



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY

DIVISION MEMORANDUM
SGOD-2023- 405

September 6, 2023

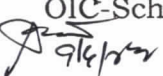
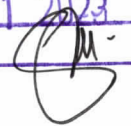
**REGIONAL ORIENTATION OF IDENTIFIED COACHES AND COACHEES IN
PREPARATION FOR NQESH 2023**

To: Concerned School Heads

1. This is in reference to DepEd Memorandum Number 224, s. 2023 dated September 4, 2023 signed by Roy T. Enriquez, Chief Administrative Officer, Officer-In-Charge, re: Regional orientation of Identified Coaches and Coachees in Preparation for NQESH 2023 on September 7-8, 2023 in two batches at RELC-NEAP, Quirino Avenue, Davao City.
2. The school heads involved are the following for Batch 1:

	NAMES	SCHOOLS
1	ANDRADE, NEDYMAR	Balabag Elementary School
2	DEIPARINE, PETER PAUL	Igpit ES
3	FERNANDEZ, AL	Apolandia Elementary School
4	SAYSON, REX	Dulangan ES

3. Transportation and incidental expenses are charged to School MOOE while lunch and snacks of the participants are charged to Regional Funds. Both expenses are subject to usual accounting and auditing rules and regulations.
4. For information, guidance, and compliance.


MELANIE P. ESTACIO
OIC-Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
29-107832
DATE: SEP 11 2023 TIME: 10:14 am
BY: 



RECORD

23-23290



Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM

HRDD-2023-224

To : Assistant Regional Director
Schools Division Superintendents

Subject: REGIONAL ORIENTATION OF IDENTIFIED COACHES AND
COACHEES IN PREPARATION FOR NQESH 2023

Date : September 4, 2023

The 21st-century education leaders must be fully equipped with the necessary knowledge, skills, attitude, and competencies needed to effectively manage the schools. The recognition of the need for continuous training of the practicing School Heads is given premium. This encapsulates the provision of equitable opportunity to those who are aspiring to become highly proficient education leaders in the future. DepEd Davao Region's commitment to leadership development and learning programs has become a quality management phenomenon.

Relative to **DM 046, s. 2023** on the "**GUIDELINES ON THE CONDUCT OF COACHING AND MENTORING SESSIONS FOR THE NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS 2021 CATEGORY B ASPIRING SCHOOL HEADS,**" DepEd Davao Region, announces its initiatives for the School Heads Academy of Region XI or Project SHARE to conduct Series of Orientation, Coaching and Mentoring Sessions to our aspiring School Heads.

In relation to this, Schools Division Offices (SDOs) shall submit the list of coaches/mentors and their respective coachees or mentees through <https://tinyurl.com/57p9udms>. Additionally, the identified participants are requested to attend the **ORIENTATION AND COACHING SESSIONS** which will be scheduled on September 7-8, 2023 in two batches at RELC-NEAP, Quirino Avenue, Davao City. Other information and the list of participants are indicated in the enclosures.

For more information, email hrddneapro11@gmail.com.

Immediate dissemination and strict compliance of this Memorandum is directed.

DEPARTMENT OF EDUCATION ROXI

RECORDS SECTION

RELEASED

ALLAN G. FARNAZO

Director IV

By the Authority of the Regional Director

[Signature]
JOY T. ENRIQUEZ
Chief Administrative Officer
Officer-In-Charge

Enclosed: As Stated.

By: *[Signature]*
Date: 9.5.23 Time: 2:32:40

ROH3/glv



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Republic of the Philippines
Department of Education
DAVAO REGION

