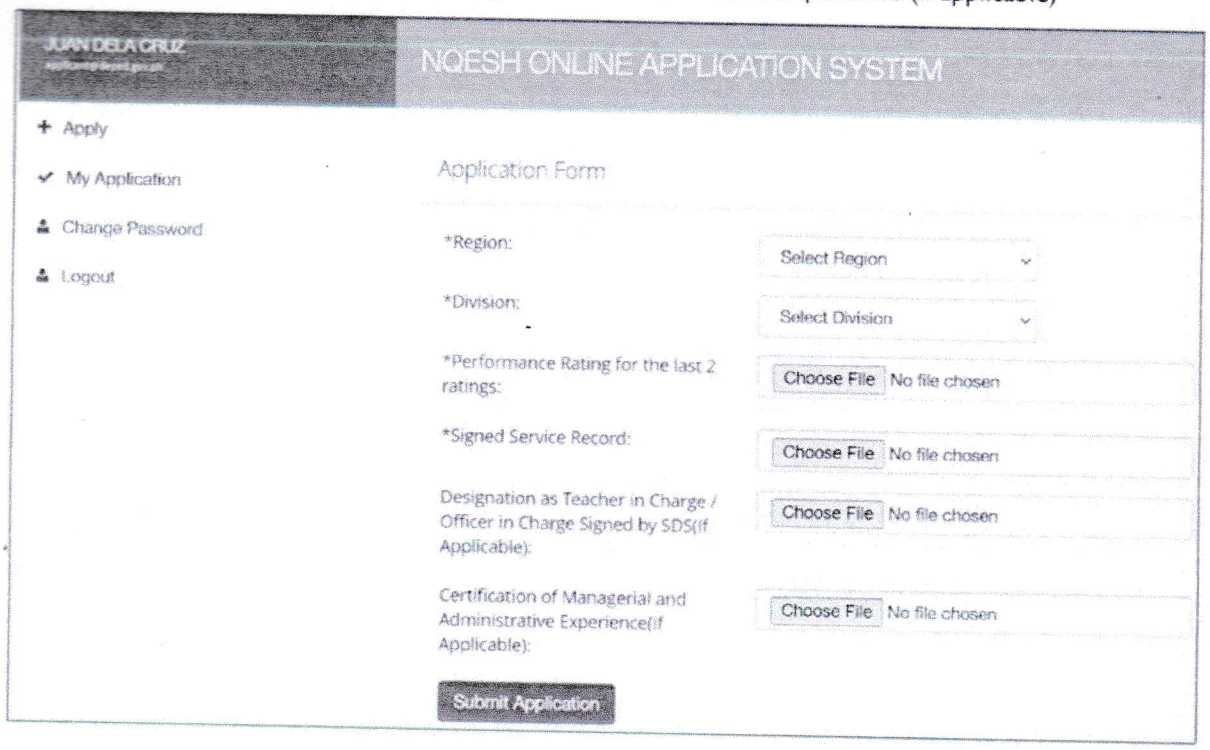


III. Filling Out the Application Form

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

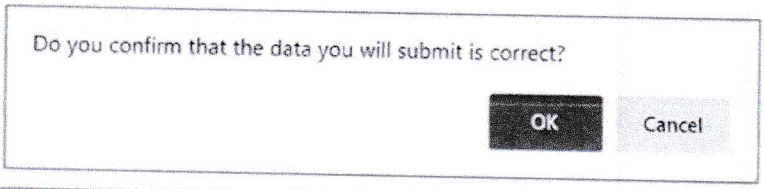
1. Click **+ Apply** to proceed to the Application Form.
2. Fill out the fields under **Applying Form**.
   a. Select **Region/Bureau/Service** from the dropdown list.
   b. Select **Division** from the dropdown list.
3. Upload soft copies (preferably scanned copies) of required documents as stated under 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

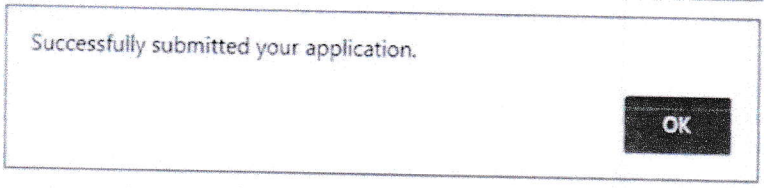
d. Certification of Managerial and Administrative Experience (if applicable)



Note: Maximum of 5 MB per PDF document.

