



Republic of the Philippines
Department of Education
INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE
User Support Division



NQESH

National Qualifying Examination for School Heads
ONLINE APPLICATION SYSTEM

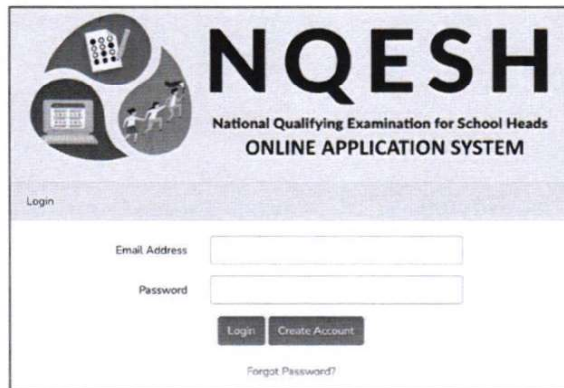
NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS - ONLINE APPLICATION SYSTEM (NQESH-OAS) 2022

USER GUIDE FOR APPLICANTS

I. Creating Your Account

You must have your own NQESH-OAS account that enables you to submit your application and view your application status.

1. Access <https://nqesh.deped.gov.ph/> in your web browser.



2. In the login page, click Create Account.
 - a. You will be directed to the Privacy Notice page.
3. Read the Privacy Notice very well.
4. If you have read and agreed to its terms, click the **Click here to indicate that you have read and agree to the Privacy Notice**, then you will proceed to the Create Account page.

Privacy Notice

This privacy notice discloses the privacy practices for the NQESH Online Application System. This notice applies solely to information collected by this website.

The information collected in this site will be used to direct your application to your respective Schools Division/Regional Office.

It will also be used to process and update you on the status of your application.

It will be permanently stored in the NQESH takers database.

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.

Only authorized DepEd Personnel who administer to and analyze the NQESH are granted access to personally identifiable information, the exchange of which be facilitated through email and web application. The computers/servers in which we store personally identifiable information are kept in a secure environment.

You have the right to ask for a copy of any personal information DepEd holds about you, as well as the right for its correction.

If found erroneous on reasonable grounds, you may contact bhrod.hrdd@deped.gov.ph

[Click here to indicate that you have read and agree to the Privacy Notice.](#)

5. Fill out the fields under:

Login Information

- a. Enter your **DepEd Email Address**.
- b. Enter your desired
- c. Password. (Minimum of 8 characters)
- d. Retype your password in the **Confirm Password** textbox

Applicant Information

- a. Enter your **First Name, Middle Name** (Type NA if not applicable), and **Last Name**.
- b. Enter your **Name Extension** (If applicable).
- c. Select the year, month, and day of your **Date of Birth** in the dropdown list.
- d. Select your **Sex** in the dropdown list.
- e. Enter your **Mobile Number** using this format: 09XXXXXXXXXX.
- f. Enter your **Landline Number** (If available; include the area code).
- g. Select your answer in the dropdown for the question of **"Do You have Stable Internet Connection?"**
- h. Enter your **Reason For Taking Exam** in the textbox
- i. Enter the **Number of Times Test Was Taken**; Input 0 if first-time taker.
- j. Enter **Years Taken** (If you entered a number of 1 and above in the previous question, enter the year/s when you took the exam in the textbox/es labeled **1st take, 2nd take**, and so on.)

Create Account	
LOGIN INFORMATION	
*Email:	<input type="text"/>
*Password(minimum of 8 characters):	<input type="text"/>
*Confirm Password:	<input type="text"/>

APPLICANT INFORMATION	
*First Name:	<input type="text"/>
*Middle Name:	<input type="text" value="if not applicable put N/A"/>
*Last Name:	<input type="text"/>
Name Extension:	<input type="text"/>
*Date of Birth:	<input type="text" value="dd/mm/yyyy"/>
*Sex:	<input type="text" value="Select Type"/>
*Mobile Number:	<input type="text" value="0909999999"/>
Landline Number(if applicable):	<input type="text" value="Area code + 8 digits"/>
*Do You Have Stable Internet Connection?:	<input type="text" value="Select Answer"/>
Reason For Taking Exam:	<input type="text"/>
*Number of times test was taken(Zero(0) if first time taker):	<input type="text"/>
*Years taken:	<input type="text" value="2018,2019"/>

