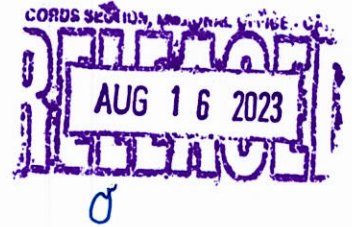




Republic of the Philippines
Department of Education
CARAGA REGION



August 15, 2023

REGIONAL MEMORANDUM
No. 0769, s. 2023

To: FUNCTIONAL DIVISION CHIEFS
SCHOOLS DIVISION SUPERINTENDENTS
This Region

GUIDELINES ON THE CONDUCT OF COACHING AND MENTORING
SESSIONS FOR THE NATIONAL QUALIFYING EXAMINATION
FOR SCHOOL HEADS 2021 CATEGORY B ASPIRING
SCHOOL HEADS

1. This Office hereby disseminates the enclosed Memorandum DM No. 046, s. 2023 titled **Guidelines on the Conduct of Coaching and Mentoring Sessions for the National Qualifying Examination for School Heads 2021 Category B Aspiring School Heads**.
2. Relative thereto, the twelve (12) Schools Division Offices (SDOs) are advised to strictly adhere to the General Guidelines, Specific Guidelines, Roles and Responsibilities to operationalize item 3(b) of DM 25, s. 2023 that states "*takers who fall under Category B may take the NQESH after the provision of coaching and mentoring sessions with an experienced or outstanding school principal,*" by providing guidance in the selection of coaches/mentors, set scheduling options for the sessions, and provide templates and learning materials for all concerned personnel and officials.
3. The SDO shall endorse to the Regional Office the list of coaches/mentors who meet the qualifications and requirements stipulated in the aforementioned Memorandum and their respective mentees using the Template (**Enclosure 1**) **not later than August 18, 2023**. Encoding of relevant data in the google sheet at <https://tinyurl.com/NQESH-SHDP> shall be done after the endorsement to RO.
4. The List of 2021 NQESH Category B takers who are the priority mentees is attached (**Enclosure 2**) for reference.
5. The coach and coachee must have met for a minimum of the (10 hours). The coaching and mentoring sessions shall commence on August 28, 2023, and shall be expected to be completed on October 13, 2023.



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6. The sessions should cover the five (5) domains of the Philippine Professional Standards for School Heads (PPSSH). The coach and the coaches are encouraged to use the existing SHDP material available at <https://bit.ly/SHDPmaterials> or any training materials for school heads provided that the topics are aligned to the PPSSH.

7. The coachee shall submit the Performance Monitoring and Coaching Form to the Schools Division Office to receive a Certificate of Completion (<https://bit.ly/NQESHBCert>), which is a requirement for applying the NQESH. The certificate of completion shall be signed by the Regional Director upon endorsement of the Schools Division Superintendent. Only those who completed the prescribed minimum number of coaching and mentoring sessions (Section 4.b.7, 2019 RPMS Manual) shall be eligible for said certificate.

6. E-copies of the Templates, Certificates and SHDP materials can also be accessed at <https://bit.ly/NQESH-SHDP>.

7. For queries, please contact Maria Ruth R. Edradan at hrdd_caraga@deped.gov.ph.

8. Immediate dissemination of and compliance to this Memorandum is highly desired.

MARIA INES C. ASUNCION

Director III

Officer-in-Charge

Office of the Regional Director

BY THE AUTHORITY OF THE REGIONAL DIRECTOR:


PEDRO T. ESCOBARTE, JR., PhD, CESO V
Assistant Regional Director 

Encl/s.: As stated

Reference/s: As stated

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

COMPETENCY

EMPLOYEE

PERFORMANCE

HRDD/mrre
08/15/2023



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Enclosure 1 to RM No. 0769, s. 2023

Endorsement of the Participants

August xx, 2023

MARIA INES C. ASUNCION

Director III

Officer-in-Charge

Office of the Regional Director

DepEd Caraga

Director Asuncion:

This is to respectfully submit the names of the coaches and mentors and coachees and mentees to the **Coaching and Mentoring for National Qualification Exam for School Heads (NQESH) 2021 Category B Aspiring School Heads** from this Region.

Name of Mentor	SDO	Designation	DepEd Email	Contact No.	Name(s) of Coachee

Thank you very much.