4. Once done filling out the form, click the **Submit Application** button.
5. If you have reviewed your information and have verified it as accurate, click **OK** on the popup to confirm.
6. You will be prompted that **Your application has been saved successfully**; click **OK** to confirm.
7. Once 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

DepEd NQESH <noreply.nqesh09@deped.gov.ph>
to me

Dear JUAN DELA CRUZ,

You have successfully submitted your application for the 2021 National Qualifying Examination for School Heads (NQESH) with application no 2022-106-405345

Please be informed that the documents you submitted shall be subject to EVALUATION and VERIFICATION by your NQESH Schools Division Technical Working Group(SDTWG).

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 auto-generated email. Please do not reply.
For any questions or concerns, you may call your respective Schools Division Office or Regional Office

DepED BUREAU OF HUMAN RESOURCES AND ORGANIZATIONAL DEVELOPMENT NQESH

Forwarded to RO for Validation

This will appear as the status once the SDO evaluator has forwarded your application to the RO, who shall review your application and approve it prior to payment.

Status on your Dashboard

Application Number	Applicant Name	Status
2022-107-[illegible]	JUAN DELA CRUZ	For RO Validation

Email Notification

DepEd NQESH <noreply.nqesh02@deped.gov.ph>
to me

Dear JUAN DELA CRUZ!

Please be informed that your documents with NQESH Application No. 2022-106-405345 has been 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 auto-generated email. Please do not reply.
For any questions or concerns, you may call your respective Schools Division Office or Regional Office.

DepED BUREAU OF HUMAN RESOURCES AND ORGANIZATIONAL DEVELOPMENT NQESH

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
2022-106-405345	JUAN DELA CRUZ	Qualified

Email Notification

DepEd NQESH <noreply.nqesh02@deped.gov.ph>
to me

1:48 PM (6 minutes ago)

Dear JUAN DELA CRUZ!

This is to inform you that after reviewing your documents, you are QUALIFIED to take the 2021 National Qualifying Examinations for Schools Heads (NQESH). You may now proceed to your Schools Division Office to pay your examination fee and to claim your Certificate of Eligibility (COE).

Don't forget to bring the following:

1.Hard copy of the submitted scanned documents for verification
2.(2 pcs) Latest (at least 6 months) passport size picture with your name and signature at the back
3.Payment for the Examination Fee (in the amount of Php 350.00)

After claiming your COE, attach the ID pictures then proceed to the Schools Division Office CASHIER and pay the examination fee. As proof of your payment make sure that the cashier has indicated/stamped your payment details on the Examination Permit issued by the Schools Division Office Evaluator.

Upon payment, proceed back to the Schools Division Office EVALUATOR to submit the Regional Office copy (lower portion) of the COE.

Your assigned examinee number is 03-39-145777. This will be used in the Online Examination and will be the basis in the issuance of results.

Thank you and Stay Safe.

Yours truly,

NQESH National Technical Working Group

This is an auto-generated email. Please do not reply.
For any questions or concerns, you may call your respective Schools Division Office or Regional Office.

DepED BUREAU OF HUMAN RESOURCES AND ORGANIZATIONAL DEVELOPMENT NQESH

Copy of Certificate of Eligibility (COE)

Republic of the Philippines
DEPARTMENT OF EDUCATION
Division of Valenzuela City

Certificate of Eligibility

This is to certify that the applicant has met all the requirements for the 2021 National Qualifying Examination for School Heads and has NO pending administrative case.

Latest passport size ID picture

Examinee No.: 03-39-145777
First Name: JUAN
Middle Name: NVA
Last Name: DELA CRUZ
Current Position: TEACHER I
Designation: OIC PRINCIPAL
School/Office: VALENZUELA NHS

This certification also serves as his/her test permit to be presented at the test venue.

Verified hard copy by/Date:	Payment received by/Date:

Copy for the Regional Office

I hereby certify that all documents submitted through the Online Application System are scanned copies from the original documents. I certify to the correctness and authenticity of these documents.

Examinee No.: 03-39-145777
First Name: JUAN
Middle Name: NVA
Last Name: DELA CRUZ
Current Position: TEACHER I
Designation: OIC PRINCIPAL
School/Office: VALENZUELA NHS

Latest passport size ID picture

Signature: _____

Verified hard copy by/Date:	Payment received by/Date:

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 uses special remote proctoring. Refer to the memo for the instructions relative to the secured online platform.