Work Information

- Enter **Current Position** in the text box.
- Enter **Designation** in the text box.
- Select **Governance Level**; If **Central Office** is selected, type the Office Name; If **Regional Office**, select the Region and type the Office Name; If **Division Office**, select the Region, Division and type the Office Name; If **School**, select the Region, Division, and type the School Name.

WORK INFORMATION	
*Current Position:	<input type="text"/>
Designation:	<input type="text"/>
*Governance Level:	<input type="text" value="Select Level"/>

Home Address

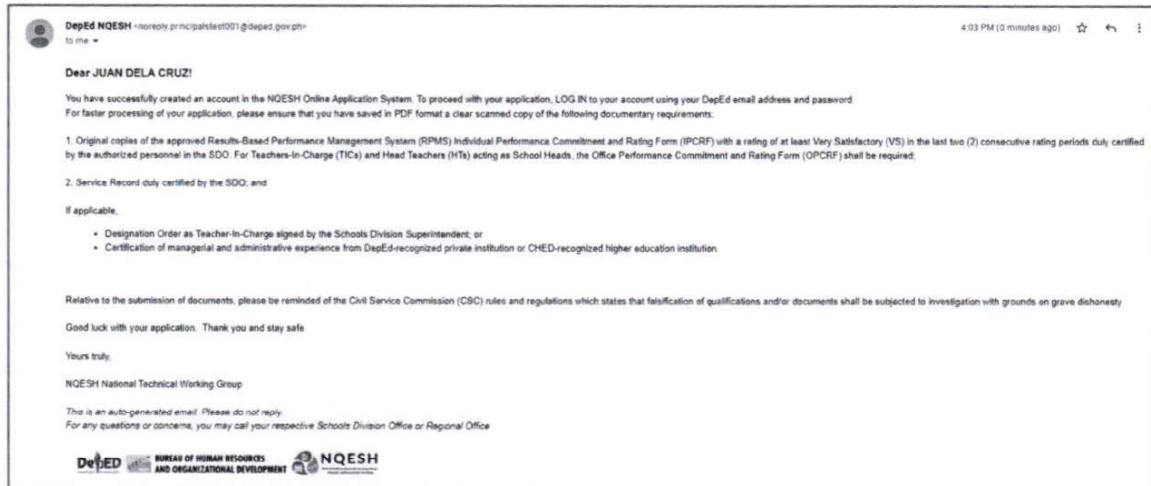
- Fill out the fields under **Home Address**; Enter your complete Home Address using the following format: House No. /Block No./Lot No./Street/Subdivision/Village/Barangay.
- Enter your **City/Municipality**.
- Enter your **Province**.
- Click the **Create** button to submit account registration.
- A message will pop up, if you have reviewed your information and have verified it as accurate, click **OK** on the popup to confirm.
- Another message will pop up, Click the **OK** button to redirect to the Login page.

HOME ADDRESS	
*Home Address:	<input type="text" value="House/Lot# Blk/St# Subd/Vil Br"/>
*City/Municipality:	<input type="text"/>
*Province:	<input type="text"/>
<input type="button" value="Create"/>	

REMINDER:PLEASE MAKE SURE THAT ALL INFORMATION PROVIDED ARE ACCURATE AND CORRECT. CHANGES IS NOT ALLOWED AFTER CREATING YOUR ACCOUNT.	
<input type="button" value="OK"/>	<input type="button" value="Cancel"/>

Succesfully Registered.	
<input type="button" value="OK"/>	

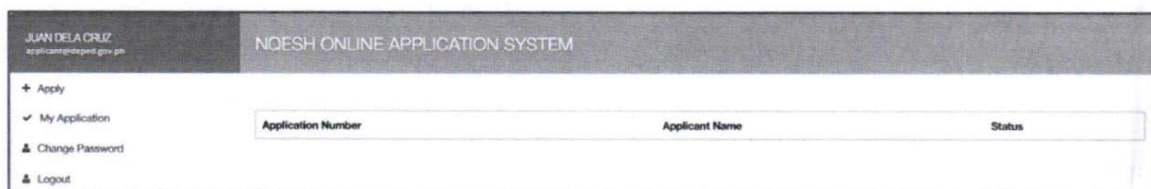
- g. Once done, an email will be sent to the email address you provided as confirmation that your account has been created.



