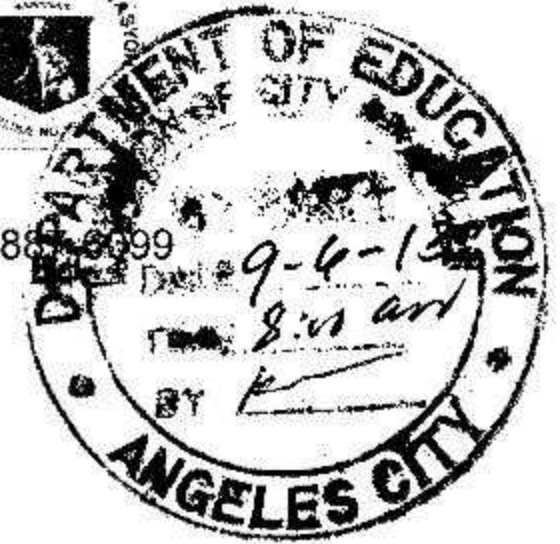




Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City

Jesus Street, Pulungbulu, Angeles City
Tel. No. (045) 322-5722; 888-0582 / Fax Nos. (045) 322-4702; 888-9699



September 5, 2013

MEMORANDUM

**TO : PUBLIC SCHOOLS DISTRICT SUPERVISORS,
ELEMENTARY AND SECONDARY SCHOOL HEADS,
TECHNICAL-VOCATIONAL SCHOOL ADMINISTRATORS**

Attached is a copy of the DepEd Regional Memorandum No. 144, s. 2013 dated August 12, 2013 regarding the 2013 National Qualifying Examination for School Heads (NQESH). For your information and guidance.


LUZ C. ARRIOLA
OIC-Schools Division Superintendent

AOII/9/5/2013



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
Government Center, Maimpis, City of San Fernando



AUG 29 2013

August 12, 2013

Regional Memorandum
No. 144, s. 2013

2013 PRINCIPALS' TEST

TO : Schools Division Superintendents

1. The Department of Education (DepED) through the National Educators Academy of the Philippines (NEAP) shall administer simultaneously the **2013 Principals' Test on December 8, 2013 from 8:00 a.m. to 12:00 noon.**
2. The testing center in Region III is Sindalan Elementary School, Brgy. Sindalan, City of San Fernando (P).
3. The 2013 Principals' Test is open to all aspirants for Principal I positions and all applicants under the Reclassification of School Heads Position (RSHIP) as required under DepEd Order No. 97, s. 2011 entitled **"Revised Guidelines on Allocation and Reclassification of School Head Positions."**
4. 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.
5. 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 and Building Communities;
 - f. School Management and Daily Operations;
 - g. Personal Integrity and Interpersonal Sensitivity;
 - h. English Language Proficiency; and
 - i. Reading Comprehension.
6. The time allocation for the entire examination is four (4) hours.
7. Pursuant to DepED Memorandum No. 132, s. 2013 dated July 26, 2013 and consistent with DepED Memorandum No. 140, s. 2009 dated April 2, 2009, the aspirants must have an experience of at least five (5) years in aggregate as Head Teacher, Teacher In-Charge, Master Teacher and Teacher III.

8. The following are the guidelines in the filling and processing of application forms:

- a. Applicants shall secure and file application forms from their respective division offices. The Division HRMOs shall make the initial evaluation and shall put their initials below the processor's name in the application forms. The regional office shall review the application forms and shall make the final approval.
- b. Application forms must be supported with the following:
 1. Appointment as Teacher III/Master Teacher/Head Teacher;
 2. For Teacher In-Charge, copies of appointment and designation letter duly signed by the Schools Division Superintendent or Principal or Public Schools District Supervisor indicating the school and the duration of the designation as OIC/TIC. Only designation as TIC or OIC shall be accepted;
 3. Complete/Updated and duly signed copy of Service Records;
 4. The (2) pieces of passport size (1.5 x 1.5) picture with name tag (identical);
 5. Updated copy of PRC license. If the application for renewal of expired license is still in process, claim stub be submitted.

Documents in photo copies must be certified for authenticity by the Schools Division Superintendent or the Administrative Officer.

- c. The officer administering oath (back of application form) shall be one of the following: Administrative Officer, Legal Officer, Head of Agency or Notary Public. In the absence of the Division Administrative Officer, the HRMO may administer the oath;
- d. If there are aspirants from private schools who wants to take the examination, they must first be employed/re-employed in the public schools before their applications be considered, subject to the qualifications stated in the DepED Memorandum No. 132, s. 2013 and of this memorandum.
- e. The deadline for the submission of application forms to the regional office is **October 15, 2013**. However, it is requested that applications be submitted earlier for the regional office to have sufficient time to review these.

9. The examination fee is **Eight Hundred Fifty Pesos (Php850.00)** to defray various costs relative to the administration and management of examination e.g. production of test booklets; production of scannable answer sheets, automated generation and processing of the results, airfreight and handling fees of test booklets and scannable answer sheets, communications; transportation expenses of the examination teams from NEAP CO, professional fees/honoraria of all staff i.e. CO, ROs, DOs involved in the pre and post work, actual conduct of the examination, quality assurance, orientation of staff involved administration and monitoring of the activity, development and production of Examination Manual, item writing

workshops, supplies and material, administration and management cost, item analysis, among others. The Cashier of this Office shall issue the corresponding official receipt for each application.

10. On the examination day, examinees are advised to come to their respective examination rooms one (1) hour before the test. They must bring the following:

- a. Application Receipt;
- b. DepED ID;
- c. Pencil and Ball pen; and
- d. One (1) pc. 1 x 1 picture.

11. For immediate and wide dissemination.


DR. ISABELITA M. BORRES, CESO IV
Regional Director

E1/A1/A2/atm
Reference:

DepED Memorandum No. 132, s. 2013

Allotment: 1-(D.O. 50-97)

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

EXAMINATIONS
OFFICIALS
SCHOOLS