



Republic of the Philippines  
**Department of Education**  
 Region I  
**PANGASINAN SCHOOLS DIVISION OFFICE II**  
 Canarvacanan, Binalonan

March 5, 2024

**DIVISION MEMORANDUM**  
 No. 135 s. 2024

**2023 NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH)**


To: Schools Division NQESH Technical Working Group  
 2023 NQESH Qualified Applicants

1. Relative to the Administration of the 2023 National Qualifying Examination for School Heads (NQESH), this office would like to reiterate the following DepEd Memoranda:
  - a. DepEd Memorandum No. 13, s. 2024 titled *"Administration of the Fiscal Year 2023 National Qualifying Examination for School Heads"*
  - b. DepEd Memorandum No. 14 s. 2024 titled *"Corrections and Clarification to DepEd Memorandum No. 13, s. 2024"*
  - c. Regional Memorandum No. 255, s. 2024 titled *"Additional Guidelines in the Selection of Applicant for the 2023 National Qualifying Examination for School Heads (NQESH)"*
2. All applicants are advised to access the NQESH Online Application System (NQESH-OAS) Applicant User Guide thru this link: <https://bit.ly/FY2023NQESHApplicantResources>
3. The submitted envelopes during the call for submission of applicants (Division Memorandum No. 88, s. 2024) shall be released to the applicants starting on March 6, 2024 thru Mr. Hilario M. Olivo Jr. at the Division Office.
4. In addition, all applicants are reminded to scan their documents preferably 300dpi and above and in .pdf format.
5. Applicants are also advised to observe the following schedule:

<b>Dates</b>	<b>Activity</b>
March 6-11, 2024	Online Application
March 6-12, 2024	Evaluation and Validation of Documents
March 15, 2024	Release of the Final List of Examinees and Examination Sites through a Regional Memorandum
May 5, 2024	First Mock Examination
March 6-11, 2024	Online Application

6. Immediate dissemination of this Memorandum is desired.

  
**VIVIAN LUZ S. PAGATPATAN, CESO VI**  
 Schools Division Superintendent

  
 ADM. OFF. II



Republic of the Philippines  
**Department of Education**

FEB 26 2024

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. Passing the National Qualifying Examination for School Heads (NQESH), also known as Principals' Test, is one of the requirements for appointment and reclassification of all aspiring applicants to the Principal and Assistant Principal positions in all public elementary and secondary schools, pursuant to the following issuances:

- a. **DepEd Order (DO) No. 97, s. 2011**  
Revised Guidelines on the Allocation and Reclassification of School Head Positions
- b. **DO 41, s. 2016**  
Additional Guidelines to DepEd Order No. 19, s. 2016 (Guidelines on the Organizational Structures and Staffing Patterns of Stand-alone and Integrated Public Senior High Schools (SHS))
- c. **DO 007, s. 2023**  
Guidelines on Recruitment, Selection, and Appointment in the Department of Education
- d. **DepEd Memorandum (DM) No. 025, s. 2023**  
Amendment DepEd Memorandum No. 100, s. 2022 (Results of the Fiscal Year 2021 National Qualifying Examination for School Heads) and Clarification on the Use of NQESH or Principal's Test Results in Relation to DepEd Order No. 007, s. 2023 (Guidelines on Recruitment, Selection, and Appointment in the Department of Education)

2. In this regard, the Department of Education (DepEd), through the Bureau of Human Resource and Organizational Development (BHROD), shall administer the **2023 NQESH** through a **secured online platform at a designated examination site on May 26, 2024**. The examination **shall be administered simultaneously nationwide**.

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. The guidelines on the online application process through the NQESH Online Application System is enclosed.

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, 2023**, consistent with DO 39, s. 2007 (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.
- e. Aggregate experience as Head Teacher, TIC, Master Teacher, and Teacher III.

6. There shall be an allocation of 22,000 examinee slots distributed nationwide in each region, details of which will be included in the subsequent issuance from BHRD-HRDD. Given the regional examinee slots and in anticipation of the implementation of Executive Order No. 174 or the Expanded Career Progression, DepEd regional offices (ROs) shall refer to the following order of priority for consideration in the selection of their final list of examinees:

- a. Head Teacher for at least one year in a public elementary or secondary school,
- b. Assistant School Principal without NQESH eligibility,
- c. Incumbent Officer-in-Charge (OIC)/TIC for at least two years, or
- d. Master Teacher for at least two years.

In case of remaining slots after considering Item 6.a to 6.d, only then that the applications of the remaining qualified applicants shall be considered.

