



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

11 FEB 2022

DIVISION MEMORANDUM

No. 082 s. 2022

**REITERATION ON NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH) SCHEDULE AND ELIGIBILITY REQUIREMENTS, NQESH FACE-TO-FACE DIVISION-WIDE REVIEW AND RELATED MATTERS**

To: OIC- Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. In line with DM-HROD-2021-0222 entitled **Clarifications on the Eligibility Requirements for FY 2021 National Qualifying Examination for School Heads (NQESH)**, this office reiterates the same, and encourages all concerned to take appropriate actions related to the said examination, to be conducted, in March 2022.
2. Furthermore, this office announces a division-wide face-to-face review, to be conducted by select SDO Personnel, with all aspiring principals, on **February 16, 17, 21, 23, 24** at 9:00-11:00 A.M., at the 4<sup>th</sup> floor of Buenaventura Alandy National High School (BANHS). An online Mock NQESH will also be given on the 1<sup>st</sup> day and on the last day.
3. All Resource Speakers are hereby advised to prepare the appropriate review materials related to their given topics, and to ensure that time allotted for their group is maximized.
4. Resource speakers shall be given certificate of recognition.
5. All aspirants to attend the sessions are requested to pre-register, in consideration of the IATF Guidelines, at <https://tinyurl.com/pre-reg-NQESH2022-review> on or before February 14, 2022.
6. Attendees are required to have their own laptop and extension wire,
7. Attached are Enclosure 1 – List of Topics and Resource Speakers and DM-HROD-2021-0222.
8. Widest dissemination and strict compliance of this Memorandum, is desired.

**GERLIE M. ILAGAN, CESO VI**  
Assistant Schools Division Superintendent  
OIC-Office of the Schools Division Superintendent



Brgy. Poto, Tayabas City



(042) 710-0329 or (042) 785-9615



[tayabas.city@deped.gov.ph](mailto:tayabas.city@deped.gov.ph)



<https://depedtayabas.com/>

To be indicated in the Perpetual Index under the following subject:  
Employee Welfare

Enclosure 1

**LIST OF TOPICS AND RESOURCE SPEAKERS**

Areas	Date	Resource Speakers/Facilitators
Utilization of School and Division MOOE, SARO, Sub-ARO, Income from canteen operations, HRD Funds and Other Funds (with examples, and sample computations)  General Appropriation Act, Budget Cycle	February 16	BENJAMIN A. MILLARES  AGNES M. LUZADAS
Procurement Process, Procurement Tools and Forms, Members and TOR, Methods of Procurement, Procurement Under Bayanihan to Heal as One Act, Annual Procurement Plan, Procurement of Tools and Equipment, Procurement of Professional and Consultancy Services	February 17	ANTONIO P. FAUSTINO JR.  CONRADO C. GABARDA  JEANETTE M. BUERA  ERMELO A. ESCOBINAS
School Facilities, School-Based Repair Maintenance and Repair, Repair and Rehabilitation Program, Basic Educational Facilities Fund, Guidelines on the Use of Public School Buildings and Facilities, Planning and Designing of School Buildings, DRRM/SSAT, Special Laws in Education, Administrative Laws, Partnership, ASP, Brigada Eskwela, DPDS	February 21	ENGR. JAYPEE A. ESCOBAR  MARIFE R. LAGAR  ADRIAN D. MAANO  JOAN KATHLEEN T. BRIZUELA
RPMS, RPMS Cycle/Phases, Classroom	February 23	IMELDA C. RAYMUNDO



Brgy. PotoI, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>



Observation Tools and Processes with sample computations, Interim Guidelines on RPMS (pandemic), MOV Preparation, Interim Guidelines for Assessment and Grading in Light of the Basic Education Learning Continuity Plan, BE-LCP, School Improvement Plan, School Report Card, Performance Indicators, Guidelines on the Implementation of F-2-F Classes, Homeschooling		SANCHO CALATRAVA
Guidance and Counseling, Youth Development Programs, Career and Guidance Counseling Programs, Senior High School Programs, Special Programs, PRIME-HRM, CSC Guidelines on Awards and Incentives, Teaching and Non-Teaching Personnel Benefits and Incentives	February 24	LOUIE FULLEDO JOSEFINA R. OABEL MARIA CORAZON A. BORBON



Brgy. Poto, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>