



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE OF ABRA**

**RELEASED**  
 12 MAR 2024  
 DEPED-ABRA TIME 8:55

March 11, 2024

**DIVISION MEMORANDUM**

No. 114 s. 2024

**DISSEMINATION OF DEPED MEMORANDUM NO. 013, S. 2024 RE:  
 ADMINISTRATION OF THE FISCAL YEAR 2023 NATIONAL QUALIFYING  
 EXAMINATION FOR SCHOOL HEADS**

To: Chief Education Supervisor, CID, SGOD  
 Administrative Services Section  
 Public Schools District Supervisors  
 Public Elementary and Secondary School Heads  
 Public Elementary and Secondary School Teachers  
 All Others Concerned

1. Relative to **DepEd Memorandum No. 013, s. 2024** on **Administration of the Fiscal Year 2023 National Qualifying Examination for Schools Heads (NQESH)**, which announces the nationwide administration of the 2023 NQESH on **May 26, 2024**, this Office through Administrative Services Section and the Human Resource Development Section disseminates the guidelines for the submission, evaluation and validation of documents of the interested and qualified examinees, considering the experience requirements as stated in Paragraph 5, and the exclusions stated in Paragraph 7 of the DepEd Memorandum.

*"5. Aspiring school heads, **regardless of their current positions**, are qualified to apply as takers of NQESH, provided that the applicants meet the **qualification requirements and has acquired any of the following experience requirements as of February 29, 2024**, consistent with DO 39, s. 2007 (Modified Standards for the Positions of Head Teachers and Principals) and DO 41, s. 2016:*

- a. One year as Head Teacher, or
- b. Two years as Master Teacher, or
- c. Two years as Teacher-in-Charge (TIC), or
- d. Teaching experience for five years as follows:
  - e. i. Teacher III or other teaching positions with same salary grade; or
  - f. ii. Incumbent public school teacher who has managerial and supervisory experience in a DepEd recognized private institution or Commission on High Education (CHED) recognized higher institution
- g. Aggregate experience as Head Teacher, TIC, Master Teacher, and teacher III."

*"7. Fiscal Year (FY) 2021 NQESH Takers who belong to Category B shall no longer take the examination. Upon the completion of their coaching and*



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mentoring session, they will undergo an evaluation and certification process by the National Educators Academy of the Philippines (NEAP) while FY 2021 NQESH Takers who belong to category C shall NOT be allowed to take the test for this year and are encouraged to undergo professional Development intervention. Guidelines from NEAP will be issued for this purpose.”

- Interested and qualified examinees are to register thru the following link until March 15, 2024: <https://bit.ly/SDOABRA2024Nqesh>
- The required documents shall be certified by the following personnel:

<b>REQUIRED DOCUMENTS</b>	<b>IN CHARGE OF CERTIFYING</b>
<p>1. Approved Results-Based Performance Management System – IPCRF/OPCRF with a rating of at least Very Satisfactory (VS) for the following school and fiscal years:</p> <ul style="list-style-type: none"><li>OPCRF - SY 2021-2022</li><li>OPCRF – SY 2022-2023</li><li>IPCRF – SY 2021-2022 and SY 2022-2023 FYs 2022 and 2023(Non School-Based)</li></ul> <p>***For TICs and HTs acting as school heads, the OPCRf shall be required.</p>	<p><b>EDEN T. ADRIATICO</b> (SEPS- SGOD-HRDS)</p> <p><b>RHODA P. ASENCIO or MELDIE M. DAMIAN</b> (SEPS/PO III-SGOD)</p> <p><b>EDEN T. ADRIATICO</b> (SGOD-HRDS)</p>
<p>2. Service Record</p>	<p><b>JANET B. PASCUA</b> AO V- Administrative Services)</p>
<p>If applicable:</p> <ul style="list-style-type: none"><li>Designation or Special Order as School Head or TIC/OIC of a public elementary or secondary signed by the SDS</li></ul>	<p><b>GEMMA B. CABUTAJE</b> AO IV - Personnel</p>



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- Certification of managerial and administrative experience from DepEd-recognized private institutions of CHED-recognized HEIs

**GEMMA B. CABUTAJE**  
AO IV- Personnel

4. The said documents shall be marked with *Original Copy Presented*, then the personnel in charge affixes her/his signature. The process of certifying the required documents is until March 15, 2024 – 12:00 pm.
5. For other instructions and processes, refer to DM 13, s. 2024, attached herein.
6. Immediate dissemination of this Memorandum is directed.

  
**AMADOR D. GARCIA SR., PhD, CESO VI**  
Schools Division Superintendent



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