



Republic of the Philippines
Department of Education

JUL 27 2012

DepEd MEMORANDUM
 No. **132**, s. 2012

2012 NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH)

To: Bureau Directors
 Regional Directors
 Schools Division/City Superintendents
 Heads, Public and Private Elementary and Secondary Schools

1. The Department of Education (DepEd) through the National Educators Academy of the Philippines (NEAP) shall administer simultaneously the **2012 National Qualifying Examination for School Heads (NQESH)** on November 11.
2. The 2012 NQESH is open to all aspirants for Principal I position and all applicants under the Reclassification of School Heads Position (RSHP) as required under DepEd Order No. 97, s. 2011 entitled "*Revised Guidelines on the Allocation and Reclassification of School Head Positions.*"
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. 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 entitled "*Corrigendum to DepED Memorandum No. 97, s. 2009 (2009 National Qualifying Examination for Principals).*"
4. The 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 and 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 examination shall be three (3) hours and fifteen (15) minutes.

6. 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 **October 11, 2012**;
- b. All regional offices (ROs) shall submit the list of applicants to the NEAP Central Office on or before **October 15, 2012** through depedneap_central@yahoo.com;
- c. The ROs are advised to send or 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 aspirants who will take the 2012 NQESH; and
- f. There shall be no extension of the deadline of filing of application forms at the DOs as well as the transmittal of the list of examinees to the NEAP Central Office (CO).

7. The amount of registration fees, collections 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 administration of the examination, e.g. production of scannable test booklets, automated generation and processing of the results, airfreight and handling fees of scannable test booklets, communications, transportation expenses of examination teams from NEAP CO, honoraria of all staff from CO, ROs, DOs, involved in the pre-post work and actual conduct of the examination, development and production of Examiners Manual, item writers workshop, certificates of rating, supplies and materials, administration and management cost, among others;
- b. The registration fees shall be collected by the NEAP Personnel in the Regional Testing Competency Assessment Unit/Regional Testing Center and each examinee shall be issued a corresponding official receipt by the collecting staff/ personnel from the Regional Center/ NEAP in the Region; and
- c. The total collection shall then be transferred by the Regional NEAP to the NEAP CO three (3) days after receipt of the Billing Statement from the latter. An official receipt will be issued by the NEAP CO upon submission of evidence of transfer of funds by the Regional NEAP.

8. The RDs shall designate a Regional Coordinator who will be responsible in overseeing and supervising the preparation and the actual administration of the examination at the regional level. The name of the Regional Coordinator-designate should be transmitted to the NEAP CO not later than **August 4, 2012**.

9. To ensure a smooth and orderly conduct of the 2012 NQESH, the NEAP CO shall conduct the National Planning Workshop and Orientation of Regional Coordinators to discuss the pre-work requirements and mechanics during the actual conduct of the examination related activities. The exact date and venue of the workshop and orientation will be announced through a DepEd Advisory to be issued by the NEAP CO.

10. The examination will be held on November 11, 2012 from 8:30 to 11:30 a.m. simultaneously in the following testing centers:

Region	Testing Center	Location
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	Pedro Guevara Central School	Sta. Cruz, Laguna
IV-B	Puerto Princesa NHS	Puerto Princesa City
V	Tabaco National High School	Tabaco City
VI	Iloilo National High School	Iloilo City
VII	Abellana National High School	Cebu City
VIII	Leyte National High School	Tacloban City
IX	Zamboanga City High School	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	Bago Bantay, Quezon City
CAR	Baguio City National High School	Baguio City
Caraga	Butuan City National High School	Butuan City

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

12. 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 test booklet distribution and retrieval;
- e. provide a secure 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 that all testing rooms are well lighted;
- i. avoid the use of children's desks as examination chairs; and
- j. refrain from selecting the testing rooms across or right beside a rest room, and laboratory rooms as testing rooms.

13. All staff who will be involved in the preparation and administration of the examination shall be tapped from the ROs, DOs, and NEAP CO.

14. For further inquiries, concerned officials, personnel and staff may contact any of the following:

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15. Immediate dissemination of this Memorandum is desired.


BR. ARMIN A. LUISTRO FSC
Secretary

References:

DepEd Memorandum: Nos. 143, s. 2011 and (140, s. 2009)
DepEd Order: (No. 97, s. 2011)

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

EXAMINATIONS
OFFICIALS
PROMOTION
QUALIFICATIONS
TESTS
WORKSHOPS