



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

DIVISION MEMORANDUM

No. 116 s. 2022

ADDENDUM TO DIVISION MEMORANDUM NO. 113, S. 2022 TITLED, "CONDUCT OF THE 2021 NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH)"

To: Asst. Schools Division Superintendent
Chief Education Supervisors – CID & SGOD
Education Program Supervisors
Public Schools District Supervisors/ Officers-In-charge of the Districts
Public Elementary and Secondary School Heads
All Others Concerned

1. Relative to the Division Memorandum No. 113, s. 2022 titled, "**Conduct of the 2021 National Qualifying Examination for School Heads (NQESH)**", please be informed that all NQESH Applicants under **Item 4a of DepEd Memorandum No. 33, s. 2022** are required to submit the **hard copies** of the following documents:
 - a. Original copies of the approved Office Performance Commitment and Review Form (OPCRF) with at least Very Satisfactory (VS) Performance in the last two (2) consecutive rating periods;
 - b. Service Record duly certified by the SDO; and
 - c. Designation or Special Order (for TIC/OIC) or Appointment (HT) as School Head of a public elementary, secondary or integrated school duly signed by the Schools Division Superintendent.
2. The above-listed required documents must be submitted to School Governance and Operations Division c/o **Dr. Immaculada J. Amores**, SEPS-HRD on or before April 29, 2022.
3. Further, all applicants must ensure that the hard copies of the documents to be submitted to this office are the same with the documents scanned and uploaded in the NQESH Online Application System.
4. Immediate dissemination of and compliance with this Memorandum are desired.

SALVADOR O. OCHAVO JR. EDD, CESO V
Schools Division Superintendent

APR 28 2022



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