



JUN 23 2011

DepEd MEMORANDUM  
No. **143**, s. 2011

**2011 NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS**

To: Bureau Directors  
Directors of Services, Centers and Heads of Units  
Regional Directors  
Schools Division/City Superintendents

1. The Department of Education (DepEd) through the National Educators Academy of the Philippines (NEAP) shall administer simultaneously the **2011 National Qualifying Examination for School Heads (NQESH)** on October 30.
2. The 2011 NQESH is open to all aspirants for Principal I position and all applicants under the Reclassification of School Heads Position (RSHP) as announced in DepEd Memorandum No. 257, s. 2010.
3. The examination shall serve as a mechanism for selecting competent school heads in the public basic education sector who will perform their functions upon assumption to duty.
4. This NQESH will cover the following dimensions of school leadership:
  - a. School Leadership;
  - b. Instructional Leadership;
  - c. Creating a Learning Climate;
  - d. Professional Human Resource Development;
  - e. Parent Involvement in Building Communities;
  - f. School Management and Daily Operations;
  - g. Personal Integrity and Interpersonal Sensitivity;
  - h. English Language Proficiency; and
  - i. Reading Comprehension.
5. The time allocation for the entire examination which is comprised of 170 items shall be three (3) hours and 30 minutes.
6. The aspirant must have an experience of at least five (5) years in the aggregate as Head Teacher, Teacher-in-Charge, Master Teacher and Teacher III, consistent with DepEd Memorandum No. 140, s. 2009.



7. The following are the deadlines and guidelines in the filing and processing of application forms:

- a. The deadline for filing the application form at the respective division offices (DOs) shall be on or before **September 15, 2011**;
- b. All regional offices (ROs) shall submit the complete list of applicants to the NEAP Central Office on or before **September 20, 2011**;
- c. The ROs are advised to farm out the template of the application form to the DOs for reproduction;
- d. All aspirants shall secure a copy of the application form from their respective DOs and file the same at the DO where the application form has been secured;
- e. The DOs shall be responsible in processing the application forms to determine the qualifications and eligibility of the applicants who will take the 2011 NQESH; and
- f. There shall be no extension of the deadline of filing application forms at the DOs as well as the transmittal of the list of examinees to the NEAP Central Office (CO).

8. The amount of registration fee, collection and guidelines in the transfer of funds to NEAP CO are as follows:

- a. The registration fee is placed at **Eight Hundred Fifty Pesos (PhP850.00)** to defray various costs relative to the conduct of the examination e.g. production of scannable test booklets, computerized generation of the results, airfreight and handling fees of scannable test booklets, communications, transportation expenses of the examination teams from NEAP, honorarium of all staff from the NEAP CO, ROs and DOs involved in the pre-post work and actual conduct of the examination, development and production of Examiners Manual, item writing workshops, supplies and materials, administration and management costs, among others;
- b. The registration fees shall be collected by the NEAP in the Regional Competency Assessment Unit/Regional Testing Center and each examinee shall be issued a corresponding official receipt by the collecting Regional Center/NEAP in the Region;

- c. The total amount collected shall then be transferred by the NEAP in the Regional Testing Center to the NEAP CO upon transmittal to the former of a Billing Statement by the latter; and
- d. The funds shall be transferred to the NEAP CO three (3) days after receipt of the Billing Statement. The NEAP CO shall issue an official receipt upon submission of evidence of transfer of funds by the NEAP in the Regional Testing Center.

9. The RDs are requested to designate a Regional Coordinator who will be responsible in overseeing and supervising the preparation and in the actual conduct of the examination at the regional level. The name of the Regional Coordinator- designate shall be transmitted to the NEAP not later than **June 30, 2011**.

10. The NEAP shall set the National Planning Workshop and Orientation of Regional Coordinators to discuss the pre-post work requirements and actual conduct of the examination to ensure timely execution of examination related activities in order to achieve a smooth and orderly conduct of the 2011 NQESH. The exact date and venue of the workshop will be announced through a DepEd Advisory to be issued by the NEAP Central Office.

11. The examination will be held simultaneously on **October 30, 2011** in the following testing centers from 8:00 a.m. to 12:00 noon:

<b>Region</b>	<b>Regional Testing Center</b>	<b>Location</b>
I	La Union National High School	San Fernando City, La Union
II	Cagayan National High School	Tuguegarao City
III	Angeles Central Elementary School	San Fernando, Angeles City
IV-A	To Be Announced (TBA)	TBA
IV-B	TBA	TBA
V	Tabaco National High School	Tabaco City
VI	Iloilo National High School (INHS) Negros Occidental National High School (NONHS)	Iloilo City Bacolod City
VII	Abellana National High School	Cebu City
VIII	Leyte National High School	Tacloban City
IX	Zamboanga City High School (Main)	Zamboanga City
X	Cagayan de Oro City High School	Cagayan de Oro City
XI	Davao City National High School	Davao City
XII	Koronadal National High School	Koronadal, South Cotabato
NCR	San Francisco High School	Misamis Street, Bago Bantay, Quezon City
CAR	Baguio City National High School	Baguio City

12 . All examinees from ARMM can file their application forms and can take the examination in any of the following ROs: IX, X, XI and XII.

13. To ensure the smooth conduct and integrity of the examination, the NEAP CO personnel and staff have crafted the following guidelines for strict compliance of the Regional Testing Coordinators:

- a. assign only 24 examinees in every testing room;
- b. designate at least one (1) chief examiner;
- c. assign one (1) supervising examiner for every three (3) testing rooms;
- d. allocate one (1) examiner and one (1) proctor per testing room;
- e. provide a secure and spacious area for test booklet distribution and retrieval;
- f. assign one (1) roving general errand staff for every ten (10) testing rooms;
- g. provide medical staff and legal officer;
- h. ensure all testing rooms are well-lighted and avoid assigning testing rooms across or right beside a rest room;
- i. avoid the use of children's desk as examination chairs; and
- j. avoid the use of laboratory rooms as testing rooms.

14. All staff who will be involved in the preparation and administration of the examination shall come from the regional and division offices and from the NEAP Central Office.

15. For further inquiries, please contact Mr. Antonio G. Ordovez, Jr., National Project Manager, NEAP at mobile phone no.: 0918-3367-467 or Mr. Eric Herrera, Resource Coordinator at telephone nos.: (02) 635-47-96.

16. Immediate dissemination of this Memorandum is desired.

  
**BR. ARMIN A. LUISTRO FSC**  
Secretary 

References: DepEd Memorandum: (Nos.: 257, s. 2010 and 140, s. 2009)

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

EXAMINATIONS  
OFFICIALS

PROMOTION  
WORKSHOPS

Rhea/DM- 2011 NOESH  
June 4, 2011

DEPARTMENT OF EDUCATION  
OFFICE OF THE SECRETARY  
**RECEIVED**  
06/14/11  
By: m. men Time: \_\_\_\_\_  
Doc. # 0182-200970