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7 **Fiscal Year (FY) 2021 NQESH Takers who belong to Category B shall no longer take the examination** Upon completion of their coaching and mentoring session, they will undergo an evaluation and certification process by the National Education 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

8 The examination shall cover conceptual and situational critical thinking questions aligned with the standards set by the Philippine Professional Standards for School Heads (PPSSH) as stipulated in DO 24, s. 2020 or the National Adoption and Implementation of the Philippine Professional Standards for School Heads using the SOLO (Structure of the Observed Learning Outcome) taxonomy as an underpinning framework. It shall serve as a mechanism to safeguard and gauge the competency and quality of the aspiring school leaders in DepEd schools

9 To determine who will qualify for the next stage of the selection process for Principal I position, an **order of merit** will be used wherein the question difficulty and candidate ability shall be computed on the same scale. This procedure identifies proficiency of the taker's understanding in becoming a school head instead of the usual pass or fail scores

10 Official Results shall be released through a DM followed by the release of Certificates of Rating (COR) through the DepEd official email address of examinees

11 **DepEd values the credibility and integrity of the examination. The agency is not, in any way, affiliated with individuals or institutions offering and providing review sessions.** A warning is given to all applicants against individuals or organizations which claim to have access to the content of the examination. Applicants, individuals, or organizations who shall have direct or indirect request for test content and/or perform an act of bribery (monetary or gifts) to Central Office, RO, and school division office employees shall be subjected to investigation and/or filing of appropriate administrative case

12 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)

13 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

Encl.:

As stated

References:

DepEd Order (Nos. 007, s. 2023; 41, s. 2016; 97, s. 2011; and 39, s. 2007)  
DepEd Memorandum (No. 025, s. 2023)

To be indicated in the Perpetual Index  
under the following subjects:

BASIC EDUCATION  
BUREAUS AND OFFICES  
EXAMINATIONS  
OFFICIALS  
PROMOTION  
QUALIFICATIONS  
RULES AND REGULATIONS  
TEACHERS

MCR, APA, MPC, DM-Administration of the FY 2023 NOESH  
0068/February 20, 2024





**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.

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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. CERAL**

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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Republic of the Philippines  
Department of Education  
INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE  
User Support Division



# NQESH

National Qualifying Examination for School Heads  
ONLINE APPLICATION SYSTEM

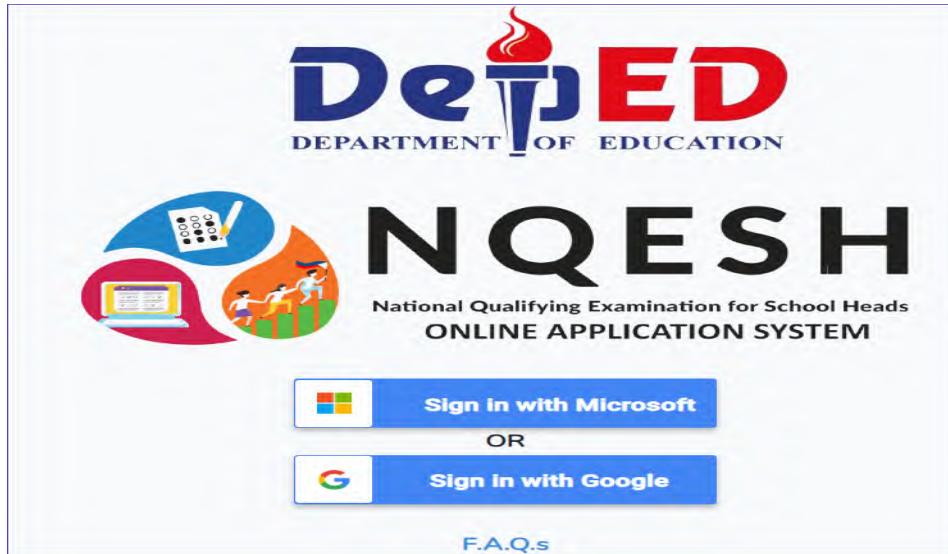
## NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS - ONLINE APPLICATION SYSTEM (NQESH-OAS) 2023

APPLICANTS USER GUIDE

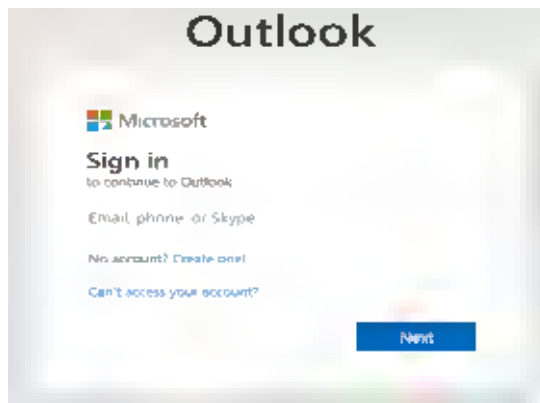
# I. Creating Your Account

You must have your own NQESH-OAS account that enables you to submit your application and view your application status.

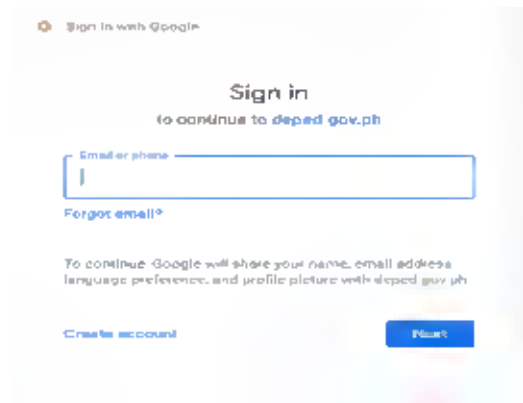
1. Access <https://nqesh.deped.gov.ph/> in your web browser.
2. In the landing page, click either “Sign in with Microsoft” or “Sign in with Google” button.