II. Logging In

After creating your account, you may log in to NQESH-OAS to access its facilities and process your application.

1. Access <https://nqesh.deped.gov.ph/> in your web browser.
2. Enter your **DepEd Email Address** and your **Password**.
3. Click **Login** to input your credentials and be redirected to the home page.



III. Filling Out the Application Form

To facilitate a smooth application process, you are expected to fill out **all** required information in the Application Form **accurately**.

1. Click **+ Apply** to proceed to the Application Form.
2. Fill out the fields under **Applying Form**.
 - a. Select **Region/Bureau/Service** from the dropdown list.
 - b. Select **Division** from the dropdown list.
3. Upload soft copies (preferably scanned copies) of required documents as stated under Supporting Documents:
 - a. Performance Rating for the last two (2) ratings.
 - b. Signed Service Record.
 - c. Designation as Teacher in Charge/Officer in Charge Signed by SDS (if applicable); and

d. Certification of Managerial and Administrative Experience (if applicable)

JUAN DELA CRUZ
applicant@deped.gov.ph

NQESH ONLINE APPLICATION SYSTEM

+ Apply
✓ My Application
Change Password
Logout

Application Form

*Region: Select Region

*Division: Select Division

*Performance Rating for the last 2 ratings: Choose File No file chosen

*Signed Service Record: Choose File No file chosen

Designation as Teacher in Charge / Officer in Charge Signed by SDS (If Applicable): Choose File No file chosen

Certification of Managerial and Administrative Experience (if Applicable): Choose File No file chosen

Submit Application

Note: Maximum of 5 MB per PDF document.

- Once done filling out the form, click the **Submit Application** button.
- If you have reviewed your information and have verified it as accurate, click **OK** on the popup to confirm.
- You will be prompted that **Your application has been saved successfully**; click **OK** to confirm.
- Once application is submitted, an email notification will be sent to the applicant's official DepEd email address. The "For SDO Review" status is reflected in the NQESH-OAS

Do you confirm that the data you will submit is correct?

OK Cancel

Successfully submitted your application.

OK

IV. Checking Your Application Status

Once you have finished submitting your application, you will be redirected to the Application Status page, which indicates what level your application is at and what its details are.

You will also receive notifications through your email as soon as the status of your application is changed or updated.

Please take note of the following application statuses:

For SDO Review


This will appear as the status once you complete the Application Form, indicating that your application has been routed to the **Schools Division Office (SDO)** where you filed your application.

The designated SDO evaluator will receive and assess the submitted documents and shall act on the application accordingly

Status on your Dashboard

Application Number	Applicant Name	Status
2022-71-525701		For SDO Review

Email Notification

 **DepEd NQESH** <noreply.nqesh09@deped.gov.ph>
to me ▾

Dear JUAN DELA CRUZ,

You have successfully submitted your application for the 2021 National Qualifying Examination for School Heads (NQESH) with application no.2022-106-405345

Please be informed that the documents you submitted shall be subject to EVALUATION and VERIFICATION by your NQESH Schools Division Technical Working Group(SDTWG).




You may check the status of your application by logging in to your NQESH Online Application System account.

Thank you and stay safe.

Yours truly,

NQESH National Technical Working Group

*This is an auto-generated email. Please do not reply.
For any questions or concerns, you may call your respective Schools Division Office or Regional Office*

Forwarded to RO for Validation

This will appear as the status once the SDO evaluator has forwarded your application to the RO, who shall review your application and approve it prior to payment.

