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

5 OCTOBER 2021

## DIVISION MEMORANDUM

No. 454 s. 2021

**CLARIFICATIONS ON THE ELIGIBILITY REQUIREMENTS FOR FY 2021  
NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH)**

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

1. With reference to DM-HROD-2021-0152 which provides the eligibility requirements to be qualified to participate in the FY 2021 National Qualifying Examination For School Heads (NQESH), this office informs the field that aspiring School Heads, **regardless of their current position**, are qualified to take the NQESH, provided that the requirements in the attached memorandum are met.
2. Please see the attached Memorandum for your reference.
3. Immediate dissemination of this memorandum is desired.

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



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## Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM  
DM-HROD-2021-0222

TO : All Regional Directors  
All Schools Division Superintendents  
All others concerned

FROM :  WILFREDO E. CABRAL  
Regional Director, DepEd NCR and  
Officer-In-Charge, Office of the Undersecretary  
Human Resource and Organizational Development

SUBJECT : CLARIFICATIONS ON THE ELIGIBILITY REQUIREMENTS FOR  
FY2021 NATIONAL QUALIFYING EXAMINATION FOR SCHOOL  
HEADS (NQESH)

DATE : September 23, 2021

This has reference to DM-HROD-2021-0152 which provides the eligibility requirements to be qualified to participate in the FY 2021 National Qualifying Examination for School Heads (NQESH). Please be clarified that aspiring School Heads, **regardless of their current position**, are qualified to take the NQESH, provided that the following requirements are met:

1. Meets the minimum Qualification Standards (QS) for Principal 1 position stipulated in DepEd Order No. 39, s. 2007 entitled Modified Qualification Standards for the Positions of Head Teachers and Principals, and
2. Has acquired **ANY** of the following experience requirements as of **February 2022**:
  - a. One year as Head Teacher; or
  - b. Two years as Teacher-in-Charge; or
  - c. Two years as Master Teacher; or
  - d. Five years as Teacher III or SPED Teacher; or
  - e. Five years as incumbent public-school teacher who has five years of managerial and supervisory experience in a DepEd-recognized private institution or Commission on Higher Education (CHED) recognized higher education institution.



Moreover, please note that the following documents are required only for the specified requirements related to experience:

1. Two years as Teacher-in-Charge
  - Designation or Special Order as Teacher-In-Charge (TIC) or Officer-In-Charge signed by the Schools Division Superintendent is required for those who acquired
2. Five years as incumbent public-school teacher
  - Certification of managerial and administrative experience from DepEd-recognized private institution or CHED-recognized higher education institution signed by the president of the institution.

Finally, instructions on the application process and other information related to the conduct of the FY2021 NQESH in March 2022 shall **be announced in a separate memorandum**.

For further inquiries, all concerned may contact the Human Resource and Development Division through:

Email Address: [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph)

Facebook Group: <https://www.facebook.com/DepEdBHROD>

For immediate and widest dissemination.



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## Department of Education

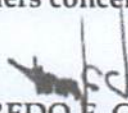
OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

### MEMORANDUM

DM-HROD-2021-0152

TO : All Regional Directors  
All Schools Division Superintendents  
All others concerned

FROM :  WILFREDO E. CABRAL  
Regional Director, DepEd NCR and  
Officer-In-Charge, Office of the Undersecretary  
Human Resource and Organizational Development

SUBJECT : UPDATES AND REMINDERS ON THE NATIONAL QUALIFYING  
EXAMINATION FOR SCHOOL HEADS (NQESH) FOR FY2021

DATE : September 7, 2021

With reference to DM-PHROD-2021-0081 dated 15 February 2021 on the conduct of the National Qualifying Examination for School Heads (NQESH) this FY 2021, please be informed that the preparatory work to align the competency-based assessment with the standards set by the Philippine Professional Standards for School Heads (PPSSH) has commenced.

However, with the restrictions brought about by the ongoing pandemic and the preparation time required to employ the online assessment system in consideration of security issues, priority areas, quarantine status, procurement, and other logistical concerns, there will be adjustments in the administration of the examination.

In view of the foregoing, **please be informed that the conduct of the NQESH shall be moved to March 2022.** Specific details related to this examination shall be announced in a separate memorandum.

Meanwhile, those who are interested in taking the NQESH are advised to take into consideration the following experience requirements by February 2022:

- a. One year as Head Teacher; or
- b. Two years as Teacher-in-Charge; or
- c. Two years as Master Teacher; or
- d. Five years as Teacher III or SPED Teacher; or
- e. Five years as incumbent public-school teacher who has five years of managerial and supervisory experience in a DepEd-recognized private institution or Commission on Higher Education (CHED) recognized higher education institution.

Further, those qualified to take the NQESH are encouraged to **be familiar with the Philippine Professional Standards for School Heads (PPSSH)** and may start preparing the following documents needed once the registration for the NQESH commences:

- a. Approved 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 Schools Division Office.

Teachers-In-Charge (TIC) and Head Teachers (HT) acting as School Head is required to secure the Office Performance Commitment and Rating Form (OPCRF);

- b. Service Record duly certified by the Administrative Officer of the Schools Division Office; and
- c. If applicable:
  - Designation or Special Order as Teacher-In-Charge (TIC) or Officer-In-Charge signed by the Schools Division Superintendent.
  - Certification of managerial and administrative experience from DepEd-recognized private institution or CHED-recognized higher education institution signed by the president of the institution.

As a precaution, please be reminded that **DepEd values the credibility and integrity of the examination**. The agency is **NOT**, in any way, affiliated with individuals, institutions, or organizations offering and providing review sessions or claiming to have access to the content of the examination. However, to support qualified NQESH takers, Schools Division Offices (SDOs) through the Human Resource Development Unit are *encouraged to design and provide appropriate learning and development interventions that are aligned with the Philippine Professional Standards for School Heads*.

All initiatives and activities shall be strictly free of charge and not be conducted during class/office hours. Schools Division In-Service Training (INSET) funds may be used for expenses, subject to the usual accounting and auditing rules and regulations.

The immediate and widest dissemination of this Memorandum is desired.

[HRDD/Angeles]