**REGIONAL ORIENTATION OF IDENTIFIED COACHES AND COACHEES
IN PREPARATION FOR NQESH 2023**

September 7-8, 2023
Emerald Hall, Quirino Ave., Davao City

PROGRAM OF ACTIVITIES

Time	Activity	In-Charge/ Resource Speaker
8:00AM-8:30AM	Registration	Secretariat
8:30AM-9:30AM	Preliminaries	AVP Secretariat
	Acknowledgement of Participants	Jeoffrey L. Bernabe, PhD/Hannah Camille N. Manlod Education Program Supervisor HRDD-RNEAP
	Welcome Remarks	Nelma Lyn R. Barnija, EdD Chief, Education Supervisor
	Message	Allan G. Farnazo Director IV
9:30AM-10:00AM	Rationale of the Activity and Diagnostic Assessment	Glen L. Villonez, PhD Education Program Supervisor HRDD-RNEAP
10:00AM-10:10AM	BREAK	
10:10AM-12:00 NN	Discussion on the School Heads Competency Domains	Nelma Lyn R. Barnija, EdD Chief, Education Supervisor HRDD-RNEAP
12:01NN-1:00PM	Lunch Break	
1:01PM-2:00PM	Presentation of the Results of Diagnostic Assessment	Glen L. Villonez, PhD Education Program Supervisor HRDD-RNEAP
2:01PM-4:30PM	Continuation on the Discussion of School Heads Competency Domains	Nelma Lyn R. Barnija, EdD Chief, Education Supervisor HRDD-RNEAP
4:31PM-5:00PM	Announcement	Kirstine Fheb B. Yamomo/Hannah Camille N. Manlod Secretariat
	Closing Prayer	

Master of Ceremony:

Maureen Ava B. Acuna
Education Program Specialist II



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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 NEPESH 2021 B Aspiring School Heads
TN 0489 – August 7, 2023

(Enclosure to DepEd Memorandum No. **046**, s. 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 ([link to RPMS Manual](#)).

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.



Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

Enclosure A

Consolidated Report on the Names of Coaches/Mentors and Coachees/Mentees on Coaching and Mentoring for National Qualification Exam for School Heads (NQESH) 2021 Category B Aspiring School Heads

Batch 1- September 7, 2023

No.	Name of Coach/Mentor	SDO	Designation	DepEd Email	Contact No.	Name(s) of Coachee
1	NEDELYN S. ONAHON	Davao de Oro	SP II	nedelyn.onahon001@dep ed.gov.ph	09488159197	ALLAN TARAY
2	REY C. ROTA	Davao de Oro	SP II	rey.rota@deped.gov.ph	09561363066	ARNEL SALOMON
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4	PACIANO M. RESUENA	Davao de Oro	SP III	paciano.resuena@deped.g ov.ph	09178939837 / 09633426399	GENALYN PERMAJIN
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6	ALMA V. LAPIDEZ	Davao de Oro	SP I	alma.lapidez001@deped.g ov.ph	09970775189	LESTER ENRIQUEZ
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8	ELLEN M. FLORES	Davao de Oro	SP III	ellen.flores001@deped.go v.ph	09474250262	ROBERT JAME ARENO
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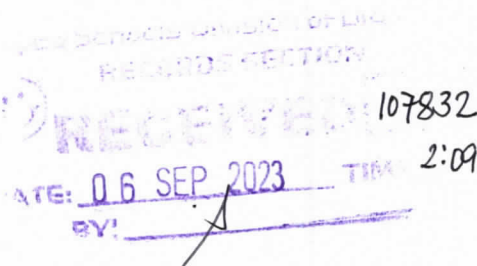
REGIONAL MEMORANDUM

HRDD-2023-224

To : Assistant Regional Director
Schools Division Superintendents

Subject: REGIONAL ORIENTATION OF IDENTIFIED COACHES AND
COACHEES IN PREPARATION FOR NQESH 2023

Date : September 4, 2023



The 21st-century education leaders must be fully equipped with the necessary knowledge, skills, attitude, and competencies needed to effectively manage the schools. The recognition of the need for continuous training of the practicing School Heads is given premium. This encapsulates the provision of equitable opportunity to those who are aspiring to become highly proficient education leaders in the future. DepEd Davao Region's commitment to leadership development and learning programs has become a quality management phenomenon.

Relative to **DM 046, s. 2023** on the "**GUIDELINES ON THE CONDUCT OF COACHING AND MENTORING SESSIONS FOR THE NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS 2021 CATEGORY B ASPIRING SCHOOL HEADS,**" DepEd Davao Region, announces its initiatives for the School Heads Academy of Region XI or Project SHARE to conduct Series of Orientation, Coaching and Mentoring Sessions to our aspiring School Heads.