Status on your Dashboard

Application Number	Applicant Name	Status
2022-107-524361	JUAN DELA CRUZ	For RO Validation

Email Notification

DepEd NQESH <noreply.nqesh02@deped.gov.ph>
to me

Dear JUAN DELA CRUZ!

Please be informed that your documents with NQESH Application No. 2022-106-405345 has been forwarded to the NQESH Regional Technical Working Group (RTWG) for further REVIEW and VALIDATION.




You may check the status of your application by logging in to your NQESH Online Application System account.

Thank you and stay safe.

Yours truly,

NQESH National Technical Working Group

*This is an auto-generated email. Please do not reply.
For any questions or concerns, you may call your respective Schools Division Office or Regional Office*

Qualified

At this juncture, you will be asked to proceed to the SDO to pay for the examination fee and will be issued an examination permit.

Status on your Dashboard

Application Number	Applicant Name	Status
2022-106-897380	JUAN DELA CRUZ	Qualified

Email Notification

DepEd NQESH <noreply.nqesh03@deped.gov.ph> 5:46 PM (0 minutes ago) ☆ ↶ ⋮
to me

Dear JUAN DELA CRUZ!

This is to inform you that after reviewing your documents, you are QUALIFIED to take the 2021 National Qualifying Examinations for School Heads (NQESH). You may now proceed to your Schools Division Office to pay your examination fee and to claim your Certificate of Eligibility (COE).

Don't forget to bring the following:

1. Hard copy of the submitted scanned documents, for verification.
2. (2 pcs) Latest (at least 6 months) passport size picture with your name and signature at the back.
3. Payment for the Examination Fee (in the amount of Php 350.00)

After claiming your COE, attach the ID pictures then proceed to the Schools Division Office CASHIER and pay the examination fee. As proof of your payment make sure that the cashier has indicated/stamped your payment details on the Examination Permit issued by the Schools Division Office Evaluator.

Upon payment, proceed back to the Schools Division Office EVALUATOR to submit the Regional Office copy (lower portion) of the COE.




Your assigned examinee number is 03-39-145777 This will be used in the Online Examination and will be the basis in the issuance of results.

Thank you and Stay Safe.

Yours truly,

NQESH National Technical Working Group

*This is an auto-generated email. Please do not reply.
For any questions or concerns, you may call your respective Schools Division Office or Regional Office*

Copy of Certificate of Eligibility (COE)

Republic of the Philippines
DEPARTMENT OF EDUCATION
Division of Valenzuela City

Certificate of Eligibility

This is to certify that the applicant has met all the requirements for the 2021 National Qualifying Examination for School Heads and has NO pending administrative case.

Latest passport size ID picture	Examinee No.: 03-39-145777 First Name: JUAN Middle Name: N/A Last Name: DELA CRUZ Current Position: TEACHER I Designation: OIC PRINCIPAL School/Office: VALENZUELA NHS
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This certification also serves as his/her test permit to be presented at the test venue.

Verified hard copy by/Date:	Payment received by/Date:

Copy for the Regional Office

I hereby certify that all documents submitted through the Online Application System are scanned copies from the original documents. I certify to the correctness and authenticity of these documents.

Examinee No.: 03-39-145777 First Name: JUAN Middle Name: N/A Last Name: DELA CRUZ Current Position: TEACHER I Designation: OIC PRINCIPAL School/Office: VALENZUELA NHS	Latest passport size ID picture
--	--

Signature: _____

Verified hard copy by/Date:	Payment received by/Date:

Approved

You have successfully completed the application process and will be included in the initial list of examinees.

You are now set to take this year's National Qualifying Examination for School Heads (NQESH) through a secured online platform which uses special remote proctoring. Refer to the memo for the instructions relative to the secured online platform.

Status on your Dashboard

Application Number	Applicant Name	Status
2022-06-241439	JUANA DELA CRUZ	Paid

Email Notification

Dear JUAN DELA CRUZ,

This is to confirm receipt of your payment.

You are now set to take this year's National Qualifying Examination for School Heads (NQESH) through a secured online platform which uses special remote proctoring.