3. Sign in your account. Enter your username and password.

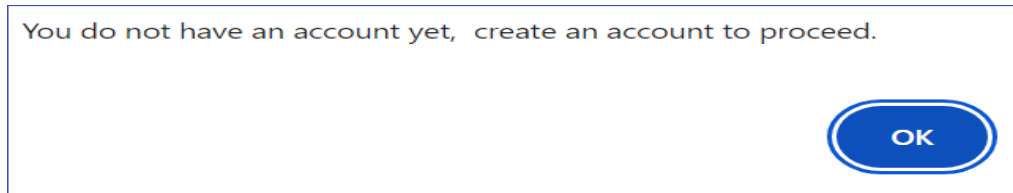


Outlook Log in

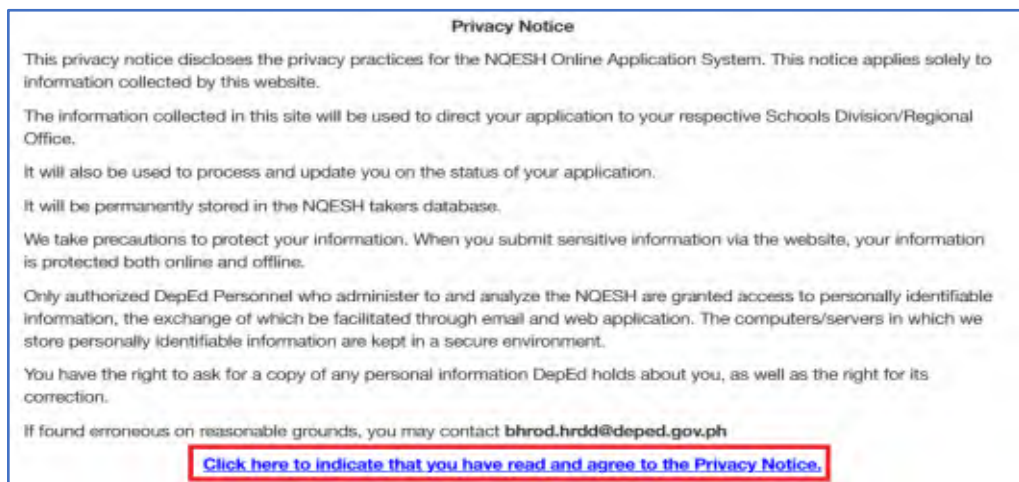


Gmail Log in

4. A message will pop up if the account is not yet registered. Click the “**OK**” button.



5. You will be redirected to the **Privacy Notice** page. Carefully read the Privacy Notice statement.



6. If you have read and agreed to its terms, click the **Click here to indicate that you have read and agree to the Privacy Notice**, then you will proceed to the Create Account page.

7. Fill out the fields under:

### Applicant Information

- a. Enter your **First Name, Middle Name** (Type NA if not applicable), and **Last Name**.
- b. Enter your **Name Extension** (If applicable).
- c. Select the year, month, and day of your **Date of Birth** in the dropdown list.
- d. Select your **Sex** in the dropdown list.
- e. Enter your **Mobile Number** using this format: 09XXXXXXXXXX.
- f. Enter your **Landline Number** (If available; include the area code).
- g. Select your answer in the dropdown for the question of “**Do You have Stable Internet Connection?**”
- h. Enter your **Reason For Taking Exam** in the textbox
- i. Enter the **Number of Times Test Was Taken**; Input 0 if first-time taker.
- j. Enter **Years Taken** (If you entered 1 and above in the previous question, enter the year/s when you took the exam in the textbox labeled **1st take, 2nd take**, and so on.)

Create Account

\*Email: [redacted]@deped.gov.ph

APPLICANT INFORMATION

\*First Name: [text box]

\*Middle Name: [text box] if not applicable put N/A

\*Last Name: [text box]

Name Extension: [text box]

\*Date of Birth: [dropdown menu] mm/dd/yyyy

\*Sex: [dropdown menu] Select Type

\*Mobile Number: [text box] 0909509099

Landline Number(if applicable): [text box] Area code + 8 digits

\*Do You Have Stable Internet Connection?: [dropdown menu] Select Answer

Reason For Taking Exam: [text box]

\*Number of times test was taken(Zero(0) if first time taker): [text box]

\*Years taken: [text box] 2018,2019

### Work Information

- a. Enter **Current Position** in the text box.
- b. Enter **Designation** in the text box.
- c. Select **Governance Level**; If **Central Office** is selected, type the Office Name; If **Regional Office**, select the Region and type the Office Name; If **Division Office**, select the Region, Division and input the Office Name; If **School**, select the Region, Division, and input the School Name.