Respectfully yours,

<Schools Division Superintendent's Signature over Printed Name>
Schools Division Superintendent
Name of Schools Division



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FISCAL YEAR 2021 NATIONAL QUALIFYING EXAMINATION FOR
SCHOOL HEADS (NQESH) CATEGORY B TAKERS

No.	Last Name	First Name	Middle Initial	SDO
1	Abamonga	Bernardita	V	Agusan del Norte
2	Aguillon	Bamelo	M	Agusan del Norte
3	Balantac	Sarex	G	Agusan del Norte
4	Bontuan	Melinda	T	Agusan del Norte
5	Butcon	Joselito	G	Agusan del Norte
6	Deligero	Vivian	D	Agusan del Norte
7	Galbo	Arlyn	C	Agusan del Norte
8	Larano	Anacleto	A	Agusan del Norte
9	Angchangco	Neilmarx	V	Agusan del Sur
10	Balolot	Eleuterio	P	Agusan del Sur
11	Batico	Jocelyn	J	Agusan del Sur
12	Bayron	Cyrelino	D	Agusan del Sur
13	Camacho	Daisy	S	Agusan del Sur
14	Cordita	Marinie	Q	Agusan del Sur
15	Damasco	Bernabe	E	Agusan del Sur
16	Espina	Gina	V	Agusan del Sur
17	Jiz	Jocelyn	Y	Agusan del Sur
18	Llacuna	Renero	P	Agusan del Sur
19	Martinet	Cyris	B	Agusan del Sur
20	Orcullo	Marlo	P	Agusan del Sur
21	Quitoy	Filipina	L	Agusan del Sur
22	Solis	Dexter	E	Agusan del Sur
23	Tagud	Teresa	M	Agusan del Sur
24	Tode	Ermita	S	Agusan del Sur
25	Uba	Lucia	L	Agusan del Sur
26	Autor	Elmer	A	Bayugan City
27	Bamberg	Clinch	B	Bayugan City
28	Barrio	Roland	P	Bayugan City
29	Cuevas	Joel	G	Bayugan City
30	Federicos	Wendel	C	Bayugan City
31	Gabor	Marck	T	Bayugan City
32	Gallenero	Dina	M	Bayugan City
33	Legaspi	Myrna	M	Bayugan City
34	Luna	Romerico	M	Bayugan City
35	Castillo	Ruben	L	Bislig City
36	Eco	Elven	M	Bislig City



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No.	Last Name	First Name	Middle Initial	SDO
37	Oliveros	Jaime	B	Bislig City
38	Pabroquez	Conrad	C	Bislig City
39	Paje	Lucia	N	Bislig City
40	Saturinas	Ailyn	C	Bislig City
41	Villanueva	Ramel	R	Bislig City
42	Ayuban	Charlo	G	Butuan City
43	Baylosis	Ledio	A	Butuan City
44	Calizo	Joseph	Y	Butuan City
45	Casindac	Roberto	M	Butuan City
46	Cebreros	Simplicia	C	Butuan City
47	Cuizon	Marivic	M	Butuan City
48	Galendez	Enecito	M	Butuan City
49	Guiritan	Rostum	Q	Butuan City
50	Lustiva	Rhoje	R	Butuan City
51	Mentero	Marlon	S	Butuan City
52	Orias	Nicolas	S	Butuan City
53	Velasco	Detcyle	A	Cabadbaran City
54	Dagani	Annabelle	P	Cabadbaran City
55	Avila	Yvonne	R	Cabadbaran City
56	Forinas	Ruther	B	Cabadbaran City
57	Delabahan	Lilibeth	P	Cabadbaran City
58	Mondejar	Jessie	G	Cabadbaran City
59	Boholst	Noel	D	Dinagat Islands
60	Cortes	Arelie	P	Dinagat Islands
61	Cortes	Dominador	T	Dinagat Islands
62	Eder	Benilda	E	Dinagat Islands
63	Egamao	Maria Estela	B	Dinagat Islands
64	Erno	Elben Joy	B	Dinagat Islands
65	Gimena	Christopher	A	Dinagat Islands
66	Jiz De Ortega	Mary Jane	L	Dinagat Islands
67	Mutia	Saturnino	C	Dinagat Islands
68	Paradero	Protacio	L	Dinagat Islands
69	Ramoso	Noel	C	Dinagat Islands
70	Tinambacan	Welma	E	Dinagat Islands
71	Traya	Frezel	M	Dinagat Islands
72	Velez	Allan	M	Dinagat Islands
73	Dizon	Nieva	B.	Siargao
74	Dulguime	Jessica	C	Siargao
75	Dulpina	Prisco	C.	Siargao
76	Gocela	Irwin	E	Siargao
77	Iballa	Lucas	S	Siargao