Relative to this, you need to secure a desktop or laptop computer with EITHER a WINDOWS 10 (or higher), or an APPLE MACINTOSH (MAC OS 11.1 or higher). **Mobile devices are not allowed.** Prior the examination, ensure that:

1. your computer has a working webcam and microphone
2. you have the rights to install computer applications
3. you have installed the Locked-down web browser on the computer


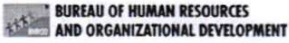
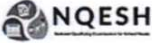
The Locked-down web browser application can be downloaded through this link: https://s3.amazonaws.com/cfmedia-hravatar-com/web/misc/seb/SEB_3.3.2.413_SetupBundle.exe

Thank you and stay safe.

Yours truly,

NQESH National Technical Working Group

*This is an automatically generated email. Please do not reply to this message.
For any questions or concerns, you may call your respective Schools Division Office or Regional Office*


Re-Apply

This will appear as the status once the SDO evaluator or RO validator reviewed your application and finds invalid or lacking documents that you need to address.

Status on your Dashboard

Application Number	Applicant Name	Status
2022-96-696682	JUAN DELA CRUZ	Re-Apply

Email Notification

 DepEd NOESH <noreply.noesh@deped.gov.ph>
to the >


11:38 AM (0 minutes ago) ☆ ↶

Dear JUAN DELA CRUZ!

This is to inform you that after reviewing your application, there are invalid or lacking documents which you need to address. Please log in to your NQESH Online Application System account, to check for the discrepancies as stated in the reason for your re-application. You may submit the necessary documents by applying again in the system.

Thank you and stay safe.

*This is an auto-generated email. Please do not reply.
For any questions or concerns, you may call your respective Schools Division Office or Regional Office*


Disapproved

This will appear as the status once your application has been rejected or disqualified, along with a specified reason.

Status on your Dashboard

Application Number	Applicant Name	Status
2022-107-624361	JUAN DELA CRUZ	Disapproved

Email Notification

 **DepEd NQESH** <noreply.nqesh08@deped.gov.ph>
to me ▾




Dear JUAN DELA CRUZ!

This is to inform you that after reviewing the documents you uploaded, you DID NOT QUALIFY to take the 2021 National Qualifying Examinations for Schools Heads (NQESH).

Please log in to your NQESH Online Application System Account, to check for the reason for disqualification.

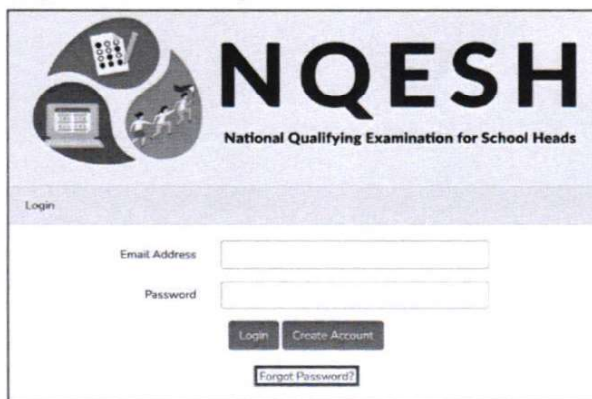
Thank you and stay safe.

*This is an auto-generated email. Please do not reply.
For any questions or concerns, you may call your respective Schools Division Office or Regional Office*

V. Forgot Password


- In the log in page, select the **Forgot Password** link under the log in button.



- Enter your DepEd Email address. A temporary password will be sent to your email.

Please enter your Email Address:

- Go back to the log in page, enter your DepEd email address and your temporary password. NOTE: DO NOT COPY the quotation marks.