WORK INFORMATION

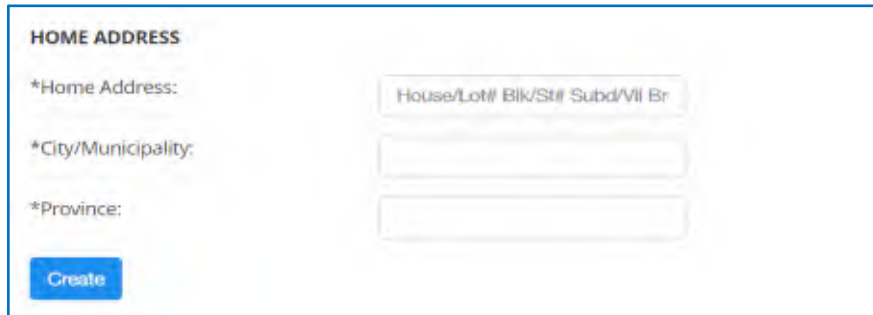
\*Current Position: [text box]

Designation: [text box]

\*Governance Level: [dropdown menu] Select Level

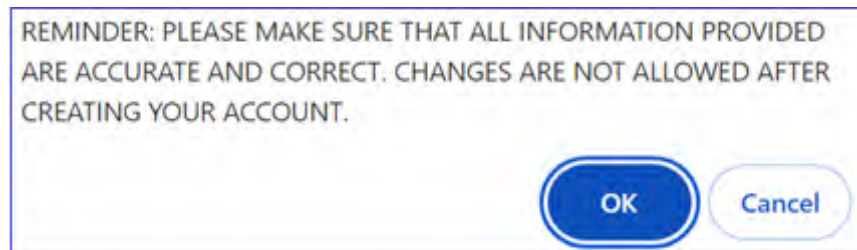
## Home Address

- Fill out the fields under **Home Address**; Enter your complete Home Address using the following format: House No. /Block No./Lot No./Street/Subdivision/Village/Barangay.
- Enter your **City/Municipality**.
- Enter your **Province**.
- Click the **Create** button to submit account registration.



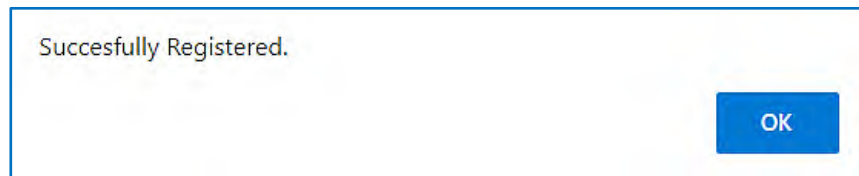
The screenshot shows a form titled "HOME ADDRESS". It contains three input fields: "\*Home Address:" with a placeholder "House/Lot# Blk/St# Subd/Vil Br", "\*City/Municipality:", and "\*Province:". A blue "Create" button is located at the bottom left of the form.

- A message will pop up, if you have reviewed your information and have verified it as accurate, click **OK** to confirm.



The screenshot shows a confirmation message box with the text: "REMINDER: PLEASE MAKE SURE THAT ALL INFORMATION PROVIDED ARE ACCURATE AND CORRECT. CHANGES ARE NOT ALLOWED AFTER CREATING YOUR ACCOUNT." At the bottom right, there are two buttons: "OK" and "Cancel".

- Another message will pop up, click the **OK** button to redirect to the Login page.



The screenshot shows a message box with the text: "Successfully Registered." At the bottom right, there is a blue "OK" button.

- Once done, an email will be sent to the email address you provided as confirmation that your account has been created.



**Subject: DEPED NQESH-OAS Account Created**  
DepEd NQESH Notification <[no-reply.nqesh001@deped.gov.ph](mailto:no-reply.nqesh001@deped.gov.ph)>  
**Sent:** Monday, January 29, 2024 8:46 AM  
**To:** Juan Dela Cruz <[juan.delacruz@deped.gov.ph](mailto:juan.delacruz@deped.gov.ph)>

**ACTION:**  
Register to the NQESH Online System to create an account

**NQESH-OAS status:**  
**ACCOUNT CREATED**

Dear [ACCOUNT NAME],

You have successfully created an account in the NQESH Online Application System.

To proceed with your application, **LOG IN to your account** using your DepEd email address and password.

Before you start with your application, please ensure that you have **saved in PDF format a clear scanned copy** of the following documentary requirements:

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 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

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

If applicable,

- Designation Order as Teacher-In-Charge signed by the Schools Division Superintendent; or
- Certification of managerial and administrative experience from DepEd-recognized private institution or CHED-recognized higher education institution.

Relative to the submission of documents, please be reminded of the Civil Service Commission (CSC) rules and regulations which states that **falsification of qualifications and/or documents shall be subjected to investigation with grounds on grave dishonesty.**

Good luck with your application. Thank you and stay safe.

Yours truly,

NQESH National Technical Working Group

*This is an automatically generated email. Please do not reply to this message.  
For any questions or concerns, you may call your respective Schools Division Office or Regional Office*



BUREAU OF HUMAN RESOURCES  
AND ORGANIZATIONAL DEVELOPMENT

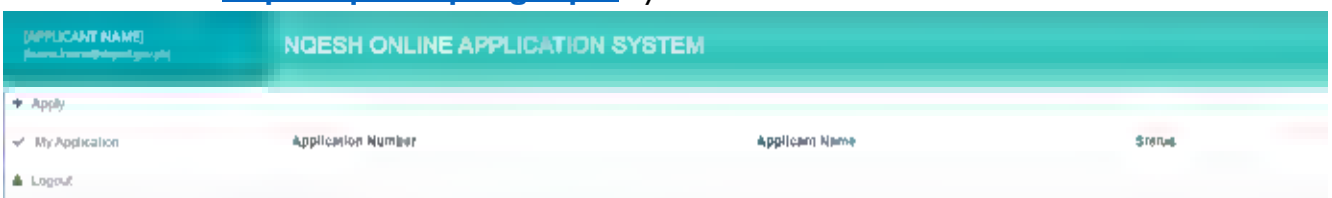


NQESH  
National Qualifying Examination for School Heads

## II. Logging In

After creating your account, you may log in to NQESH-OAS to access its facilities and process your application.

