



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Division of Cebu Province

**Office of the Schools Division
Superintendent**

October 9, 2023

DIVISION MEMORANDUM
No. **421**, s. 2023

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

To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Attached is a copy of **REGIONAL MEMORANDUM No. 0631, s. 2023** entitled "**Guidelines on the Conduct of Coaching and Mentoring Sessions for the National Qualifying Examination for School Heads 2021 Category B Aspiring School Heads**", contents of which are self-explanatory.
2. Enclosed herewith is the list of **2021 Category B Aspiring School Heads and their corresponding coaches**.
3. Coaches and coachees are instructed to meet a minimum of ten-hour coaching/mentoring session. As per the attached guidelines, coaching and mentoring time will depend upon the agreement of both coach and coachee.
4. In addition, the coaches and coachees are encouraged to use existing NEAP SHDP materials or any training materials for school heads provided that topics are aligned to PPSSH.
5. For queries and concerns, particularly on coaching materials, you may contact **424-9000 loc. 105** and look for Mr. Louie G. Monteroso, SREPS-HRD.
6. For proper guidance and more details, refer to the enclosed Regional Memorandum and the attached guidelines.
7. Immediate dissemination of and compliance with this memorandum are directed.


SENEN PRISCILO P. PAULIN, CESO V
Schools Division Superintendent

SPPP/LMD/FCL/VAY/SGOD/GSB/lgm_2023



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Telephone Nos.: 032-424-9000

Email Address: cebu.province@deped.gov.ph ; depedcebuprovince@yahoo.com

Website: www.cebuprovince.deped.gov.ph

Schools Division	Names	
	Coachee/Mentee	Coach/Mentor
CEBU PROVINCE	ROMEO LEGUIZ	THELMA LEGUIZ
CEBU PROVINCE	MARITES TO-ONG	ALADIN CABANIG
CEBU PROVINCE	AGNES SANICO	ALVIN I. TENCHAVEZ
CEBU PROVINCE	JOSEPH NUDALO	JERRY P. LUCHAVEZ
CEBU PROVINCE	MA. ELENA LEGASPI	RISEL L. GUTIERREZ
CEBU PROVINCE	ROGELIO GEALON	IMELDA H. GEALON
CEBU PROVINCE	MAXIMA OSORES	RENO L. GRAVINO
CEBU PROVINCE	ELENA BALABA	SOL ROELOU A. AQUINO
CEBU PROVINCE	ULDARICO CARIDO	ELISEO JR. S. LEONES
CEBU PROVINCE	ELIZABETH BALONGCAS	ROQUITO L. URACA
CEBU PROVINCE	LILIBETH URSAL	RONALITO URSAL
CEBU PROVINCE	SUSAN ESCARAN	MARJORIE S. DINOSO
CEBU PROVINCE	LOIDA MANCAO	CORNELIO C. VILLARIN
CEBU PROVINCE	CRISOLOGO UNDANG	GIL B. SECUYA
CEBU PROVINCE	JERRELYN SAYSON	ALMA M. NOEL
CEBU PROVINCE	ANN URSAL	EDSEL M. URSAL
CEBU PROVINCE	NATALIA MARITES GONZALES	VICTORIA M. GALO
CEBU PROVINCE	JULIETA CANILLO	JOSEPHINE D. VILLARIN
CEBU PROVINCE	RUBEN FLORES	JANETH G. PACIFICO
CEBU PROVINCE	FELIX ESPINA	CHLOE S. GARRUCHA
CEBU PROVINCE	LINDLEY DUAZO	ANALIZA T. VILLARIN
CEBU PROVINCE	AMIEL VILLARMENTE	FE BELYN B. ALGUNO
CEBU PROVINCE	VICTOR MIRA	CATHALIE LOVINA C. CARDOZA
CEBU PROVINCE	ELENITA ALCAREZ	JOYCE GUARDIARIO
CEBU PROVINCE	CHERIE PETRALBA	VILMA FERRAS
CEBU PROVINCE	FELIX CUSTODIO	ALTHESSA PEARL C. LIWALUG
CEBU PROVINCE	ENRICO IRAN	CATHALIE LOVINA C. CARDOZA
CEBU PROVINCE	WENNY WAGAS	REJIE D. GONZAGA
CEBU PROVINCE	RAMIL MONTECILLO	ELISEO LEONES
CEBU PROVINCE	IMELDA SARDIDO	IMELDA H. GEALON
CEBU PROVINCE	NICK BRANZUELA	VIVIAN P. MAGLASANG
CEBU PROVINCE	JUDITH GONZAGA	REJIE D. GONZAGA
CEBU PROVINCE	ROMER RANOCO	JERRY P. LUCHAVEZ
CEBU PROVINCE	JESSICO ALPUERTO	YOLANDO B. EUMAGUE
CEBU PROVINCE	ROGELIO MAÑANITA	MARIEBER T. PULVERA
CEBU PROVINCE	ALMA DAYPUYAT	SOL ROELOU A. AQUINO
CEBU PROVINCE	JERAMEL BRAGAT	EDITHA A. MONDEJAR
CEBU PROVINCE	JAMES GRACIA	CHARITO P. GRACIA
CEBU PROVINCE	MARY FAITH COLE	VENUS B. GEPITULAN
CEBU PROVINCE	CASIANO GALAN JR.	GENEFER D. CABABAT
CEBU PROVINCE	JEYSON FIGUES	JET LEE V. LLENA