In relation to this, Schools Division Offices (SDOs) shall submit the list of coaches/mentors and their respective coachees or mentees through <https://tinyurl.com/57p9udms>. Additionally, the identified participants are requested to attend the **ORIENTATION AND COACHING SESSIONS** which will be scheduled on September 7-8, 2023 in two batches at RELC-NEAP, Quirino Avenue, Davao City. Other information and the list of participants are indicated in the enclosures.

For more information, email hrddneaprol1@gmail.com.

Immediate dissemination and strict compliance of this Memorandum is directed.

DEPARTMENT OF EDUCATION ROXI

RECORDS SECTION

RELEASED

ALLAN G. FARNAZO

Director IV

By the Authority of the Regional Director

[Signature]

T. ENRIQUEZ
Chief Administrative Officer
Officer-In-Charge

Enclosed: As Stated.

By: *[Signature]*
Date: 9.5.23 Time: 2:29

ROH3/glv



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**REGIONAL ORIENTATION OF IDENTIFIED COACHES AND COACHEES
IN PREPARATION FOR NQESH 2023**

September 7-8, 2023
Emerald Hall, Quirino Ave., Davao City

PROGRAM OF ACTIVITIES

Time	Activity	In-Charge/ Resource Speaker
8:00AM-8:30AM	Registration	Secretariat
8:30AM-9:30AM	Preliminaries	AVP Secretariat
	Acknowledgement of Participants	Jeffrey L. Bernabe, PhD/Hannah Camille N. Manlod Education Program Supervisor HRDD-RNEAP
	Welcome Remarks	Nelma Lyn R. Barnija, EdD Chief, Education Supervisor
	Message	Allan G. Farnazo Director IV
9:30AM-10:00AM	Rationale of the Activity and Diagnostic Assessment	Glen L. Villonez, PhD Education Program Supervisor HRDD-RNEAP
10:00AM-10:10AM	BREAK	
10:10AM-12:00 NN	Discussion on the School Heads Competency Domains	Nelma Lyn R. Barnija, EdD Chief, Education Supervisor HRDD-RNEAP
12:01NN-1:00PM	Lunch Break	
1:01PM-2:00PM	Presentation of the Results of Diagnostic Assessment	Glen L. Villonez, PhD Education Program Supervisor HRDD-RNEAP
2:01PM-4:30PM	Continuation on the Discussion of School Heads Competency Domains	Nelma Lyn R. Barnija, EdD Chief, Education Supervisor HRDD-RNEAP
4:31PM-5:00PM	Announcement	Kirstine Fheb B. Yamomo/Hannah Camille N. Manlod Secretariat
	Closing Prayer	

Master of Ceremony:

Maureen Ava B. Acuna
Education Program Specialist II



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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 (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 (to be signed by the Regional Office) to NEAP on or before August 25, 2023 through [https://neap.ded.gov.ph](#). 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 (SHDP Manual) 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 (SHDP Manual), 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://www.deped.gov.ph](#)).

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.



Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

Enclosure A

Consolidated Report on the Names of Coaches/Mentors and Coachees/Mentees on Coaching and Mentoring for National Qualification Exam for School Heads (NQESH) 2021 Category B Aspiring School Heads

Batch 1- September 7, 2023

No.	Name of Coach/Mentor	SDO	Designation	DepEd Email	Contact No.	Name(s) of Coachee
1	NEDELYN S. ONAHON	Davao de Oro	SP II	nedelyn.onahon001@dep ed.gov.ph	09488159197	ALLAN TARAY
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Consolidated Report on the Names of Coaches/Mentors and Coachees/Mentees on Coaching and Mentoring for National Qualification Exam for School Heads (NQESH) 2021 Category B Aspiring School Heads

Batch 2- September 8, 2023

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Enclosure B

Consolidated Report on the Names of Coaches/Mentors and Coachees/Mentees on Coaching and Mentoring for National Qualification Exam for School Heads (NQESH) 2021 Category B Aspiring School Heads

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Consolidated Report on the Names of Coaches/Mentors and Coachees/Mentees on Coaching and Mentoring for National Qualification Exam for School Heads (NQESH) 2021 Category B Aspiring School Heads

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