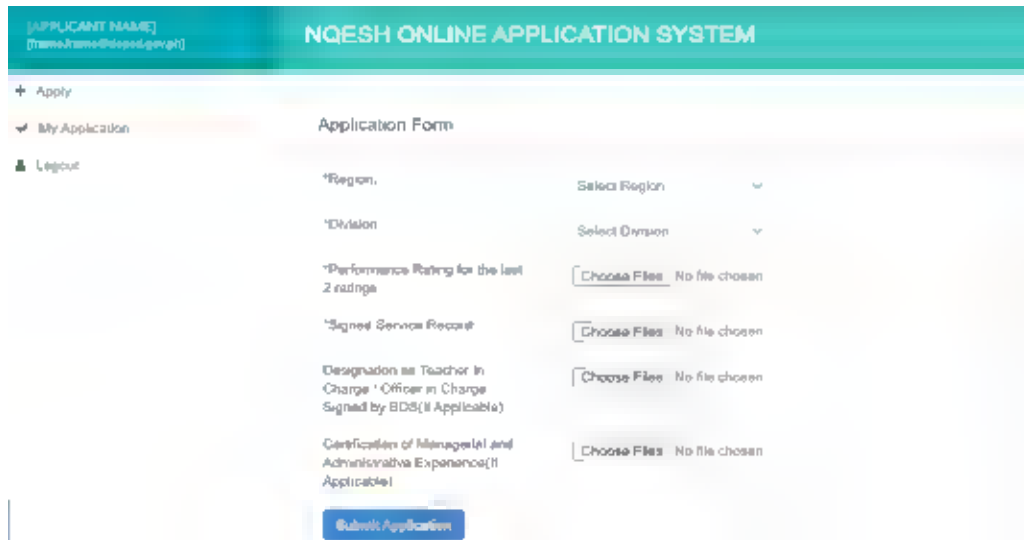
- I. Access <https://nqesh.deped.gov.ph/> in your web browser.



### III. Filling Out the Application Form

To facilitate a smooth application process, you are expected to fill out **ALL** required information in the Application Form **accurately**.

1. Click **+ Apply** to proceed to the Application Form.
2. Fill out the fields under **Application Form**.
  - a. Select **Region/Bureau/Service** from the dropdown list.
  - b. Select **Division** from the dropdown list.
3. Upload soft copies (preferably scanned copies) of required documents as stated under Supporting Documents:
  - a. Performance Rating for the last two (2) ratings.
  - b. Signed Service Record.
  - c. Designation as Teacher in Charge/Officer in Charge Signed by SDS (if applicable); and
  - d. Certification of Managerial and Administrative Experience (if applicable)



The screenshot shows the NQESH ONLINE APPLICATION SYSTEM interface. At the top, there is a header with the applicant's name and email address, and the system name. Below the header, there are navigation options: '+ Apply', 'My Application', and 'Logout'. The main content area is titled 'Application Form' and contains several fields:

- \*Region: Select Region (dropdown menu)
- \*Division: Select Division (dropdown menu)
- \*Performance Rating for the last 2 ratings: Choose Files (file upload button, No file chosen)
- \*Signed Service Record: Choose Files (file upload button, No file chosen)
- Designation as Teacher in Charge / Officer in Charge Signed by SDS (if Applicable): Choose Files (file upload button, No file chosen)
- Certification of Managerial and Administrative Experience (if Applicable): Choose Files (file upload button, No file chosen)

At the bottom of the form, there is a 'Submit Application' button.

**Note:** The aggregated file size limit is only 25MB.

4. Once done filling out the form, click the **Submit Application** button.
5. A message will pop up reminding you of the email confirmation, click **OK** to confirm.

REMINDER: Please wait for the confirmation email for at least 5 minutes before trying to resubmit as there may be Internet delays.



6. You will be prompted that **Your application has been saved successfully**; click **OK** to confirm.

Successfully submitted your application.

OK

7. Once the application is submitted, an email notification will be sent to the applicant's official DepEd email address. The **"For SDO Review"** status is reflected in the NQESH-OAS.

## IV. Checking Your Application Status

Once you have finished submitting your application, you will be redirected to the Application Status page, which indicates what level your application is at and what its details are.

You will also receive notifications through your email as soon as the status of your application is changed or updated.

**Please take note of the following application statuses:**

### For SDO Review

This will appear as the status once you complete the Application Form, indicating that your application has been routed to the **Schools Division Office (SDO)** where you filed your application.

The designated SDO evaluator will receive and assess the submitted documents and shall act on the application accordingly.

