



JUN 04 2010

DepEd MEMORANDUM
No. **257** s. 2010

CONDUCT OF THE 2010 NATIONAL QUALIFYING EXAMINATION (NQE) FOR SCHOOL HEADS AND QUALIFYING PROCESS FOR RECLASSIFICATION OF SCHOOL HEAD POSITIONS (RSHP)

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Schools Division/City Superintendents

1. In keeping with the adoption and implementation of the Guidelines on the Allocation and Reclassification of School Head Positions issued through DepEd Memorandum No. 180, s. 2010, the 2010 National Qualifying Examination for Reclassification of School Head Positions (NQE-RSHP) will be administered simultaneously on September 19, 2010 in regional testing centers which will be announced in a separate memorandum or advisory.
2. The applicants for the NQE-RSHP must meet the basic requirements for reclassification of Head Teachers I, II, III, IV, V, VI, or Principal I as enumerated in Item No. 4, Section B under Basic Policies of the enclosure to said Memorandum.
3. Incumbent Principals I, II or III, and passers of the 2008 or 2009 National Qualifying Examination for Principals administered by the National Educators Academy of the Philippines (NEAP) are exempted from taking the NQEP-RSHP and may apply for reclassification to the desired school head positions if they meet the basic requirements for reclassification and if they are holders of Certificate of Eligibility for School Head issued by NEAP.
4. The NQE-RSHP which will be based on the National Competency-Based Standards for School Heads (NCBS-SH) will cover the following:
 - a. School Leadership;
 - b. Instructional Leadership;
 - c. Creating a Student-Centered Learning Climate;
 - d. Human Resource Management and Professional Development;
 - e. Parent Involvement and Community Partnership;
 - f. School Management and Operations; and
 - g. Personal and Professional Attributes and Interpersonal Effectiveness.
5. The time allocation for the entire 170-item examination is three (3) hours and thirty (30) minutes.



6. The following are the guidelines in the filing and processing of application forms:
 - a. Secure application forms from the division offices;
 - b. File application forms with the required documents and the examination fee with the Personnel Office of respective division offices on or before June 4, 2010;
 - c. The division office will be responsible in processing the application forms to determine the qualifications and eligibility of the aspirants to take the examination and in submitting the official list of applicants to the regional office (Attention: NEAP in the Region Competency Assessment Team Leader), who will submit the official list per division to the NEAP Central through e-mail address: depedneap_central@yahoo.com on or before June 11, 2010; and
 - d. There shall be no extension of the deadline of filing of application forms at the division offices and of the transmittal of the list of examinees to the NEAP.

7. The examination fee, collection and guidelines in the transfer of funds to NEAP are as follows:
 - a. The examination fee of Eight Hundred Fifty Pesos (PhP850.00) will be charged each examinee to defray cost of developing the test items, printing of scannable test booklets, generating computerized results, airfreight and handling fees of test booklets, communications and transportation expenses of examination teams from NEAP, honorarium of all staff involved in the development of test items, supplies and materials, and other incidental expenses;
 - b. The division offices will transmit the examination fees with the official list of examinees to the regional office (Attention: NEAP in the Region Competency Assessment Team). Each examinee shall be issued an official receipt by the Collecting Officer of the regional office;
 - c. The total collection shall then be transferred by the regional office to the NEAP Central three (3) days after receipt of the Billing Statement from the latter; and
 - d. NEAP Central shall issue an official receipt to the regional office upon receipt of evidence of transfer of funds.

8. All examinees from the Autonomous Region in Muslim Mindanao (ARMM) can secure and file their application forms and take the examination in either Regional Offices IX, X, XI and XII.

9. To ensure the smooth conduct and integrity of the examination, the following specifications are prescribed for strict compliance of the NEAP in the Region Competency Assessment Team/Regional Testing Centers:
 - 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 five (5) testing rooms;
 - g. Provide medical staff and legal officer;
 - h. Ensure all testing rooms are well lighted and ventilated, and not assign testing rooms which are across or right beside a rest room; and
 - i. Avoid the use of children's desks as examination chairs and laboratory rooms as testing rooms.

10. The NEAP Central shall conduct preparatory activities such as test items writeshop and orientation of NEAP in the Region Competency Assessment Team Leaders/Regional Testing Coordinators and other activities pertinent to the successful conduct of the test.
11. All staff who will be involved in the preparation and administration of the examination shall be designated by the NEAP in the Region Competency Assessment Team Leader upon approval of the Regional Director and submitted to the NEAP Central on or before June 30, 2010.
12. Internal and external stakeholders' psychosocial attributes and personality assessment and basic training course for Head Teacher I shall be conducted by the NEAP for the passers of the NQE-RSHP. Certificate of Eligibility (CE) shall be issued to the applicant who has successfully passed the qualifying process.
13. Disbursement which are chargeable against said collections shall be subject to the existing accounting and auditing rules and regulations.
14. For further inquiries, please contact Mr. Antonio G. Ordovez, Jr. NEAP Central Competency Assessment Coordinator at mobile phone no.: 0918-3367-467 or Ms. Lolet Escandor, Resource Coordinator at tel. no.: (02) 635-4796.
15. Immediate dissemination of this Memorandum is desired.



MONA D. VALISNO
Secretary

Reference:

DepEd Memorandum: (No. 180, s. 2010)

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

EXAMINATIONS
OFFICIALS
RECLASSIFICATION
TEACHERS
TESTS