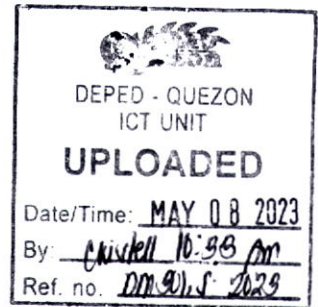




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



**2 May 2023**

**DIVISION MEMORANDUM**  
DM No. 31, s. 2023

**AMENDMENT TO DEPED MEMORANDUM NO. 100, s. 2022 AND CLARIFICATION ON THE USE OF NQESH OR PRINCIPAL'S TEST RESULTS IN RELATION TO DEPED ORDER NO. 007, s. 2023**

**TO: Assistant Schools Division Superintendents**  
**Chief, Curriculum Implementation Division**  
**Chief, Schools Governance and Operation Division**  
**Public Schools District Supervisors**  
**Elementary and Secondary School Heads**  
**All Other Concerned**

1. Attached herewith is DepEd Memorandum No. 025, s. 2023 dated April 25, 2023 titled Amendment to 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 Result in Relation to DepEd Order No. 007, s. 2023 (Guidelines on Recruitment, Selection and Appointment in the Department of Education), for your guidance and strict compliance.
2. Immediate dissemination of this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

perr5/2/2023

DEPEDQUEZON-TM-SDS-04-009-003



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Department of Education

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APR 25 2023

DepEd MEMORANDUM  
No. **025**, s. 2023

*Dis No. 20050223-108942*

**AMENDMENT TO 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)

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By: *JCO*

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 Order (DO) No. 007, s. 2023** titled **Guidelines on Recruitment, Selection, and Appointment in the Department of Education**, which covers the specific guidelines, procedures, and criteria for assessment of applicants to vacant positions in the Department, including entry-level school principal positions. It stipulates under Section 8(a) of Enclosure No. 3 (Criteria and Point System for Hiring and Promotion to School Administration Positions) that:

**For the purpose of hiring and appointment to entry-level school principal positions<sup>1</sup>, the applicant's score in the Principal's Test / National Qualifying Examination for School Heads (NQESH) or a similar standardized examination nationally administered by DepEd shall be the basis for scoring the component on Written Examination (10 points).**

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**The applicant's inability to take the principal's test shall not be considered grounds for disqualification. No test result shall only mean no score under the Written Examination component.**

2. However, it is reiterated that the NQESH is a measure of proficiency of the taker's competencies in becoming a school head based on the Philippine Professional Standards for School Heads. The principle of order of merit is deemed as a **Dimension of Preparedness** of aspiring principals.

3. In relation to the foregoing, **Item 4 of DepEd Memorandum (DM) No. 100, s. 2022** titled **Results of the Fiscal Year (FY) 2021 National Qualifying Examination for School Heads** is amended to emphasize the significance and use of NQESH results for purposes of appointment and deployment of school heads and shall read as follows:

<sup>1</sup> Entry-level school principal positions include School Principal I (SP 1), Special School Principal I (SSP), Elementary, Junior High School, and Senior High School levels, including Assistant School Principal II (ASP 2).

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- a. Only takers who fall under Category A shall be eligible for appointment to entry-level school principal positions. ✓
- b. Takers who fall under Category B may take the next NQESH after the provision of coaching and mentoring sessions with an experienced or outstanding School Principal. Moreover, they shall be prioritized in selecting Officer-in-Charge/Teacher-in-Charge in the event of a shortage of eligible appointees to entry-level school principal positions. //
- c. Takers who fall under Category C must undertake the School Heads Development Program (SHDP) through the National Educators' Academy of the Philippines (NEAP) or authorized external service providers before retaking the NQESH.

4. Further, only NQESH or Principal's Test passers from FY 2020 and prior years shall likewise be eligible for appointment. It is clarified that while NQESH or Principal's Test results are used for scoring the Written Examination component during the assessment process and pointing system, appointment shall still be based on the readiness of an aspiring principal to effectively perform the functions expected of a school head. As such, Schools Division Superintendents (SDSs) are hereby directed to strictly adhere to the parameters stipulated in this Memorandum in the appointment and deployment to entry level school principal positions. This directive shall remain in effect until the relevant provisions of DO No. 007, s. 2023 are amended and/or further guidelines are issued.

5. For more information, all concerned may contact the **Bureau of Human Resource and Organizational Development-Human Resource and Development Division (BHROD-HRDD)**, 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) or at telephone number (02) 8470-6630.

6. Immediate dissemination of this Memorandum is desired.

By Authority of the Secretary:

  
**GLORIA JUMAMIL-MERCADO**  
 Undersecretary

References: DepEd Order (No. 007, s. 2023)  
 DepEd Memorandum (No. 100, s. 2022)  
 To be indicated in the Perpetual Index  
 under the following subjects:



AMENDMENT  
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