### Status on your Dashboard

Application Number	Applicant Name	Status
2022-71-525701		For SDO Review

### Email Notification

**Subject:** DEPED NQESH Application for SDO Review  
DepEd NQESH Notification <[no-reply.nqesh001@deped.gov.ph](mailto:no-reply.nqesh001@deped.gov.ph)>  
**Sent:** Monday, January 29, 2024 8:46 AM  
**To:** Juan Dela Cruz <[juan.delacruz@deped.gov.ph](mailto:juan.delacruz@deped.gov.ph)>

Dear [ACCOUNT NAME],

You have successfully submitted your application for the 2023 National Qualifying Examination for School Heads (NQESH) with Application No. [APPLICATION NO.].

Please be informed that the documents shall be subject to EVALUATION and VERIFICATION by NQESH Schools Division Technical Working Group (SDTWG).


You may check the status of your application by logging in to your NQESH Online Application System account.

Thank you and stay safe.

Yours truly,

NQESH National Technical Working Group

*This is an automatically generated email. Please do not reply to this message.  
For any questions or concerns, you may call your respective Schools Division Office or Regional Office*

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## For RO Validation

This will appear as the status once the SDO evaluator has forwarded your application to the RO.

The designated RO Validator shall review your application and approve it prior to payment.

### Status on your Dashboard

Application Number	Applicant Name	Status
2024-107-52436-1	JUAN DELA CRUZ	For RO Validation

### Email Notification

**Subject: DEPED NQESH Application for RO Validation**  
DepEd NQESH Notification <[no-reply.nqesh001@deped.gov.ph](mailto:no-reply.nqesh001@deped.gov.ph)>  
**Sent:** Monday, January 29, 2024 8:46 AM  
**To:** Juan Dela Cruz <[juan.delacruz@deped.gov.ph](mailto:juan.delacruz@deped.gov.ph)>

**ACTION:**  
Evaluated by SDO

**NQESH-OAS status:**  
FOR RO VALIDATION

Dear [ACCOUNT NAME],

Please be informed that your documents with Application No. [APPLICATION NO.] has been evaluated by the Schools Division Technical Working Group (SDTWG) and will be forwarded to the NQESH Regional Technical Working Group (RTWG) for further REVIEW and VALIDATION.




You may check the status of your application by logging in to your NQESH Online Application System account.

Thank you and stay safe.

Yours truly,

NQESH National Technical Working Group

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## Qualified

At this juncture, you will be asked to proceed to the SDO to pay for the examination fee and will be issued an examination permit.

### Status on your Dashboard

Application Number	Applicant Name	Status
2024-310-248250	[REDACTED]	Qualified

### Email Notification

**QUALIFIED with COMPLETE documents**  
**ACTION:**  
Validated by RO  
  
**NQESH-OAS status:**  
**FOR PAYMENT OF EXAMINATION FEE**

**Subject: DEPED NQESH Application for RO Validation**  
DepEd NQESH Notification <[no-reply.nqesh001@deped.gov.ph](mailto:no-reply.nqesh001@deped.gov.ph)>  
**Sent:** Monday, January 29, 2024 8:46 AM  
**To:** Juan Dela Cruz <[juan.delacruz@deped.gov.ph](mailto:juan.delacruz@deped.gov.ph)>

Dear [ACCOUNT NAME],

This is to inform you that after reviewing your documents, you are QUALIFIED to take the 2023 National Qualifying Examinations for Schools Heads (NQESH). Your assigned examinee number is:

[EXAMINEE NUMBER.]

You may now proceed to your Schools Division Office (SDO) to claim your EXAMINATION PERMIT through the SDO evaluator. You are required to bring the following:

1. Original copy of the submitted scanned documents *(for verification purpose only)*.
2. TWO (2) pcs passport size picture (with name tag) taken within the last 6 months
  - Affix your signature at the back
3. Payment for the Examination Fee (Php 600.00)


Upon receipt of your Examination Permit, proceed to the SDO CASHIER for the payment of the examination fee. As proof of your payment make sure that the cashier has indicated/stamped your payment details on the Examination Permit. The Official Receipt will be issued during the conduct of the 1<sup>st</sup> Mock Examination.

Thank you and stay safe.


Yours truly,

NQESH National Technical Working Group


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DEPARTMENT OF EDUCATION



BUREAU OF HUMAN RESOURCES AND ORGANIZATIONAL DEVELOPMENT



NQESH

## Copy of Certificate of Eligibility (COE)

Republic of the Philippines  
DEPARTMENT OF EDUCATION  
[REGION]  
[SCHOOLS DIVISION OFFICE]

### CERTIFICATION

This is to certify that the applicant has met all the requirements for the 2023 National Qualifying Examination of School Heads (NQESH) and has NO pending administrative case.



Examinee No.: 2023-01-123456  
First Name: JUAN  
Middle Name: CRUZ  
Last Name: DELA CRUZ  
Extension Name: JR  
Current Position: HEAD TEACHER I  
Designation: OIC PRINCIPAL  
School/Office: MATATAG ELEMENTARY SCHOOL

This certification also serves as EXAMINATION PERMIT to be presented to the room examiner.