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No.	Last Name	First Name	Middle Initial	SDO
78	Jabines	Meriam	E	Siargao
79	Medrano	Dacel	P.	Siargao
80	Minguita	Reynold	R.	Siargao
81	Padios	Jamell Icill	F	Siargao
82	Ruaya	Bryan	C	Siargao
83	Sangco	Sarachen	L.	Siargao
84	Toldo	Charity	G.	Siargao
85	Armada	Rogely	P	Surigao City
86	Asis	Jimmy Ann	G	Surigao City
87	Cortes	Rowena	A	Surigao City
88	Delgado	Teofredo	U	Surigao City
89	Elano	Jejejiema	D	Surigao City
90	Gillo	Marilyn	E	Surigao City
91	Juaton	Melanie	B	Surigao City
92	Lapiz	Frederick	L	Surigao City
93	Quiño	Rey	G	Surigao City
94	Bonilla	Lirry	M	Surigao del Norte
95	Libago	Samuel	S	Surigao del Norte
96	Mahinay	Jelynrose	E	Surigao del Norte
97	Maniego	Jocelyn	P	Surigao del Norte
98	Murcia	Beda	G	Surigao del Norte
99	Naquila	Marilou	C	Surigao del Norte
100	Oclarit	Asuncion	B	Surigao del Norte
101	Aguhob	Vilma	G	Surigao del Sur
102	Asis	Alex	M	Surigao del Sur
103	Baldo	Patrocenio Jr.	R	Surigao del Sur
104	Bandola	Ma. Liza	T	Surigao del Sur
105	Caballes	Rita	A	Surigao del Sur
106	Cuadra	Kareen	L	Surigao del Sur
107	Gonzaga	Psyche	I	Surigao del Sur
108	Gutierrez	Aurelia	C	Surigao del Sur
109	Luarez	Annaliza	T	Surigao del Sur
110	Maisog	Diodora	J.	Surigao del Sur
111	Miranda	Marlibeth	I	Surigao del Sur
112	Ortiz	Aireen	O	Surigao del Sur
113	Pingol	Marchelyn	U	Surigao del Sur
114	Resultan	Geralda	A	Surigao dl Sur
115	Rosal	Arieljun	P	Surigao del Sur
116	Serna	Joselito	C	Surigao del Sur
117	Villaflor	Susan	R	Surigao del Sur
118	Ybanez	Vera	M	Surigao del Sur



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No.	Last Name	First Name	Middle Initial	SDO
119	Casio	Padlo	P	Tandag City
120	Maribao	Renerio	R	Tandag City



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Republic of the Philippines
Department of Education

DepEd MEMORANDUM
No. **046**, s. 2023

AUG 11 2023

**GUIDELINES ON THE CONDUCT OF COACHING AND MENTORING SESSIONS
FOR THE NATIONAL QUALIFYING EXAMINATION FOR SCHOOL
HEADS 2021 CATEGORY B ASPIRING SCHOOL HEADS**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
All Others Concerned

1. The Department of Education issued DepEd Memorandum No. 25, s. 2023 titled "Amendment to DepEd Memorandum No. 100, s. 2022 and Clarification on the Use of the National Qualifying Examination for School Heads (NQESH) or Principal's Test Results in Relation to DepEd Order No. 007, s. 2023 (Guidelines on Recruitment, Selection, and Appointment in the Department of Education)," which emphasized the significance and use of the NQESH results for the purposes of appointment and deployment of school heads. It stipulates under Item 3.b. of DM 025, s. 2023 that:

3.b. Takers who fall under Category B may take the NQESH after the provision of coaching and mentoring sessions with an experienced or outstanding School Principal. (Sec. 3b)

2. To guide the NQESH Category B takers, their coaches, and mentors in the coaching and mentoring sessions, these enclosed **Guidelines on the Conduct of Coaching and Mentoring Sessions for NQESH 2021 Category B Aspiring School Heads** is issued.

