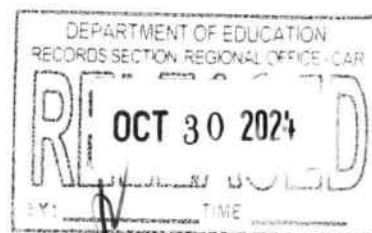




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



October 29, 2024

**REGIONAL MEMORANDUM**

No. 770-2024

**DISSEMINATION OF MEMORANDUM DM-OUHROD-2024-2127 "GUIDANCE ON FILLING UP OF SCHOOL PRINCIPAL I ITEM AND CLARIFICATION ON THE RESULTS OF THE FY 2023 AND FY 2021 CATB NQESH"**

To: Assistant Regional Director  
Schools Division Superintendents  
School Heads, Public Elementary and Secondary Schools  
All Others Concerned

1. Attached is Memorandum DM-OUHROD-2024-2127 dated 24 October 2024, titled *Guidance on Filling Up of School Principal I Item and Clarification on the Results of the FY 2023 And FY 2021 CATB NQESH*, details of which are stated herein.
2. Further, Frequently Asked Questions (FAQs) on NQESH & filling up of Principal I positions is attached for reference.
3. For more details, kindly contact the **Administrative Services Division** at Tel. No. **422-1318 or 422-1804** or through email at [car.admin@deped.gov.ph](mailto:car.admin@deped.gov.ph).
4. For immediate dissemination and compliance of all concerned.

  
**ESTELA P. LEON - CARIÑO EdD, CESO III**  
Director IV/Regional Director


ASD/MAB/mpc 102924  
CATB-NQESH FAQs



**Address:** DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601

**Telephone No:** (074) 422 – 1318

**Email Address:** [car@deped.gov.ph](mailto:car@deped.gov.ph)

 DepEd Tayo Cordillera

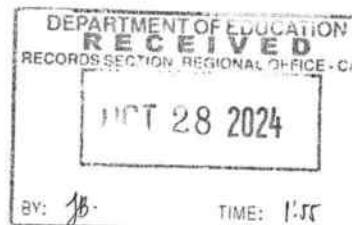
 <https://depedcar.ph>





Republika ng Pilipinas  
**Department of Education**

**OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT**



**MEMORANDUM  
DM-OUHROD-2024-2127**

**TO : REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS**

**FROM : WILFREDO E. CABRAL**  
Regional Director  
Officer-In-Charge, Office of the Undersecretary  
Human Resource and Organizational Development

**SUBJECT : GUIDANCE ON FILLING UP SCHOOL PRINCIPAL I ITEM AND  
CLARIFICATION ON THE RESULTS OF THE FY 2023 AND FY  
2021 CATB NQESH**

**DATE : 24 October 2024**

Committed to ensure timely and efficient filling-up of vacant positions and to ensure that all schools have a competent school leader, the Department of Education (DepEd) issued DM 59 s. 2024 or the **Results of Fiscal Year National Qualifying Examination for School Heads and Fiscal Year 2021 NQESH Category B Evaluation and Certification**.

Upon its issuance, different queries and interpretations have been raised on its issuance in relation to filling up of School Principal I item vacancies. In response to the queries and confusion on some provisions of the said DM, this is to provide guidance and clarification on the following:

**1. FY 2023 Category A and FY 2021 Category B Eligibility for Appointment**

- a. All FY 2023 Category A and FY 2021 Category B are eligible for the position of School Principal I. They may apply and be appointed to school principal position on an equal basis subject to the result of evaluative and eligibility assessment to be conducted by the Human Resource Merit Promotion and Selection Board of School Division Offices guided by Enclosure 3 of DO 7 s. 2023 titled Guidelines on the Recruitment, Selection, and Appointment (RSA) in the Department of Education and its subsequent issuances.
- b. FY 2021 Category B with descriptive rating of "Needing Intervention" must complete the required interventions before they can be considered for



Address: Room 102 Rizal Bldg., DepEd Complex, Meralco Ave., Pasig City, Metro Manila  
Telephone Nos.: 8637-7206  
Email Address: usec.hrod@deped.gov.ph  
Website: <https://www.deped.gov.ph>

Doc. Ref. Code	PAWIM-F-018	Rev	00
Effectivity	09.20.21	Page	1 of 3



appointment. The Schools Division Superintendent through the Human Resource Development Section are instructed to provide and conduct the intervention identified for Category B eligibles and issue Certificate of Completion as a documentary requirement.

