



Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

TO: Asst. Schools Division Superintendent
Chief Education Supervisor, SGOD/OIC, CID
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

FROM: 
LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent

SUBJECT: **CONDUCT OF COACHING AND MENTORING SESSIONS FOR THE NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH) 2021 CATEGORY B ASPIRING SCHOOL HEADS IN THE SCHOOLS DIVISION OF MARINDUQUE**

DATE: August 30, 2023

1. Per DepEd Memorandum No. 46, s. 2023 titled "*Guidelines on the Conduct of Coaching and Mentoring Sessions for the National Qualifying Examination for School Heads 2023 Category B Aspiring School Heads*", NQESH 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.
2. Based on Memorandum HRDD-NEAP-R-2023-033 from the Office of the Regional Director, Dr. Nicolas T. Capulong CESO III dated August 16, 2023, titled "*Dissemination of DepEd Memorandum No. 046, s. 2023, also known as the Guidelines on the Conduct of Coaching and Mentoring Sessions for the National Qualifying Examination for School Heads 2023 Category B Aspiring School Heads*", there are 14 NQESH 2021 Category B Aspiring School Heads. The names of these aspiring school heads are listed in *Enclosure 1: List of NQESH 2021 Category B Aspiring School Heads*.
3. Further, the 14 NQESH 2021 Category B Aspiring School Heads nominated their preferred coaches or mentors who shall commit to the coaching/mentoring sessions. The list of coaches and their respective mentees are attached as *Enclosure 2: Coaches and Coachees to the Coaching and Mentoring Sessions for National Qualifying Examination for School Heads (NQESH) 2023 Category B Aspiring School Heads*.
4. In relation to these, this Office announces the **Conduct of Coaching and Mentoring Sessions for the National Qualifying Examination for School Heads (NQESH) 2023 Category B Aspiring School Heads in the Schools Division of Marinduque on August 30 to October 13, 2023.**

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5. The coaching and mentoring sessions should be guided by the following:
 - a. The delivery of coaching and mentoring sessions may include direct observation with feedback or formal coaching and mentoring, among others.
 - b. Coaching and mentoring sessions shall be done either face-to-face or through blended modality every other week. One week shall be spent by the coachee in studying the material, while the succeeding week shall be used by the coach to discuss the covered material.
 - c. The initial coaching and mentoring sessions should cover (1) needs analysis and (2) planning. The coachees, guided by the coaches, must conduct self-assessments as to which among the PPSSH domains they require further discussion. Once identified, the coachees and coaches should agree and plot the dates of their coaching and mentoring sessions. The two must have met for a minimum of ten (10) hours.
6. The coachees and coaches are encouraged to use the existing NEAP SHDP materials which can be accessed through bit.ly/SHDPmaterials.
7. At the end of each coaching and mentoring session, the coach must fill out a Performance Monitoring and Coaching Form (PMCF), attached as *Enclosure 3: Performance Monitoring and Coaching Form*.
8. The coachees shall submit the compiled PMCFs to the Schools Division Office, through the Human Resource Development Section, for an official endorsement to the Regional Director for the awarding of a Certificate of Completion. Only those who completed the prescribed minimum number of coaching and mentoring sessions shall be eligible for the said certificate. The Certificate of Completion is a requirement in applying for the NQESH.
9. The schedule of registration for the NQESH will be released in a separate Memorandum.
10. For clarifications, please send an e-mail to Mr. Kyle David V. Atienza, Senior Education Program Specialist – Human Resource Development Section, through kyledavid.atienza@deped.gov.ph.
11. Immediate dissemination of and compliance with the contents of this Memorandum are desired.