Status on your Dashboard

Application Number	Applicant Name	Status
[illegible]	JUAN DELA CRUZ	[illegible]

Email Notification

Dear JUAN DELA CRUZ,

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 uses special remote proctoring.

Relative to this, you need to secure a desktop or laptop computer with EITHER a WINDOWS 10 (or higher), or an APPLE MACINTOSH (MAC OS 11.1 or higher).
Mobile devices are not allowed. Prior the examination, ensure that:

1. your computer has a **working webcam and microphone**
2. you have the rights to install computer applications
3. you have installed the **Locked-down web browser** on the computer

The **Locked-down web browser** application can be downloaded through this link: https://s3.amazonaws.com/cfmedia-hravatar-com/web/misc/seb/SEB_3.3.2.413_SetupBundle.exe

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

DepED BUREAU OF HUMAN RESOURCES AND ORGANIZATIONAL DEVELOPMENT NQESH

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
[illegible]	JUAN DELA CRUZ	Apply

Email Notification

DepEd NQESH <noreply.nqesh08@deped.gov.ph>
to me

Dear JUAN DELA CRUZ!

This is to inform you that after reviewing your application, 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 discrepancies 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.

This is an auto-generated email. Please do not reply.
For any questions or concerns, you may call your respective Schools Division Office or Regional Office

DepED BUREAU OF HUMAN RESOURCES AND ORGANIZATIONAL DEVELOPMENT NQESH

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
[illegible]	JUAN DELA CRUZ	Disapproved

Email Notification

DepEd NQESH <noreply.nqest08@deped.gov.ph>
to me

Dear JUAN DELA CRUZ!

This is to inform you that after reviewing the documents you uploaded, you DID NOT QUALIFY to take the 2021 National Qualifying Examinations for Schools Heads (NQESH).

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

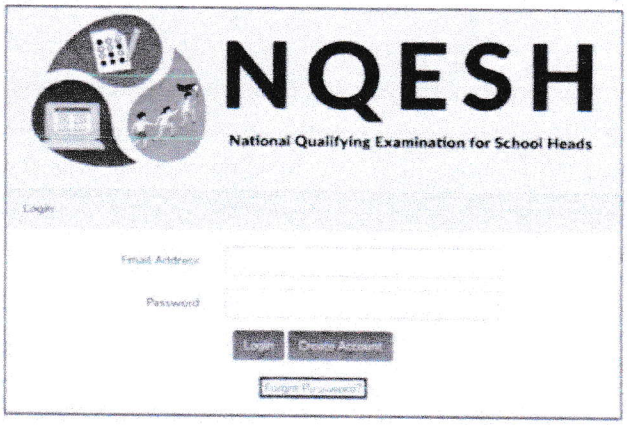
Thank you and stay safe

This is an auto-generated email. Please do not reply.
For any questions or concerns, you may call your respective Schools Division Office or Regional Office

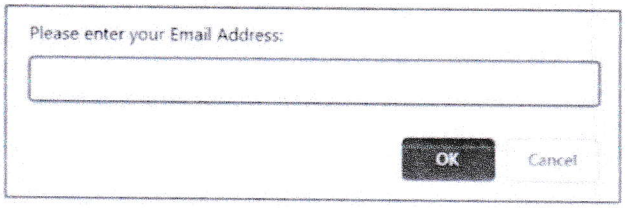
DepED BUREAU OF HUMAN RESOURCES AND ORGANIZATIONAL DEVELOPMENT NQESH

V. Forgot Password

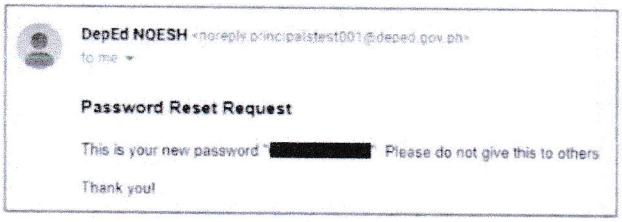
1. In the log in page, select the **Forgot Password** link under the log in button.



