



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OFFICE - CAPIZ**

4 March 2024

DIVISION MEMORANDUM  
NO. **127** s. 2024

**CORRECTIONS AND CLARIFICATIONS TO DEPED MEMORANDUM NO. 013, s. 2024**  
(Administration of the Fiscal Year 2023 National Qualifying Examination  
for School Heads)

To: OIC, Assistant Schools Division Superintendent  
Chief Education Supervisor  
Curriculum Implementation Division  
OIC, Chief Education Supervisor  
School Governance and Operations Division  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools

1. Attached is DepEd Memorandum No. 014, s. 2024 titled "*Corrections and Clarifications to DepEd Memorandum No. 013, s. 2024 (Administration of the Fiscal Year 2023 National Qualifying Examination for School Heads)*".
2. Immediate dissemination of this Memorandum is desired.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

Encl.: As stated  
Reference: As stated  
To be included in the Perpetual Index  
under the following subjects:

BASIC EDUCATION  
BUREAUS AND OFFICES  
CHANGE  
EXAMINATIONS  
OFFICIALS

PROMOTION  
QUALIFICATIONS  
RULES AND REGULATIONS  
TEACHERS



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Republic of the Philippines  
**Department of Education**

MAR 04 2024

DepEd MEMORANDUM  
No. **014**, s. 2024

**CORRECTIONS AND CLARIFICATIONS TO DEPED MEMORANDUM NO. 013, S. 2024**  
(Administration of the Fiscal Year 2023 National Qualifying Examination  
for School Heads)

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The Department of Education (DepEd) issued **DepEd Memorandum (DM) No. 013, s. 2024**, titled **Administration of the Fiscal Year 2023 National Qualifying Examination for School Heads**, dated February 26, 2024, which covered the schedule of the Fiscal Year 2023 National Qualifying Examination for School Heads, including the specific guidelines, qualifications, and online application process.

2. However, the following items of the said Memorandum are corrected and clarified:

**a. Item 5**

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 have acquired any of the following requirements as of **February 29, 2024**, consistent with DO 39, s. 2007, titled **Modified Qualification 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:
  - i. Teacher III or other teacher positions with same salary grade; or
  - ii. Incumbent public school teacher who has managerial and supervisory experience in a DepEd-recognized private institution or Commission on Higher Education (CHED)-recognized higher education institution; or
  - iii. **Aggregate experience as Head Teacher, TIC, Master Teacher, and Teacher III.**

**e. Assistant School Principal with issued appointment without NQESH eligibility.**



**b. Item 6. b**

**6. b Assistant School Principal with issued appointment without NQESH eligibility.**

**c. Item 7**

**7. FY 2021 NQESH takers who belong to Category B shall no longer take the examination.** Upon completion of their coaching and mentoring sessions, 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 this year and are encouraged to undergo professional development intervention.** A separate guideline from the NEAP will be issued for this purpose.

3. For more accessibility, the link of the **NQESH Online Application System (NQESH-OAS) Applicant User Guide** is revised. The file shall now be accessed through this link:

<https://bit.ly/FY2023NQESHApplicantResources>

4. For more information, please contact the **Bureau of Human Resource and Organizational Development-Human Resource Development Division**, 4th Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph).

5. Immediate dissemination of this Memorandum is desired.

By Authority of the Secretary:



**WILFREDO E. CABRAL**

Regional Director

Officer-in-Charge, Office of the Undersecretary  
for Human Resource and Organizational Development

References:

DepEd Order Nos. 97, s. 2011, 41, s. 2016, 19, s. 2016, and 007, s. 2023  
DepEd Memorandum Nos. (013, s. 2024) 100, s. 2022 and 025, s. 2023

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