



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

11 October 2023

Regional Memorandum
No. 622 s. 2023

SUBMISSION OF PERFORMANCE MONITORING AND COACHING FORM (PMCF) OF NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH) 2021 CATEGORY B ASPIRING SCHOOL HEADS

To: **Schools Division Superintendents**

1. In reference to DepEd Memorandum No. 46, s. 2023 and Regional Memorandum No. 497, s. 2023 on the Conduct of Coaching and Mentoring Sessions for NQESH 2021 Category B Aspiring School Heads, this Office reiterates that the completion of the coaching and mentoring sessions is on October 13, 2023.
2. Anent this, this Office, through the Human Resource Development Division-National Educators Academy of the Philippines in the Region (HRDD-NEAP R), informs the Schools Division Offices (SDOs) on the submission of **Performance Monitoring and Coaching Form (PMCF)** of NQESH 2021 Category B Aspiring School Heads who successfully completed the prescribed number of hours for the said sessions.
3. The list of identified NQESH Category B aspiring school heads and their respective coaches/mentors can be accessed through **bit.ly/4ANQESHBCoaching**. Each coach/mentee shall submit the signed PMCF through **bit.ly/NQESHBCoachingPMCF** on or before **October 20, 2023**. A portfolio highlighting significant learnings and reflections gained from the coaching and mentoring sessions shall also be submitted through the same link. Templates can be found at **bit.ly/NQESHPMCF**.
4. The data submitted by the coaches/mentees will be shared with SDOs through the Human Resource Development Section (HRDS) for checking and/or validation. Once checked and/or validated, an official endorsement signed by the Schools Division Superintendent shall be sent to this



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Office via email at hrd.calabarzon@deped.gov.ph on or before **October 25, 2023** using the template accessible through bit.ly/NQESHBCompletersEndorsement.

5. For inquiries and clarifications, please contact Dr. Eduarda M. Zapanta, Chief Education Supervisor, or Mr. Bryan A. Pobe, Education Program Supervisor of HRDD-NEAP-R through email at hrd.calabarzon@deped.gov.ph
6. Immediate dissemination of this Memorandum to all concerned is earnestly desired.



ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director *smg*

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