CEBU PROVINCE	JAYME ARNEJO	GRACE P. VALERO
CEBU PROVINCE	HILDA DELMIGUES	ROLDAN C. ROSALES
CEBU PROVINCE	ALEJANDRO RONDINA	CHLOE S. GARRUCHA
CEBU PROVINCE	GILBERTO CORDOVA	CHLOE S. GARRUCHA
CEBU PROVINCE	ESTRELLA MERCADER	JEANETTE F. BANTAYA
CEBU PROVINCE	SHEILA MARIE SIGAMATA	ALTHESSA PEARL C. LIWALUG
CEBU PROVINCE	ENIDIMA PONSICA	VENUS B. GEPITULAN
CEBU PROVINCE	MERCEDITA PIAMONTE	ROQUITO L. URACA
CEBU PROVINCE	JOSIELYN SABAC	CATHALIE LOVINA C. CARDOZA
CEBU PROVINCE	RUSELL TABOADA	NOLAN M. MONTEMAYOR
CEBU PROVINCE	MERLITA BEJOC	EVA A. TENCHAVEZ
CEBU PROVINCE	NOEL NERVIDA	MARJORIE S. DINOSO
CEBU PROVINCE	MELCHOR YAP	JULIETA M. ABELLANA
CEBU PROVINCE	NIÑO MORALES	PAMELA T. ANDAN
CEBU PROVINCE	SHEILA DAMAYO	JOSEPHINE M. BATAYOLA
CEBU PROVINCE	PAULINA ELSA CUERPO	JOVENCIA C. SANCEZ
CEBU PROVINCE	ELISA PAHAGANAS	CATHERINE B. RABUSA
CEBU PROVINCE	CRISTITA ABARCA	DANNAH L. SUN
CEBU PROVINCE	MARITES ROMBLON	BRYLEE T. MANGUILIMOTAN
CEBU PROVINCE	LOLITA LOBO	DANNAH L. SUN
CEBU PROVINCE	SOCORRO GRACE LANCIN	ROQUITO L. URACA
CEBU PROVINCE	CYRUS WINCESLAO	EMILIA S. IBONES
CEBU PROVINCE	ANTHONY ULJUNICO CABALIDA	GREGORIO A. LACRE JR.
CEBU PROVINCE	CIPRIANA GULBEN	EDSEL M. URSAL
CEBU PROVINCE	JULIETA BULASA	JOVENCIA C. SANCEZ
CEBU PROVINCE	RUEL ARRANCHADO	ARCHIE S. GALLEG0
CEBU PROVINCE	JEROME ABREGANA	JOVENCIA C. SANCEZ
CEBU PROVINCE	LUZVIMINDA UNDANG	JOSEPHINE S. DELA TORRE
CEBU PROVINCE	JULIETA ARGONCILLO	SALATHIEL VILLAMOR
CEBU PROVINCE	CONSTANTINO LAZONA	AMEFEL S. FERNANDEZ
CEBU PROVINCE	ESPEDITA MIRAMONTES	FLORENCIO G. LABISTE
CEBU PROVINCE	JOSEPHINE LAWAS	MERCEDITA B. MARINAY
CEBU PROVINCE	TOMAS CAMINADE	IMELDA H. GEALON
CEBU PROVINCE	ABSALON PIALA	BRYLEE T. MANGUILIMOTAN
CEBU PROVINCE	CHANDY M. MELGAR	JULIETA M. ABELLANA



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

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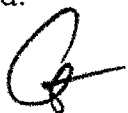

REGIONAL MEMORANDUM

No. **0631**, s. 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: Schools Division Superintendents (SDSs)
All Others Concerned

1. In line with Department of Education Memorandum No. 046, s. 2023, this Office through the Human Resource Development Division (HRDD) disseminates the **Guidelines on the Conduct of Coaching and Mentoring Sessions for the National Qualifying Examination for School Heads 2021 Category B Aspiring School Heads**.
2. Attention is invited to Item 3.b. of DM 025, s. 2023 which 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.”
3. For more details, attached is the DepEd Memorandum.
4. More information may be inquired from any of the following:
 - **Mr. Misael G. Borgonia**
CES, HRDD, DepEd RO7
Sudlon, Lahug, Cebu City
Mobile Phone No.: 09177111697
Email Address: misael.borgonia001@deped.gov.ph
 - **Dr. Helen D. Sabino**
EPS, HRDD, DepEd RO7
Sudlon, Lahug, Cebu City
Mobile Phone No.: 09177174965
Email Address: helen.sabino001@deped.gov.ph
5. For the information and compliance of all concerned.


SALUSTIANO T. JIMENEZ JD, EdD, CESO V
Director IV
Regional Director 

STJ/FYA/HRDD/MGB/HDLS

Doña M. Gaisano St., Sudlon, Lahug, Cebu City
Telephone Number: 639457623193 local 700





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 NIESH 2023 I 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.