 **DepEd NQESH** <noreply.principalstest001@deped.gov.ph>
to me ▾

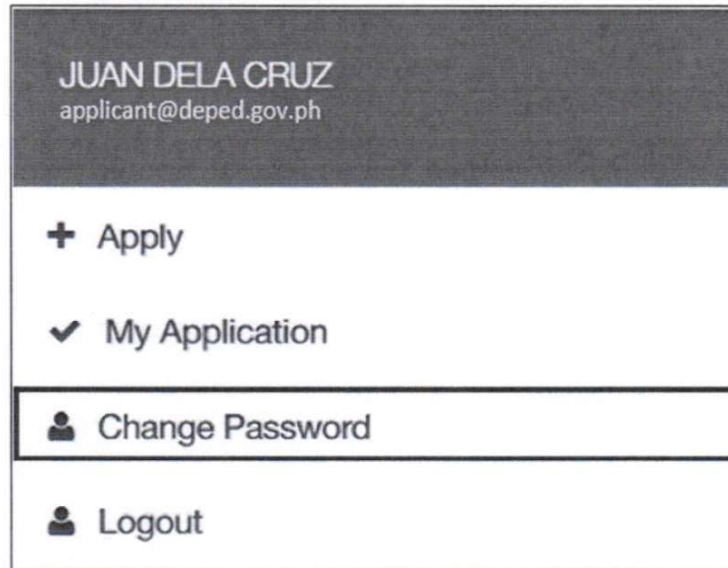
Password Reset Request

This is your new password "██████████". Please do not give this to others

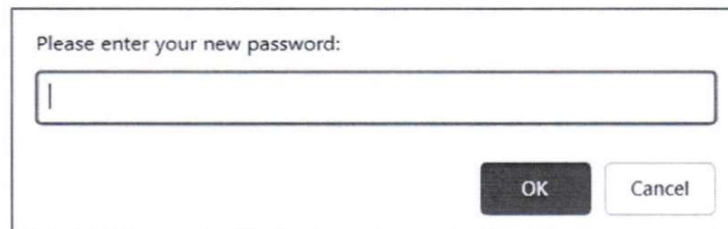
Thank you!

VI. Change Password

1. After logging in, click the **Change Password** button in the left side of the screen.



2. Enter your new password. The password must be a minimum of eight (8) characters.



A screenshot of a password input dialog box. It contains the text 'Please enter your new password:' above a single-line text input field. Below the input field are two buttons: 'OK' and 'Cancel'.

3. An email will be sent to you confirming that you have successfully changed your password.





**NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH)
PROCESSING OF APPLICATION and CERTIFICATE OF ELIGIBILITY**

1. GENERATION OF LIST OF QUALIFIED APPLICANTS
 - A. All SDOs are advised to generate a master list of Qualified Applicants, copy furnished the Regional Office, based on order of priority as stated in item 4.1 of the policy cover of this memorandum.
 - B. The list shall serve as reference for the SDO Evaluators and RO Validators in prioritizing review of applications.
2. PROCESSING OF APPLICATION
 - A. Schools Division Office Review (SDO Review)
 - A.1. Through the NQESH-OAS, the designated Schools Division Office (SDO) Evaluator shall receive and assess the application based on the following:
 - a. the order of priority for 2021 NQESH as stipulated under item 4 of the policy cover of this memorandum
 - b. the authenticity and completeness of the uploaded documents through the NQESH-OAS.
 - A.2. SDO Evaluator/s shall act on the application whether:
 - a. FOR RO REVIEW
 - The applicant passed the SDO level review, thus his/her documents are forwarded to the Region for further validation.
 - b. RE-APPLY
 - For applicants who are not included in the priority in item 4.1 of the policy cover of this memorandum, he/she will be instructed to wait for the application schedule for batch 2 before re-applying.
 - If there are invalid or lacking documents which needs to be addressed by the applicant, he/she will be instructed to re-apply and complete the required documents which are indicated in the NQESH-OAS status.
 - c. DISAPPROVED
 - The applicant is not yet qualified to take the NQESH. The reason on the disqualification is reflected in the NQESH-OAS.
 - B. Regional Office Review (RO Review)
 - B.1. Through the NQESH-OAS, the designated Regional Office (RO) Validator shall validate the following:

- a. the applicant is qualified based on the order of priority for 2021 NQESH as stipulated in item 4.1 of the policy cover of this memorandum.
- b. the documents submitted are complete

