



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF CEBU PROVINCE

**Office of the Schools Division
Superintendent**

March 25, 2024

DIVISION MEMORANDUM

No. 174, s. 2024

**CONDUCT OF THE SCHOOLS DIVISION OFFICE REVIEW, VERIFICATION OF
DOCUMENTS AND PROCESSING OF THE EXAMINATION PERMIT FOR THE
FISCAL YEAR 2023 NATIONAL QUALIFYING EXAMINATION
FOR SCHOOL HEADS (NQESH)**

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

1. Pursuant to the attached Regional Memorandum 0181, s. 2024 and DepEd Memorandum No. 13, s. 2024, entitled “**Administration of the Fiscal Year 2023 National Qualifying Examination for School Heads (NQESH)**”, this Office announces the conduct of the SDO review, verification of documents and processing of the examination permit for the FY 2023 NQESH from March 26, 2024, and April 1-4, 2024 at the Division Social Hall, Schools Division Office, Sudlon, Lahug, Cebu City.

2. The schedule of the SDO review and verification of the documents submitted online are as follows:

Date	Time	Applicants from:
March 26, 2024	8:00AM-12:00NN	Badian Sub-Office
	1:00PM-5:00PM	Balamban Sub-Offices
April 1, 2024	8:00AM-12:00NN	Liloan Sub-Office
	1:00PM-5:00PM	
April 2, 2024	8:00AM-12:00NN	Medellin Sub-Office
	1:00PM-5:00PM	
April 3, 2024	8:00AM-12:00NN	Dalaguete Sub-Office
	1:00PM-5:00PM	
April 4, 2024	8:00AM-12:00NN	San Fernando Sub-Office
	1:00PM-5:00PM	

3. All qualified applicants who received NQESH notification email with the advice to proceed for payment of examination fee are enjoined to report to the Division Office according to the foregoing schedule. During the SDO review, the schools division evaluators shall require all applicants a **clearance/certificate** from the accounting office certifying that they have **no pending unliquidated obligations**.



Address: IPHO Bldg., Sudlon, Lahug, Cebu City
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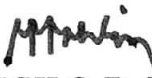
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4. Expenses such as food and accommodation of the SDO evaluators during the verification of documents and processing of the examination permit shall be charged against the Division MOOE funds, all subject to their availability and the usual government auditing and accounting rules and regulations.
5. For proper guidance and more details on the processing of application, refer to the enclosed DepEd Memorandum. You may contact SGOD-HRDS or SGOD-SMME via 424-9000, local 105 and look for Mr. Louie G. Monteroso and/or Dr. Roderic T. Goles.
6. Immediate dissemination of and compliance with this memorandum are directed.


SENEN PRISCILO P. PAULIN, CESO V
Schools Division Superintendent

SPPP/MRS/MSD/VAY/SGOD/GSB/lgm_2024



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