3. Qualifications, requirements, and procedures stipulated in this DepEd Memorandum (DM) shall guide the NQESH B aspiring school heads and coaches/mentors in the conduct of the coaching and mentoring sessions prior to taking the NQESH again, as required by DM 25, s. 2023.

4. For clarifications or further information, please coordinate with the **National Educators Academy of the Philippines–Professional Development Division**, 2nd Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City, through email at neap.pdd@deped.gov.ph.

5. Immediate dissemination of this Memorandum is desired.

By Authority of the Secretary:


GLORIA JUMAMIL-MERCADO
Undersecretary

Encl.:
As stated



References: DepEd Order No. 007, s. 2023
DepEd Memorandum (Nos. 100, s. 2022, and 025, s. 2023)

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

EXAMINATION
OFFICIALS
PROCEDURE
QUALIFICATIONS
REQUIREMENTS
TEST

WNBO, APA, MPC, DM Guidelines for the Conduct of Coaching and Mentoring for NOESH 2021 B Aspiring School Heads
TN 0489 – August 7, 2023



**GUIDELINES FOR THE CONDUCT OF COACHING AND MENTORING SESSIONS FOR
NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH) 2021
CATEGORY B ASPIRING SCHOOL HEADS**

I. Introduction

1. The Department of Education (DepEd), through the National Educators Academy of the Philippines (NEAP), remains steadfast in adhering to its mandate under Republic Act No. 11713, otherwise known as the "Excellence in Teacher Education Act," in providing quality professional development programs on teacher education to in-service teachers, school leaders, and all teaching-related personnel.

2. The *G* of the *MATATAG* Agenda of Vice President and Secretary of Education Sara Duterte is spelled out as "Give support to teachers to teach better." School heads, as stewards of schools, play a crucial role in ensuring an enabling and supportive environment for effective teaching and learning. Hence, they shall be provided with training and other learning and development interventions to equip them with the necessary knowledge, skills, and attitudes vis-à-vis their role of supporting teachers to teach better.

3. Passing the National Qualifying Examination for School Heads (NQESH), also known as the Principal's Test, is one of the requirements in the appointment and reclassification of all aspiring applicants to the Principal and Assistant Principal positions in all public elementary and secondary schools. The NQESH "is a measure of proficiency of the taker's competencies in becoming a school head based on the Philippine Professional Standards for School Heads" (DM 25, s. 2023).

4. On June 21, 2022, DepEd, through the Bureau of Human Resource and Organizational Development (BHROD), administered the 2021 NQESH to 6,000 aspiring school heads. Subsequently, DepEd issued DM 100, s. 2022 or the Results of the FY 2021 NQESH where in 2,203 (36.93%) of the takers fall on Category A, while 2,096 (35.10%) and 1,667 (28%) fall on Categories B and C, respectively.

5. These Guidelines shall operationalize item 3(b) of DM 25, s. 2023 that states "Takers who fall under Category B may take the NQESH after the provision of coaching and mentoring sessions with an experienced or outstanding School Principal," by providing guidance in the selection of coaches/mentors, set scheduling options for the sessions, and provide templates and learning materials for all concerned personnel and officials.

II. General Guidelines

6. The NQESH Category B Aspiring School Head may nominate a coach or mentor, whom he or she is comfortable to work with and whose competence and integrity is beyond question. The coach/mentor may be the School Head's Rater, a superior, or a colleague

within the division he or she is in. The nominated coaches/mentors shall commit to the coaching/mentoring sessions as specified in the guidelines.

7. In case the NQESH Category B Aspiring School Head will not nominate his or her coach/mentor, the Schools Division Superintendent shall assign a coach/mentor and consider the following qualifications:

- a. Must have been a school head for at least three (3) years
- b. Must have a deep understanding of the Philippine Professional Standards for School Heads (PPSSH)
- c. Preferably a graduate of the School Heads Development Program (SHDP) or completed school leadership and management professional development programs recognized by NEAP
- d. Must have obtained a rating of Outstanding for four (4) consecutive rating period
- e. Must have conducted coaching and mentoring sessions for at least three (3) years
- f. Must have been practicing the following learning and development practices for at least four (4) years:
 - i. Needs Analysis
 - ii. Planning
 - iii. Delivery
 - iv. Monitoring and Evaluation
- g. Must have no pending case

8. The Schools Division Office (SDO) shall submit the list of coaches/mentors and their respective coachees/mentees to the Regional Office. The Regional Office shall then consolidate the list per SDO and submit an official endorsement (<https://bit.ly/NQESHBlletter>) to NEAP on or before August 25, 2023 through <https://bit.ly/NQESHBreg>. Please be advised that the link only accepts 10 MB Word file documents or PDF files.

