



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

AUG 20 2024

MEMORANDUM
No. 241, s. 2024

**REITERATION OF DEPED MEMORANDUM NO. 025, s. 2023
IN RELATION TO THE APPOINTMENT AND RECLASSIFICATION OF SCHOOL
HEADS IN THE DEPARTMENT**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads
Administrative Officer V
All Others Concerned

1. Enclosed is DepEd Memorandum DM-OSEC-2024-018, dated August 6, 2024, on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Immediate and wide dissemination of this Memorandum is earnestly desired.


VIOLETA M. GONZALES

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects:

PROVIDENT BENEFITS LOANS

AMF/DM – REITERATION OF DEPED MEMORANDUM NO. 025, s. 2023 IN RELATION TO THE APPOINTMENT AND RECLASSIFICATION OF SCHOOL HEADS IN THE DEPARTMENT

241 August 16, 2024

NUM-2024-241

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Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

MEMORANDUM
DM-OSEC-2024- 018

TO : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS
All Other Concerned

FROM : 
SONNY ANGARA
Secretary

SUBJECT : **REITERATION OF DEPED MEMORANDUM NO. 025, S. 2023 IN**
RELATION TO THE APPOINTMENT AND RECLASSIFICATION OF
SCHOOL HEADS IN THE DEPARTMENT

DATE : 06 August 2024

This is with reference to the appointment and reclassification to School Principal positions in the Department.

On 25 April 2023, **DepEd Memorandum No. 025, s. 2023** or the “Amendment to DepEd Memorandum No. 100, s. 2022 (Results of the Fiscal Year 2021 National Qualifying Examination for School Heads) and Clarification on the Use of 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)” was issued to clarify and emphasize the significance and use of NQESH results for purposes of appointment and deployment of school heads, pertinent portions of which reads, as follows:

“2. ...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. The principle of order of merit is deemed as a Dimension of Preparedness of aspiring principals.

4. Only NQESH or Principal’s Test passers from FY 2020 and prior years shall likewise be eligible for appointment. It is clarified that while NQESH or Principal’s Test results are used for scoring the Written Examination component during the assessment process and pointing system, **appointment shall still be based on the readiness of an aspiring principal to effectively perform the**

functions expected of a school head. As such, Schools Division Superintendents (SDSs) are hereby directed to strictly adhere to the parameters stipulated in this Memorandum in the appointment and deployment to entry level school principal positions. This directive shall remain in effect until the relevant provisions of DO No. 007, s. 2023 are amended and/or further guidelines are issued.”

Furthermore, DM-OUHROD-2023-0922¹ also provided clarification that the existing reclassification guidelines to School Heads, as stipulated under **DO 97, s. 2011** or the “*Revised Guidelines on the Allocation and Reclassification of School Head Positions*”, shall remain in effect until further guidelines are issued. On the said DO, applicants for reclassification to School Principal I and above positions are required to pass the National Qualifying Examination for Principals (NQEP) (formerly QEP and now called NQESH) to qualify for the reclassification.

Given all the facts, however, it has been called to our attention that there were several instances where non-NQESH passer applicants were still appointed to principal positions in the Department.

In view thereof, **Schools Division Superintendents (SDS) are instructed to strictly comply and adhere to the parameters set by DM 025, s. 2023. Likewise, Regional Directors (RDs) are hereby instructed to closely monitor the appointments and reclassification of school heads of their respective divisions to ensure that all SDOs are compliant with the Memorandum.** It shall be reminded that while the Civil Service Commission (CSC) only look into the Qualification Standards (QS) upon validation of appointments, internal and reasonable DepEd office rules and regulations on appointments shall not, in any manner, be disregarded or violated. Administrative disciplinary action and other legal remedies may be initiated against anyone found responsible for violating any provisions in this memorandum pursuant to Section 50, F., Rule 10 of 2017 Rules on Administrative Cases in the Civil Service.

For strict compliance.