



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



28 February 2024

**Regional Memorandum**  
No. 133 s. 2024

**FINAL ALLOCATION OF SLOTS IN THE 2023 NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH) PER SCHOOLS DIVISION OFFICE (SDO)**

To: **Schools Division Superintendents**

1. Pursuant to DepEd Memorandum 013 s. 2024 entitled Administration of the Fiscal Year 2023 National Qualifying Examination for School Heads (NQESH), this Office through the Quality Assurance Division (QAD) announces the **Final Allocation of Slots in the 2023 National Qualifying Examination for School Heads (NQESH) per Schools Division Office (SDO)**. See attached Enclosure 1 for details.
2. Please refer to the attached enclosure of DM 013 s. 2024 Re: Guidelines on the NQESH FY 2023 Online Process and Processing of Application for more details.
3. The schedule of activities prior to the conduct of the test are as follows:

Date	Activity
March 6-15, 2024	Online Application
March 6-22, 2024	Evaluation and Validation of Documents
March 27, 2024	Release of the Final List of Examinees and Examination Sites through a Regional Memorandum
May 5, 2024	First Mock Examination*
May 19, 2024	Second (final) Mock Examination*

**\*Purpose of the Mock Examination – To prepare and check examinee devices and familiarize the examinees on the online platform and process of taking the test**

4. All other relevant information in the preparation of the 2023 NQESH shall be released in a separate issuance.

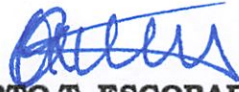



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Certificate No. PHP QMS  
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5. For more information, you may contact Dr. Luz Osmeña, Chief of Quality Assurance Division (QAD) and Buenalyn M. Manuel, Education Program Supervisor/ Regional Testing Coordinator at 02-8682-2114 local 450.
6. Immediate dissemination of this Memorandum is highly desired.

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

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Enclosure 1

**FINAL ALLOCATION OF SLOTS IN THE 2023 NATIONAL  
QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH)  
PER SCHOOLS DIVISION OFFICE (SDO)**

<b>No.</b>	<b>SDOs</b>	<b>No. of Unfilled Principal 1 Positions</b>	<b>NQESH Slots</b>
1	Bacoor City	2	36
2	Cavite City	0	10
3	Imus City	0	10
4	Dasmarinas City	1	18
5	Gen. Trias City	0	10
6	Cavite Province	29	269
7	Batangas City	14	130
8	Sto. Tomas City	5	46
9	Tanauan City	1	18
10	Lipa City	0	10
11	Batangas	22	205
12	Calamba City	7	65
13	San Pablo City	0	10
14	Sta. Rosa City	0	10
15	Binan City	0	10
16	Cabuyao City	1	18
17	San Pedro City	0	10
18	Laguna	2	36
19	Antipolo City	2	36
20	Rizal	9	84
21	Lucena City	0	10
22	Tayabas City	1	18
23	Quezon	125	978
	<b>Total</b>	<b>221</b>	<b>2,047</b>



**NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH)  
FY 2023 ONLINE PROCESS AND PROCESSING OF APPLICATION**

**I. ONLINE APPLICATION**

**1. Prepare the documentary requirements.**

1.1 Prior application through the NQESH Online Application System (NQESH-OAS), applicants must **prepare and scan** the following documents:

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 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.

See the 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

1.1.2 Service Record duly certified by the Administrative Officer V of the Schools Division Office; and

If applicable:

1.1.3 If applicable, designation or Special Order as School Head or TIC/OIC of a public elementary or secondary school duly signed by the Schools Division Superintendent

1.1.4 Certification of managerial and administrative experience from DepEd-recognized private institutions or CHED-recognized higher education institutions.

1.2 Ensure that the scanned documents are **clear and saved in PDF format**.

**2. Create an account in the NQESH Online Application System (NQESH-OAS)**

2.1 The NQESH-OAS can be accessed through this link:

<http://www.nqesh.deped.gov.ph/>

2.2 First, you are required to create an account in the NQESH Online Application System (NQESH-OAS) using **your OWN Official DepEd email account**. The Official DepEd Email Account may be requested for activation or creation from their respective SDO Information Technology Officer.

2.3 Follow the steps specified in the **NQESH-OAS APPLICANT USER GUIDE** which can be accessed through this link:

[https://bit.ly/FY2023NQESH\\_Applicants](https://bit.ly/FY2023NQESH_Applicants)

2.4 **Ensure that all information provided is accurate.** Changes are NOT allowed after creating the account.

2.5 Once an account has been created, an email notification will be sent to your official DepEd email address.

**3. Submit an application online.**

3.1 Submit the required documents online through the NQESH-OAS following the steps specified in the NQESH-OAS Applicant User Guide.

3.2 Please be reminded that **falsification of documents shall be subjected to investigation with grounds for 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 the application.**

4.1 You will be updated on the status of your application through email notification. You may also check the application status page of your NQESH-OAS account.

**II. PROCESSING OF APPLICATION and CERTIFICATE OF ELIGIBILITY**

**1. Generation of the list of qualified applicants**

A. All SDOs are advised to generate a master list of Qualified Applicants, copy furnished to the Regional Office, based on the order of priority as stated in item 6 of the policy cover of this memorandum.

B. The list shall serve as a reference for the SDO Evaluators and RO Validators in prioritizing the 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 2023 NQESH as stipulated under item 6 of the policy cover of this memorandum; and

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**

- If there are invalid or lacking documents that need 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 for 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; and
- 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**

- If there are invalid or lacking documents that need 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 for 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 Examination Permit.**

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

**B.1. Original copy of the submitted scanned documents.**

**B.2. (2) pcs passport size picture (with name tag) taken within the last 6 months with the signature of the applicant at the back**

**B.3. Payment for the Examination fee amounting to Php 600.00.**

- C. The SDO evaluator verifies the original documents with those uploaded/submitted by the applicant through the NQESH-OAS.
- D. After verification, the SDO evaluator shall print the Examination Permit of the concerned applicant.
- E. The SDO evaluator shall then affix his/her signature on the designated space of the Examination Permit and attach the ID pictures submitted by the applicant.
- F. The SDO evaluator then releases the Examination Permit to the applicant.
- G. Upon receipt of the Examination Permit, the applicant signs at the designated space and proceeds to the SDO Cashier Section to pay the examination fee.
- H. Upon payment of the applicant, the SDO Cashier shall provide payment details and affix his/her signature on the Examination Permit of the applicant. This will also serve as an Acknowledgement Receipt for the payment of the examination fee. The Official Receipt will be issued during the conduct of the 1<sup>st</sup> Mock Examination.
- I. For the approval of the application, the applicant returns to the SDO evaluator to submit the lower portion (RO copy) of the examination permit.
- J. The SDO evaluator receives the signed RO copy and tags the applicant as paid in the NQESH-OAS.
- K. The SDO evaluator shall submit to the RO validator the collected lower portion (RO copy) of the Examination Permit with the initial list of examinees, while the payment and master list of paid examinees shall be submitted to the RO-Cashier through the SDO cashier.
- L. The RO cashier prepares the Official Receipt of Applicants based on the report from the SDO cashier vis-à-vis online application data.
- M. The Regional Office releases the Final list of examinees through a Regional Memorandum.