III. Specific Guidelines

9. The coaching and mentoring sessions should be guided by the following:

- a. The delivery of a coaching session may include direct observation with feedback or formal coaching and mentoring, among others.
- b. A coach may have a minimum of one (1) and a maximum of three (3) coachee(s).
- c. Coaching and mentoring sessions will be done either face-to-face or through a blended modality every other week. One week should be spent with the coachee studying the material and the succeeding week a discussion with the coach on the covered material.
- d. The coaching and mentoring sessions begin with the coach identifying NQESH 2021 Category B aspiring school heads in his or her school or within his district (provided that the prospective coachee has no immediate superior who can serve as his or her coach).
- e. The initial coaching and mentoring session should cover the following:

- i. Needs Analysis – For the sessions to be targeted, the coaches and coachees will do a self-assessment as to which among the PPSSH Domains he or she needs further discussion.
 - ii. Planning – Once the target topics are identified, the coach and coachee should agree and plot the dates of their coaching and mentoring session.
- f. The coaching and mentoring time will depend upon the agreement of both the coach and the coachee. It should be done outside the teaching hours of the aspiring school head but not during weekends or holidays.
- g. The coach and coachee must have met for a minimum of ten (10) hours. The coaching and mentoring sessions shall commence on August 28, 2023, and shall be expected to be completed on October 13, 2023.

10. The coaching and mentoring sessions should cover all five (5) domains of the Philippine Professional Standards for School Heads (PPSSH) as covered in the SHDP and/or the materials developed by the Regional Offices.

11. The coaches and coachees are encouraged to use the existing NEAP SHDP material (<https://bit.ly/SHDPMaterials>) or any training materials for school heads provided that the topics are aligned to the PPSSH.

12. At the end of each coaching and mentoring session, the coach/mentor must fill out a Performance Monitoring and Coaching Form (please refer to the RPMS Manual s. 2019, pp. 61-79).

13. The coachee shall submit the PMCF to the Schools Division Office to receive a Certificate of Completion (<https://bit.ly/NQESHBcert>), which is a requirement in applying for NQESH. The certificate of completion shall be signed by the Regional Director upon endorsement of the Schools Division Superintendent. Only those who completed the prescribed minimum number of coaching and mentoring sessions (Section 4.b.7, 2019 RPMS Manual) shall be eligible for the said certificate.

IV. ROLES AND RESPONSIBILITIES

14. Each governance level shall have the following roles and responsibilities:

a. Central Office

- i. Provide technical assistance on the effective implementation of the program.
- ii. Provide technical assistance to coaches and mentors for the efficient conduct of the program.
- iii. Provide learning materials to the Regions and the Schools Divisions Offices.

b. Regional Office

- i. Ensure that NQESH Category B aspiring school heads are provided with coaching and mentoring by school heads designated by the Schools Division Office.

- ii. Award the certificates of completion to the aspiring school head who completed the coaching and mentoring sessions as endorsed by their Schools Division Offices (<https://bit.ly/NQESHBcert>).

c. Schools Division Office

- i. Ensure that learning resource materials and PMCF are accessible and will be utilized.
- ii. Ensure that there are enough coaches for coachees and that coaches are properly oriented by the Schools Division Offices.
- iii. Assign a designated PSDS to monitor the implementation of the coaching and mentoring sessions.
- iv. Check the completeness of the Performance Monitoring and Coaching Form (PMCF) submitted by the coaches and mentors before endorsing the participants. Completeness will be based on the coverage of all the prescribed topics (see Section 4c, 2019 RPMS Manual) and the minimum number of coaching and mentoring sessions (see Section 4b8, 2019 RPMS Manual).
- v. Consolidate the names of the completers and endorse the list of completers to the Regional Office.