- c. The Schools Division Superintendents, as the appointing authority, are accountable for making sound decisions when appointing School Principal I among the eligible and qualified candidates. They must ensure that these decisions comply with Section 57 of DO 7, s. 2023, as follows:

57. *"The appointing officer/authority shall be guided by the report of the HRMPSB's CAR/CAR-RQA, and in the exercise of sound discretion, select, insofar as practicable, the candidate deemed most qualified for appointment from among the top five (5) or less, depending on the number of candidates, unless otherwise provided by law.*

*For multiple vacancies, the appointing officer/authority shall select from the highlighted top candidates as determined by the HRMPSB, computed by multiplying the number of vacant plantilla items by a factor of five as stipulated in Item No. 48.*

## **2. Filling Up of School Principal position**

- a. Schools Division Offices (SDOs) are instructed to fill up School Principal I vacant positions as soon as possible.
- b. SDOs with available qualified applicants once all School Principal I position was filled up and there is no available item may consider reclassifying these applicants subject to relevant criteria and qualifications outlined in DO 97 s. 2011. Reclassified incumbent shall be designated as head of the school without principal I item.

## **3. Appointment to School Principal Positions**

- a. Appointments to School Principal positions, whether through natural vacancy or reclassification, shall require candidates to pass the DepEd-administered school head assessment.
- b. As such, it shall be reiterated that only passers/eligible of the NQESH, Principal's Test, or other school head assessment/s that may so be required in the future, shall be eligible for appointment to School Principal positions.

## **4. Accountability and Responsibility of the Appointing Officers**

All Schools Division Superintendent are reminded and shall adhere to the provision of Section 66-68 of DO 7 s. 2023 as follows:

66. *The appointing officer/authority shall be accountable in the appointments, and in responding to queries and clarifications pertaining to the results of the selection.*

67. *Any protest on the appointment shall be the accountability of the appointing officer/authority in the concerned governance level. The protest for non-teaching, related-teaching, and school administration positions shall be filed through a*

*formal written communication addressed to the Head of Office, within 15 calendar days from the date of issuance of appointment. The Rules on Protest under the 2017 RRACCS shall apply.*

*In accordance with RA 8190 and its implementing rules and regulations, "[p]rotests regarding the appointment or assignment of classroom public - school teachers shall prescribe in three (3) months upon the issuance of such appointment or assignment." "Aggrieved applicants in the registry of the Schools Division may file a protest. The protest, which shall be subscribed and sworn to in the form of a letter-complaint in three (3) copies, shall be filed at the Regional Office within ninety (90) days from the issuance of the appointment."*

*The Head of Office shall respond to the protest within seven (7) calendar days from the receipt of the protest but may extend to up to 20 days depending on the complexity of the protest.*

*No appeal shall be filed to a higher governance level of DepEd. Appeals pertaining to an action or response to protests issued by the Head of Office shall be submitted and lodged to the concerned CSCRO.*

*Consistent with Rule XVIII Section 92 of 2017 RACCS, the pendency of an appeal pertaining to the appointment issued shall not render an appointment ineffective or bar the approval/validation thereof, by the CSC, but the approval/validation shall be subject to the final outcome of the protest.*

68. All other provisions on appointment stipulated in Part V(E) Appointment of the DepEd Merit Selection Plan and rules and regulations as provided for in CSC MC No. 14, s. 2018 (ORAOHRA), as applicable, shall strictly be adhered to.

For more information, please contact the **Bureau of Human Resource and Organizational Development – Human Resource 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 telephone number (02) 8470-6630.

Immediate dissemination of and strict compliance with this Memorandum are directed.



Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

### FREQUENTLY ASKED QUESTIONS ON NQESH & FILLING UP OF PRINCIPAL 1 POSITIONS

#### A. **FY2021 CATEGORY B CONCERNS**

1. **I was able to attend the FY2021 NQESH Category B Evaluation and Certification. However, my name is not on the list provided in DepEd Memorandum No. 59, s.2024. What should I do?**

Answer: For FY2021 NQESH Category B who attended the Evaluation and Certification on September 27-28, 2024, but is not in the list provided in DepEd Memorandum No. 59, s.2024, please provide details through this link: <https://bit.ly/FY2021NQESHCBTBVerify>

2. **If I am one of the FY2021 Category B Qualifiers, am I considered a passer of the NQESH? Which specific school administration positions am I eligible to apply for?**

Answer: All FY 2021 Category B qualifiers in the list provided in DepEd Memorandum No. 59, s.2024 are eligible to apply and may be appointed to the School Principal I position subject to the result of evaluative and eligibility assessment. **However, FY 2021 Category B qualifiers with descriptive rating of "Needing Intervention" must complete the required interventions before they can be considered for appointment.**

3. **Who will conduct the Evaluative and Eligibility Assessment for FY2021 Category B Qualifiers?**

Answer: The evaluative and eligibility assessment shall be conducted by the Human Resource Merit Promotion and Selection Board of School Division Offices guided by Enclosure 3 of DepEd Order no. 007, s. 2023 or the "Guidelines on the Recruitment, Selection, and Appointment (RSA) in the Department of Education" and its subsequent issuances.

4. **Who will provide the Professional Shadowing and Immersion for FY2021 Category B Qualifiers with descriptive rating of "Closely Approximating" and "Approximating"?**

Answer: The Schools Division Superintendent, through the Human Resource Development Section, is instructed to **provide and conduct the intervention** identified for Category B qualifiers and issue Certificate of Completion as a documentary requirement.



**5. Who will provide the needed intervention for the qualifiers of FY2021 Category B with descriptive rating of “Needing Intervention”?**

Answer: The Schools Division Superintendent, through the Human Resource Development Section, is instructed to **provide and conduct the intervention** identified for Category B qualifiers and issue Certificate of Completion as a documentary requirement.

**B. FILLING UP AND APPOINTMENT TO PRINCIPAL I POSITIONS**

**1. Who will be prioritized for appointment to vacant School Principal positions, FY 2021 Category B qualifiers or FY 2023 NQESH eligible?**

Answer: There is **no prioritization** on whom to appoint first. Both FY 2021 Category B and FY 2023 NQESH are eligible to apply on an **equal basis**. The result of the evaluative and comparative assessment of the HRMPSB shall serve as a guide for the SDS as the appointing authority as to who to be appointed.

**2. What if all existing vacant School Principal I position have been filled up and there are still available NQESH eligibles from FY 2023 and FY 2021 Category B? What shall we do?**

Answer: Eligibles can apply to Assistant School Principal positions or apply for reclassification to School Principal I.

**3. Who may apply for reclassification in DepEd?**

Answer: Based on DO 97, s. 2011, the following positions may be promoted through reclassification upon meeting the requirements of the higher-level position, but no vacancy exists in the PSIPoP:

- Head Teacher I to VI (SG 14 to 19)
- Principal I to IV (SG 19 to 22)

**Except for the Head Teacher (HT) I and Principal I positions**, further reclassification shall no longer be based on the number of teachers but based on merit and performance for the position. In addition, **HT position in secondary schools** serving as Academic Department Head may only be considered for reclassification if the incumbent shall first assume the responsibilities of a School Head and meets the requirements of the position.

**4. How can an NQESH eligible request for reclassification within DepEd?**

Answer: HTs and principals may apply for reclassification upon meeting the minimum requirements for education, experience, training and performance rating stated in the previous table.

HTs and principals may request reclassification again after three (3) consecutive years of at least Very Satisfactory or two (2) consecutive years of Outstanding performance from the effectivity of the latest appointment.

An incumbent HT III, supervising at least 9 teachers for at least 3 years may request for reclassification to Principal I provided all requirements for reclassification are met as provided in DO 97, s. 2011.