ORIGINAL COPY OF SUBMITTED DOCUMENTS:	EXAMINATION FEE: PHP 600.00
VERIFIED BY: _____	RECEIVED BY: _____
SIGNATURE: _____ DATE: _____	SIGNATURE: _____ DATE: _____

*Copy for the Regional Office*



Examinee No.: 2023-01-123456  
First Name: JUAN  
Middle Name: CRUZ  
Last Name: DELA CRUZ  
Extension Name: JR  
Current Position: HEAD TEACHER I  
Designation: OIC PRINCIPAL  
School/Office: MATATAG ELEMENTARY SCHOOL

To whom it may concern:

The undersigned hereby confirms that all documents I submitted through the NQESH Online Application System (OAS) are scanned copies from the original documents. I certify the correctness and authenticity of these documents.

\_\_\_\_\_  
Signature of Examinee:

## Approved

You have successfully completed the application process and will be included in the initial list of examinees.

You are now set to take this year's National Qualifying Examination for School Heads (NQESH) through a secured online platform which shall be administered simultaneously nationwide at designated examination sites. Refer to the link provided in the email for the instructions relative to the secured online platform.

### Status on your Dashboard

Application Number	Applicant Name	Status
2024-306-447694	[REDACTED]	Paid
2024-318-708823	[REDACTED]	Paid
2024-321-864967	[REDACTED]	Paid

### Email Notification

**ACTION:**  
PAID Examination Fee  
  
**NQESH-OAS status:**  
INCLUDED IN THE LIST OF EXAMINEES

**Subject: DEPED NQESH Application for RO Validation**  
DepEd NQESH Notification <[no-reply.nqesh001@deped.gov.ph](mailto:no-reply.nqesh001@deped.gov.ph)>  
**Sent:** Monday, January 29, 2024 8:46 AM  
**To:** Juan Dela Cruz <[juan.delacruz@deped.gov.ph](mailto:juan.delacruz@deped.gov.ph)>

Dear [ACCOUNT NAME],

This is to confirm receipt of your payment.

You are now set to take this year's National Qualifying Examination for School Heads (NQESH) through a secured online platform which shall be administered simultaneously nationwide at designated examination sites. In addition, there will be two (2) mock exams to be conducted prior the actual examination, to prepare your device and to be familiar on the examination platform and process of taking the examination.

Relative to this, you need to secure a laptop computer with the following specifications.

1. Operating System: Windows 10 or higher
2. Processor: Intel Core i5 or Ryzen
3. RAM: At least 8 GB
4. Available Disk Space:
  - (SEB Installation) At least 5 GB or higher
  - (During NQESH) At least 1 GB or higher
5. User Rights: Can install (SEB) and uninstall prohibited application
6. Browser: Any updated web browser (Google Chrome, Edge, Firefox, Safari, Opera, Brave)

Mobile devices are not allowed. Prior the examination, ensure that you have installed the most recent version of the Secure Examination Browser (SEB) on the computer.

The Locked-down web browser application can be downloaded through this link:  
<http://tinyurl.com/NQESHFY2023Resources>




Read the "Instructions for Installation and Setting up" in the NQESH Resources folder before installing the SEB.

Thank you and stay safe.

Yours truly,

NQESH National Technical Working Group

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*For any questions or concerns, you may call your respective Schools Division Office or Regional Office*



## Re-Apply

This will appear as the status once the SDO evaluator or RO validator reviewed your application and finds invalid or lacking documents that you need to address.

### Status on your Dashboard

Application Number	Applicant Name	Status
332296600052	JUAN DELA CRUZ	Re Apply

### Email Notification

**Subject: DEPED NQESH Application for RO Validation**  
DepEd NQESH Notification <[no-reply.nqesh001@deped.gov.ph](mailto:no-reply.nqesh001@deped.gov.ph)>  
Sent: Monday, January 29, 2024 8:46 AM  
To: Juan Dela Cruz <[juan.delacruz@deped.gov.ph](mailto:juan.delacruz@deped.gov.ph)>

Dear [ACCOUNT NAME],

This is to inform you that after reviewing your documents, there are invalid or lacking documents which you need to address. Please log in to your NQESH Online Application System account, to check for the documents you need to comply as stated in the reason for your re-application.




You may submit the necessary documents by applying again in the system.

Thank you and stay safe.

Yours truly,

NQESH National Technical Working Group

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**INCOMPLETE documents**

**ACTION:**

Reviewed by SDO/Validated by RO

**NQESH-OAS status:**

**RE-APPLY**



## Disapproved

This will appear as the status once your application has been rejected or disqualified, along with a specified reason.

### Status on your Dashboard

Application Number	Applicant Name	Status
2022-107724301	JUAN DELA CRUZ	Disapproval

### Email Notification

**Subject:** DEPED NQESH Application for RO Validation

DepEd NQESH Notification <[no-reply.nqesh001@deped.gov.ph](mailto:no-reply.nqesh001@deped.gov.ph)>

**Sent:** Monday, January 29, 2024 8:46 AM

**To:** Juan Dela Cruz <[juan.delacruz@deped.gov.ph](mailto:juan.delacruz@deped.gov.ph)>

Dear [ACCOUNT NAME],

This is to inform you that after reviewing your documents, you DID NOT QUALIFY to take the 2023 National Qualifying Examinations for Schools Heads (NQESH).