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List of NQESH 2021 Category B Aspiring School Heads

NO.	NAME	POSITION	SCHOOL
1	Richard Ordillano	Head Teacher III	Mongpong Elementary School
2	Arlene Lumagui	Head Teacher II	Bancoro Elementary School
3	Rolando Pelobello	Head Teacher I	Polo National High School
4	Ludy Roldan	Teacher III	Suha Elementary School
5	Ramer Mansalapus	Teacher II	Sayao National High School
6	Ronilo Nabing	Head Teacher II	Maligaya Elementary School
7	Romeo Palma	Head Teacher II	Kinyaman Elementary School
8	Alfin Jambalos	Head Teacher I	Bagacay Elementary School
9	Merlie Llave	Head Teacher I	Pili- Balogo Elementary School
10	Alex Malbog	Head Teacher I	Janagdong Elementary School
11	Diomer Dy	Head Teacher III	Angas Elementary School
12	Minerva Malabayabas	Head Teacher III	Bahi Elementary School
13	Lyra Nuñez	Head Teacher I	Danao Elementary School
14	Miguelito Ricaplaza	Head Teacher III	Kilo-Kilo National High School

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Coaches and Mentees to the Coaching and Mentoring for National Qualifying Exam for School Heads (NQESH) 2023 Category B Aspiring School Heads

NAME	DESIGNATION	NAME(S) OF COACHEE
Maria Cecilia R. Par	Principal II	Richard Ordillano
		Romeo Palma
		Miguelito Ricaplaza
Dezza G. Perlas	Principal II	Arlene Lumagui
		Alfin Jambalos
Jayson M. Luna	Principal I	Ramer Mansalapus
		Alex Malbog
		Lyra Nuñez
Edna M. Jalos	Principal I	Ludy Roldan
Romualdo O. Magculang	Principal II	Ronilo Nabing
Joven M. Mogol	Principal II	Merlie Llave
Mylene Jasmine L. Rolloque	Principal I	Minerva Malabayabas
Rona Mae M. Paradero	Principal II	Diomer Dy
Maxima R. Marquez	Principal II	Rolando Pelobello

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Performance Monitoring and Coaching Form

DATE	CRITICAL INCIDENCE DESCRIPTION	OUTPUT	IMPACT ON JOB/ACTION PLAN	SIGNATURE (RATER/RATEE)

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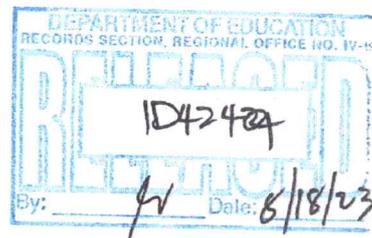


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Republic of the Philippines
Department of Education
 MIMAROPA REGION



Office of the Regional Director

MEMORANDUM

HRDD-NEAP-R-2023-033

TO : SCHOOLS DIVISION SUPERINTENDENTS

FROM : NICOLAS T. CAPULONG, PhD, CESO III
 Director IV *for*
 Regional Director *for*

SUBJECT : DISSEMINATION OF DEPED MEMORANDUM NO. 046, S. 2023, ALSO KNOWN AS THE GUIDELINES ON THE CONDUCT OF COACHING AND MENTORING SESSIONS FOR THE NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS 2021 CATEGORY B ASPIRING SCHOOL HEADS

DATE : August 16, 2023

Per DepEd Memorandum No. 046, s. 2023, or also known as the *Guidelines on the Conduct of Coaching and Mentoring Session for the National Qualifying Examination for School Heads 2021 Category B Aspiring School Heads*, enclosed is the Guidelines on the Conduct of Coaching and Mentoring Sessions for NQESH 2021 Category B Aspiring School Heads. Please see the attached DepEd Memorandum for more details.

In relation to this, Schools Division Offices are requested to submit the list of coaches/mentors and their respective coaches/mentees with an official endorsement using the attached template to this Office **on or before August 23, 2023, not later than 5:00PM.**

Indicated below is the number of school heads under Category B during the results of NQESH 2021:

Schools Division Office	No. of NQESH 2021 Category B School Heads
Calapan City	3
Oriental Mindoro	18
Occidental Mindoro	19
Romblon	14
Palawan	27
Marinduque	14
Puerto Princesa City	6



For more questions and clarifications, kindly contact Mr. Jun-Jun M. Pabillo of the National Educators Academy of the Philippines in the Region (NEAP-R) through email at mimaropaneap@deped.gov.ph.

For immediate dissemination and appropriate action.



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 NQESH 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 () to NEAP on or before August 25, 2023 through . 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 () 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 (), 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 ().

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.