2. Enter your DepEd Email address. A temporary password will be sent to your email.

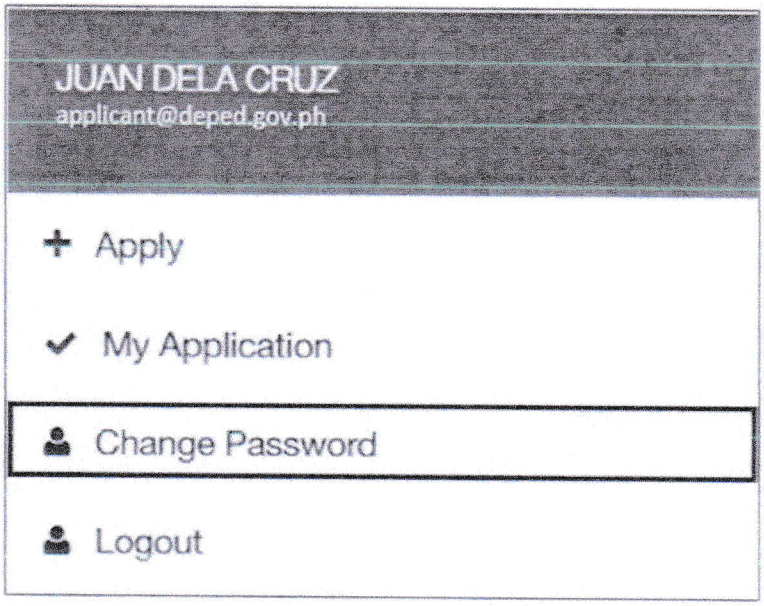


3. Go back to the log in page, enter your DepEd email address and your temporary password. NOTE: DO NOT COPY the quotation marks.

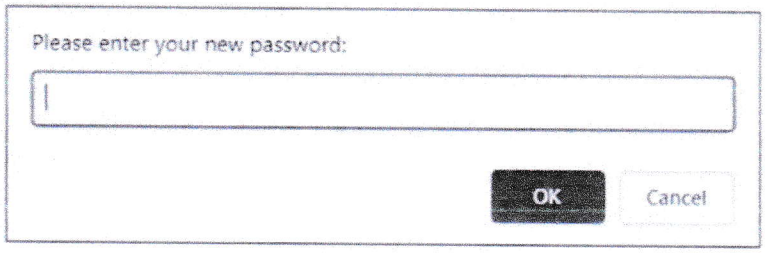


VI. Change Password

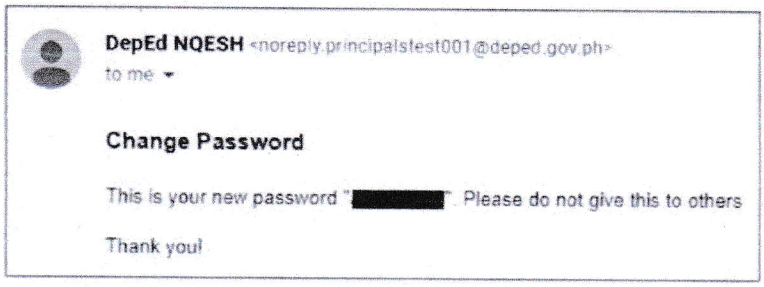
1. After logging in, click the **Change Password** button in the left side of the screen.



2. Enter your new password. The password must be a minimum of eight (8) characters.



3. An email will be sent to you confirming that you have successfully changed your password.



To authenticate this document, please scan the QR code DEPED-OSEC- 458619

NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH)
PROCESSING OF APPLICATION and CERTIFICATE OF ELIGIBILITY

1. GENERATION OF LIST OF QUALIFIED APPLICANTS
   A. All SDOs are advised to generate a master list of Qualified Applicants, copy furnished the Regional Office, based on order of priority as stated in item 4.1 of the policy cover of this memorandum.

   B. The list shall serve as reference for the SDO Evaluators and RO Validators in prioritizing review of applications.

2. PROCESSING OF APPLICATION

   A. Schools Division Office Review (SDO Review)

      A.1. Through the NQESH-OAS, the designated Schools Division Office (SDO) Evaluator shall receive and assess the application based on the following:

         a. the order of priority for 2021 NQESH as stipulated under item 4 of the policy cover of this memorandum

         b. the authenticity and completeness of the uploaded documents through the NQESH-OAS.

      A.2. SDO Evaluator/s shall act on the application whether:

         a. FOR RO REVIEW
            - The applicant passed the SDO level review, thus his/her documents are forwarded to the Region for further validation.

         b. RE-APPLY
            - For applicants who are not included in the priority in item 4.1 of the policy cover of this memorandum, he/she will be instructed to wait for the application schedule for batch 2 before re-applying.

            - If there are invalid or lacking documents which needs to be addressed by the applicant, he/she will be instructed to re-apply and complete the required documents which are indicated in the NQESH-OAS status.

         c. DISAPPROVED
            - The applicant is not yet qualified to take the NQESH. The reason on the disqualification is reflected in the NQESH-OAS.

