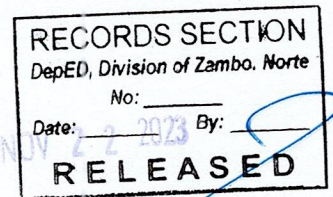




Republic of the Philippines  
**Department of Education**  
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



**Office of the Schools Division Superintendent**

November 21, 2023

Division Memorandum  
No. 519-A, s. 2023

**COACHING AND MENTORING SESSIONS FOR NQESH 2021 CATEGORY B ASPIRING SCHOOL HEADS**

TO: Identified School Heads  
NQESH Category B Aspiring School Heads

1. In reference to DepEd Memorandum No. 46, s. 2023 titled, *Guidelines for the Conduct of Coaching and Mentoring Sessions for National Qualifying Examination for School Heads (NQESH) 2021 Category B Aspiring School Heads*, this division enjoin the identified School Heads for the coaching and mentoring sessions to assist the NQESH Category B Aspiring School Heads.
2. A coach may have a minimum of one (1) and a maximum of three (3) coachee(s). 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.
3. The initial coaching and mentoring session should cover the following:
  - a. Needs analysis- the coaches and coachees will do a self- assessment as to which among the PPSSH Domains he or she needs further discussion;
  - b. Planning- Once the target topics are identified, the coach and coachee should agree and plot the dates of their coaching and mentoring sessions.
4. The sessions should cover all five (5) domains of the PPSSH as covered in the SHDP and/or the materials developed by the Regional Offices. The existing NEAP SHDP material may be accessed thru <https://bit.ly/SHDPMaterials> or any training materials for school heads provided that topics are aligned to the PPSSH.
5. At the end of each coaching and mentoring session, coaches/ mentors must fill out a Performance Monitoring and Coaching Form (PMCF) found in the RPMS Manual, pp. 61-79, which may be accessed thru [depedzn.net/link/RPMSManual2019](https://depedzn.net/link/RPMSManual2019).
6. The coachee shall submit the PMCF to the HRD 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 (Sections 4.b.7, s. 2019 RPMS Manual) shall be eligible for the said certificate.



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Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph) Website: [www.depedzn.net](http://www.depedzn.net)  
FB: DepEd Tayo- Schools Division of Zamboanga del Norte

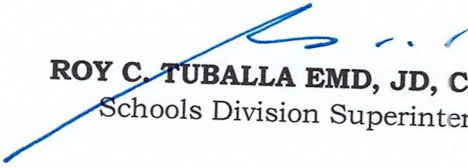


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**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

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7. Attached is DM No. 46, s. 2023 and the list of NQESH Category B Aspiring School Heads and the assigned mentors.
8. For any queries, please contact the HRDU at 09998842496 or 09176335061.
9. For information, guidance and compliance.

  
**ROY C. TUBALLA EMD, JD, CESO VI**  
Schools Division Superintendent

*HRD/nret/DM- Coaching and Mentoring for 2021 NQESH 2021 Category B Aspiring SHs  
DM No.- / 11212023*



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Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Schools Division of Zamboanga Del Norte  
 Estaka, Dipolog City

**LIST OF MENTORS FOR THE 2021 NQESH CATEGORY B ASPIRING SCHOOL HEADS**

	Last Name	First Name	Middle Name	Position	District	Mentor
1	Gadjale	Helen	Zorrilla	Teacher III	Bacungan	Luzentes Maratas
2	Rebecca	Arlene	Aranjuez	ESHT III	Gutalac I	Jaime Timosa
3	Calasang	William	Mandantes	School Head	Gutalac II	Ramon Ensendencia
4	Pamunag	Rigel	Almocera	Head Teacher I	Kalawit	Ranie Tariga
5	Dumajel	Annie	Bagatua	HEAD TEACHER II	Kalawit	Marciano Cababat
6	Carnal	Jovert	Reducto	HEAD TEACHER I	Kalawit	Raymond Tromata
7	Acaylar	Emmanuel	Acopio	ESHT II	Katipunan I	Dennipher Rillera
8	Abamo	Amador	Pajo	School Head	Katipunan I	Luis Ferolino
9	Ceprado	Gina	Chipoco	HEAD TEACHER V	Katipunan II	Rysa Intic
10	Gamil	Victor	Curativo	Head Teacher II	Liloy I	Policarpo Dionaldo
11	Malazarte	Arnold	Villagracia	Head Teacher - I	Liloy II	Andres Gamil
12	Legara	Lolita	Baldado	Head Teacher 1	Manukan I	Ferlisa Eguia
13	Cinchez	Eva	Superales	Head Teachr IV	Mutia	Cerlina Patagoc
14	Dael	Joewie	Collado	Head Teacher III	Polanco II	Gerardo Montilla Jr.
15	Gumela	Michael	Yurong	Teacher III	Polanco II	Leonora Venezuela
16	Wahing	Julieto	Renquijo	Head Teacher 1	Ponot	Stephen Bryan Tabarno
17	Oga	Emelly	Tulabing	T-III	Ponot	Lindo Lecera
18	Maco	Elvie	Talis	Head Teacher-I	Roxas II	Jennifer Rengquijo
19	Magalong	Evangelin	Lumhod	Head Teache I	S. Osmena I	Marcher Abellera
20	Eguia	Edito	Cabillo	HT IV	S. Osmena I	Ric Colong
21	Dableo	Nelson	Llenes	Head Teacher III	Siayan	Uldarico Crampatanta Jr.
22	Saraga	Eldebrando	Luchana	Head Teacher1	Siayan	Dexter Ross Fabricante
23	Jocutan	Mharwin	Tangkapah	Head Teacher-1	Sibuco	Ayang Jahari
24	Navarro	Walter	Damaso	HEAD TEACHER-I	Sibuco	Majel Sumacay
25	Sencio	Elevito	Empel	Head Teacher VI	Sind. North	Carmencita Balladares
26	Malon	Romelyn	Castañares	Head Teacher I	Sind. South	Dolores Cagoco
27	Macalisang	Ricglor	Villadarez	Head Teacher IV	Sind. South	Albert Hisoler
28	Magasa	Momar	Dayan	School Head	Siocon	Loester Bercasio
29	Acaylar	Rub Darryle	Duka	Head Teacher I	Siocon	Roses Ringconada
30	Tolentino	Rolito	Obongen	Head Teacher II	Siocon	Alfred Descallar
31	Sumalpong	Eva	Mohametano	Head Teacher II	Tampilisan	Urlando Orog



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**, 2<sup>nd</sup> Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City, through email at [neap.pdd@deped.gov.ph](mailto: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





**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 (BHRD), 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/NQESHBeer>).

**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.