## **5. What is the process of reclassification of SH positions?**

Answer:

- a. An applicant shall file their request for reclassification to the Personnel Section of their respective Schools Division Office and submit the complete original or certified true copies of the required documents. The application shall be endorsed by the Public Schools District Supervisor (District Office).
- b. The SDO shall receive, review, and evaluate the completeness and authenticity of the submitted documents.
- c. The SDO shall forward the evaluated documents to the DepEd Regional Office for endorsement of request to the counterpart DBM Regional Office for final action.
- d. Upon approval of the request, the DBM Regional Office concerned shall prepare the Notice of Organization, Staffing, and Compensation Action (NOSCA) and Special Allotment Release Order (SARO). The DBM Regional Office also issues the NOSCA to the DepEd Regional Office concerned.
- e. The DepEd Regional Office forwards the original copy of the NOSCA to the SDO for preparation of appointment as reclassified for attestation by CSC.
- f. The SDO forwards the original copy of the attested appointment to the applicant.
- g. The SDO continues to process the request by submitting the attested appointment and other documents for salary adjustment and the list of reclassified positions in PSIPoP through the DepEd Regional Office.
- h. The DepEd Regional Office transmits the list of reclassified positions to the DBM.

## **6. Is reclassification of HT and School Heads still allowed in view of the issuance of EO 174 (Expanded Career Progression System for Public School Teachers) and its IRR?**

Answer: Pending the issuance of the DBM-DepEd Joint Circular on the Modified Position Classification and Compensation Scheme and System of Career Progression for Teachers as well as the DepEd Order on the Implementation of EO 174 and its IRR, the reclassification for all Teaching, Head Teacher, and School Head positions shall still be authorized. The existing guidelines stipulated under Chapter 6 of the DBM Manual of Position Classification and Compensation

per DBM Circular Letter No. 2007-6, MEC 10, s. 1979, DO 57, s. 1997, and MEC 10, s. 1979, and DO 97, s. 2011 shall apply.

**7. Can an NQESH eligibles be designated as school head for schools without Principal 1? Can they also be designated as Assistant Principal to Big ES and HS?**

Answer: Yes. Priority to be designated are NQESH eligibles to schools without school head or assistant principal. Should there be no available NQESH eligibles, only then non-NQESH eligible be designated as OIC/TIC of a school. Non-NQESH eligible may submit a letter of intent to apply as OIC/TIC along with other documents such as PDS, Performance rating, TOR, Certificates of training attended, etc., for evaluation purposes. The SDS has the discretion on who to designate as OIC/TIC.

**8. Can an NQESH passer apply to both elementary and secondary Principal I item?**

Answer: Yes, subject to evaluative and comparative assessment results. The SDS has the authority who to appoint.

**9. Can NQESH non-passer/non-eligible BE APPOINTED to Principal 1 Item?**

Answer: NO. Schools Division superintendents are reminded that School Principal positions, whether through natural vacancy or reclassification, shall require candidates to pass the DepEd-administered school head assessment.

As such, it shall be reiterated that only passers/eligible of the NQESH, Principal's Test, or other school head assessment/s that may be required in the future, shall be eligible for appointment to School Principal positions.

**10. How come NQESH non-passer/non-eligible in our division was included in the Comparative Assessment Results for School Administration Position?**

Answer: With reference to DO 7 s. 2023, non-NQESH passers MAY APPLY but **APPOINTMENT** to School Principal positions, whether through natural vacancy or reclassification, shall require applicants to be NQESH passers.

**C. CERTIFICATE OF RATING (COR) CONCERNS**

**1. What should I do if I am included in the list of FY2023 NQESH passers BUT did not receive my COR and IDP?**

Answer: Please ensure that the email used in the NQESH application is active and accessible. Kindly check spam message; should there be none, please provide details through this link: [https://bit.ly/NQESHCOR\\_REQUEST](https://bit.ly/NQESHCOR_REQUEST).



#### **D. OTHER NQESH RELATED CONCERNS**

**1. Is there an update for FY 2021 NQESH Category C?**

Answer: All FY2021 NQESH Category C aspiring Principal may retake the next NQESH scheduled in FY 2025.

**2. I was just promoted to a new position less than a year now, and I passed the NQESH, can I apply for P1 position already?**

Answer: No, application to another position prior to his/her appointment to the present position must be after one year of performance in the current position.

----- **END** -----