   B. Regional Office Review (RO Review)

      B.1. Through the NQESH-OAS, the designated Regional Office (RO) Validator shall validate the following:

a. the applicant is qualified based on the order of priority for 2021 NQESH as stipulated in item 4.1 of the policy cover of this memorandum.

b. the documents submitted are complete

B.2. The RO Evaluator shall act on the application whether:

a. QUALIFIED
- The applicant is qualified based on the order of priority for 2021 NQESH as stipulated in item 4.1 of the policy cover of this memorandum and the submitted documents are complete.

b. RE-APPLY
- For applicants who are not included in the priority in item 4.1 of the policy cover of this memorandum, he/she will be instructed to wait for the application schedule for batch 2 before re-applying.

- If there are invalid or lacking documents which needs to be addressed by the applicant, he/she will be instructed to re-apply and complete the required documents which are indicated in the NQESH-OAS status.

c. DISAPPROVED
- The applicant is not yet qualified to take the NQESH. The reason on the disqualification is reflected in the NQESH-OAS.

3. PROCESSING OF CERTIFICATE OF ELIGIBILITY

A. Once the applicant is qualified, his/her application will be returned to the SDO evaluator for the processing of the Certificate of eligibility and approval of application.

B. The applicant proceeds to the SDO for verification of submitted documents. He/she must bring the following:

B.1. Hard copy of the uploaded documents

B.2. (2 pcs) latest (at least 6 months) passport size picture with name and signature of the applicant at the back

B.3. Payment for the Examination fee amounting to Php 350.00

C. The SDO evaluator reviews/checks the hard copy of the documents uploaded/submitted by the applicant.

D. After verification the SDO evaluator shall affix his/her signature on the COE of the applicant and attach the ID pictures submitted by the applicant.

E. The SDO evaluator then releases the COE to the applicant.

F. Upon receipt of the COE, the applicant is required to sign the COE at the designated space then proceed to the SDO Cashier Section to pay the examination fee

G. Upon payment of the applicant, the SDO Cashier shall then provide payment details and affix his/her signature on the COE of the applicant.

H. For the approval of the application, the applicant must return the lower portion (RO copy) of the COE to the SDO evaluator for the approval of application.

I. The SDO evaluator shall submit to:

I.1. RO-QAD, the copy of the COEs with the initial list of examinees, and
I.2. RO-Cashier, the payment and master list of paid examinees

(Enclosure No. 6 to DepEd Memorandum No. 033, s. 2022)

To authenticate this document, please scan the QR code DEPED-OSEC- 458619

NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH)
UTILIZATION OF THE EXAMINATION FEE

1. For the guidance of the Regional Budget Officer, Regional Accountant, and RO Cashier, the examination fee of Three Hundred Fifty Pesos (Php 350.00) shall be utilized as follows:

    A. Ten Pesos (Php 10.00) is for the Legal Research Fund as stipulated in DepEd Order No. 14, s. 2015. The remittance to the Bureau of Treasury is stipulated in the said order.

    B. Three Hundred Forty Pesos (Php 340.00) shall cover various expenses relative to the preparations and administration of the 2021 NQESH such as (but not limited to):

        i. Accommodation/meals, travel expenses, communication allowances, payment of overtime services, and honoraria of the proctors and other DepEd personnel involved in the application process, preparations, and administration of 2021 NQESH.

        ii. Printing of the materials (such as, but not limited to User's Guides, Test Administration Guides and other materials and forms).

        iii. Supplies and other incidental expenses.

2. Granting of honoraria to DepEd personnel involved in the preparations and conduct of the 2021 NQESH shall be authorized. Since these personnel are required to render services beyond their regular duties and responsibilities to ensure the peaceful and orderly conduct of the 2021 NQESH.

    A. The computation of the honorarium for the 2021 Principals' Test shall be based on the DBM Circular No. 2007-2 dated October 1, 2007, entitled "Guidelines on the Grant of Honoraria Due to Assignment in Government Special Projects."

    B. Expenses allocated for the honorarium shall be drawn out from the examination fees. No funds shall be expended from the Central, Regional, and Schools Division Offices for this matter.

    C. RO & SDO personnel who are involved during the preparation, online application and evaluation of documents shall be entitled to overtime pay charged to the examination fee or local funds, subject to the existing accounting and auditing rules and regulations.

3. Utilization of fund shall be upon approval of the Regional Director, subject to COA and accounting rules and regulations.