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DEPARTMENT OF EDUCATION  
Schools Division of Biñan City  
RECORDS SECTION

Republic of the Philippines  
Department of Education  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF BIÑAN CITY

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DIVISION MEMORANDUM  
No. 412, s. 2021

**CLARIFICATION ON THE ELIGIBILITY REQUIREMENTS FOR FY2021 NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH)**

To : Assistant Schools Division Superintendent  
Chief, School Governance and Operations Division  
Chief, Curriculum Implementation Division  
All School Heads

1. Attached is DM-HROD-2021-0222, which clarifies the eligibility requirements for the FY 2021 National Qualifying Examination for School Heads (NQESH).

2. Aspiring School Heads, **regardless of their current position**, are qualified to take the NQESH provided that the following requirements are met:

- a. Meets the **minimum Qualification Standards (QS)** for Principal I position stipulated in DepEd Order No. 39, s. 2007 entitled Modified Qualification Standards for the Positions of Head Teachers and Principals; and
- b. Has acquired **ANY** of the following experience requirements as of **February 2022**:
  - b.1 One year as Head Teacher; or
  - b.2 Two years as Teacher-in-Charge; or
  - b.3 Two years as Master Teacher; or
  - b.4 Five years as Teacher III or SPED Teacher; or
  - b.5 Five years as an 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.

3. Moreover, the following documents are required only for the specified requirements related to experience:

- a. 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;
- b. 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.

4. 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**.



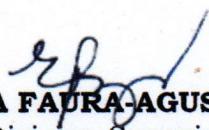
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5. Should there be queries or any related concerns, please contact the Human Resource and Development Division through [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph) or <https://www.facebook.com/DepEdBHROD>.
6. Immediate dissemination of this Memorandum is desired.

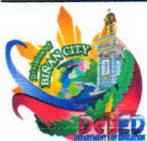
  
**EDNA FAURA-AGUSTIN**  
Schools Division Superintendent

Encl: As stated

Reference: DM-HROD-2021-0222

SGOD/HRD / Clarification on the Eligibility Requirements for  
FY2021 National Qualifying Examination for School  
Heads (NQESH)

3017 / 10/04/2021

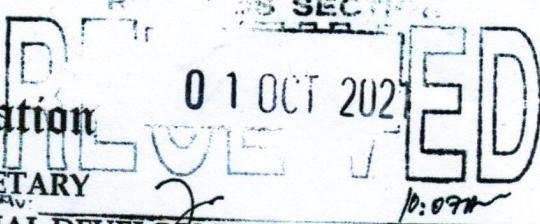


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Republika ng Pilipinas  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**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.