Please log in to your NQESH Online Application System Account, to check for the reason for disqualification.

Thank you and stay safe.

Yours truly,

NQESH National Technical Working Group

> NOT QUALIFIED

ACTION:

Reviewed by SDO/Validated by RO

NQESH-OAS status:

DISAPPROVED APPLICATION

*This is an automatically generated email. Please do not reply to this message.*

*For any questions or concerns, you may call your respective Schools Division Office or Regional Office*



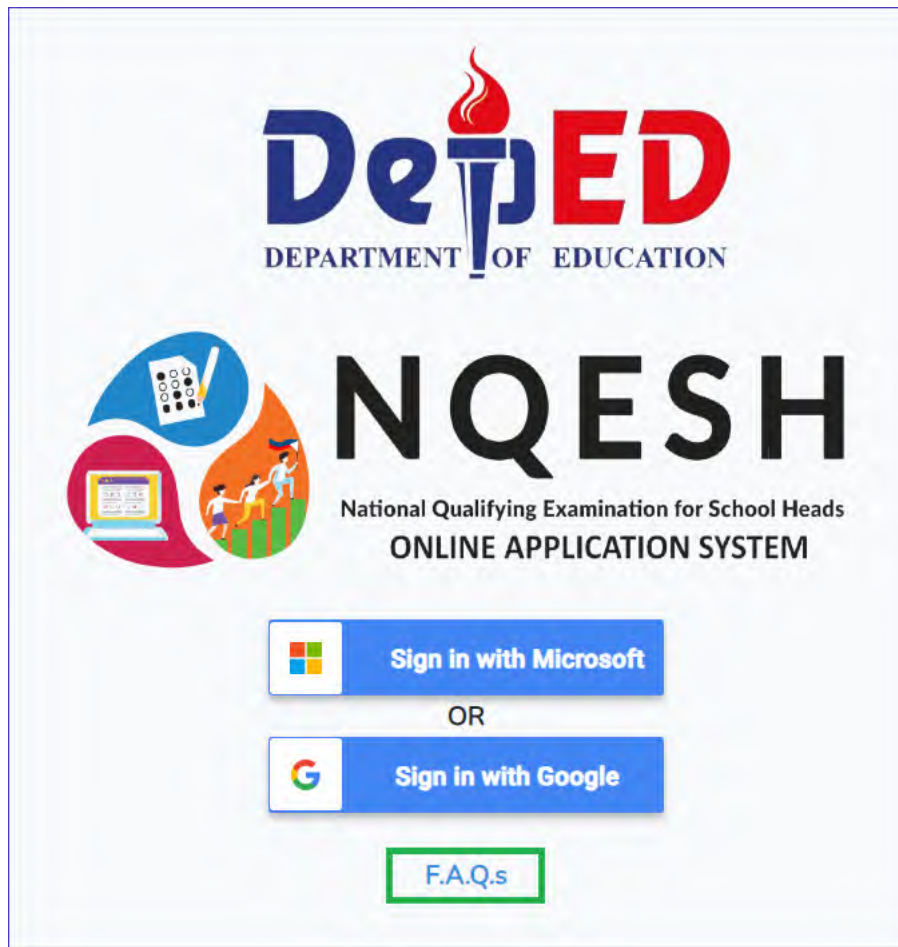
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AND ORGANIZATIONAL DEVELOPMENT**



**NQESH**  
National Qualifying Examination for School Heads

## Resources

Click the **F.A.Q.s** link in the landing page to access additional materials regarding the NQESH-OAS. Materials inside the said link can be viewed or downloaded.





# NQESH-OAS FAQs

For Applicants

## I do not have an M365 account, what should I do?

- Immediately contact your respective Division Information Technology Officer (DITO). Provide the DITO of the required information for M365 account creation. Once the registration process is complete, the DITO will then provide you with your M365 account to be utilized during NQESH-OAS account creation and application process.

## I selected the wrong Division where I belong to, what should I do?

- If application status is under SDO Review, wait for your application to be tagged as RE-APPLY.
- Promptly contact the SDO where you erroneously applied for to provide you swift action concerning your application.

## I cannot attach/upload my OPCRF/IPCRF because the file size is too big. What should I do?

- The system accepts a maximum aggregated file size of 25 MB per applicant and the files should be saved as PDF.

Nonetheless, you could upload several OPCRF/IPCRF files.

Example:

- File No. 1 – 2021 OPCRF/IPCRF
- File No. 2 – 2022 OPCRF/IPCRF
- The attachment to your application shall be reviewed by the SDO Evaluator and RO Validator whether to approve it or not. You may also inquire from the said personnel if attaching the front and last page of the attachment is acceptable.

## I need to make some corrections regarding my personal information in the system, what should I do?

- For applicants with corrections on personal information, kindly accomplish the official NQESH-OAS Ticketing through: [bit.ly/NQESH-OAS-Ticketing](https://bit.ly/NQESH-OAS-Ticketing)
- You may also use the said link to inquire or report any issues or concerns encountered in the system.

## I did not receive any email notification, what should I do?

- Check your NQESH-OAS account for your current application status.
- Refer to the NQESH-OAS User Guide to check the content of email notification vis-à-vis your current application status in the NQESH-OAS.