B.2. The RO Evaluator shall act on the application whether:

- a. QUALIFIED
 - The applicant is qualified based on the order of priority for 2021 NQESH as stipulated in item 4.1 of the policy cover of this memorandum and the submitted documents are complete.
- b. RE-APPLY
 - For applicants who are not included in the priority in item 4.1 of the policy cover of this memorandum, he/she will be instructed to wait for the application schedule for batch 2 before re-applying.
 - If there are invalid or lacking documents which needs to be addressed by the applicant, he/she will be instructed to re-apply and complete the required documents which are indicated in the NQESH-OAS status.
- c. DISAPPROVED
 - The applicant is not yet qualified to take the NQESH. The reason on the disqualification is reflected in the NQESH-OAS.

3. PROCESSING OF CERTIFICATE OF ELIGIBILITY

- A. Once the applicant is qualified, his/her application will be returned to the SDO evaluator for the processing of the Certificate of eligibility and approval of application.
- B. The applicant proceeds to the SDO for verification of submitted documents. He/she must bring the following:
 - B.1. Hard copy of the uploaded documents
 - B.2. (2 pcs) latest (at least 6 months) passport size picture with name and signature of the applicant at the back
 - B.3. Payment for the Examination fee amounting to Php 350.00
- C. The SDO evaluator reviews/checks the hard copy of the documents uploaded/submitted by the applicant.
- D. After verification the SDO evaluator shall affix his/her signature on the COE of the applicant and attach the ID pictures submitted by the applicant.
- E. The SDO evaluator then releases the COE to the applicant.

- F. Upon receipt of the COE, the applicant is required to sign the COE at the designated space then proceed to the SDO Cashier Section to pay the examination fee
- G. Upon payment of the applicant, the SDO Cashier shall then provide payment details and affix his/her signature on the COE of the applicant.
- H. For the approval of the application, the applicant must return the lower portion (RO copy) of the COE to the SDO evaluator for the approval of application.
- I. The SDO evaluator shall submit to:
 - I.1. RO-QAD, the copy of the COEs with the initial list of examinees, and
 - I.2. RO-Cashier, the payment and master list of paid examinees



**NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (NQESH)
UTILIZATION OF THE EXAMINATION FEE**

1. For the guidance of the Regional Budget Officer, Regional Accountant, and RO Cashier, the examination fee of Three Hundred Fifty Pesos (Php 350.00) shall be utilized as follows:
 - A. Ten Pesos (Php 10.00) is for the Legal Research Fund as stipulated in DepEd Order No. 14, s. 2015. The remittance to the Bureau of Treasury is stipulated in the said order.
 - B. Three Hundred Forty Pesos (Php 340.00) shall cover various expenses relative to the preparations and administration of the 2021 NQESH such as (but not limited to):
 - i. Accommodation/meals, travel expenses, communication allowances, payment of overtime services, and honoraria of the proctors and other DepEd personnel involved in the application process, preparations, and administration of 2021 NQESH.
 - ii. Printing of the materials (such as, but not limited to User's Guides, Test Administration Guides and other materials and forms).
 - iii. Supplies and other incidental expenses.
2. Granting of honoraria to DepEd personnel involved in the preparations and conduct of the 2021 NQESH shall be authorized. Since these personnel are required to render services beyond their regular duties and responsibilities to ensure the peaceful and orderly conduct of the 2021 NQESH.
 - A. The computation of the honorarium for the 2021 Principals' Test shall be based on the DBM Circular No. 2007-2 dated October 1, 2007, entitled "Guidelines on the Grant of Honoraria Due to Assignment in Government Special Projects."
 - B. Expenses allocated for the honorarium shall be drawn out from the examination fees. No funds shall be expended from the Central, Regional, and Schools Division Offices for this matter.
 - C. RO & SDO personnel who are involved during the preparation, online application and evaluation of documents shall be entitled to overtime pay charged to the examination fee or local funds, subject to the existing accounting and auditing rules and regulations.
3. Utilization of fund shall be upon approval of the Regional Director, subject to COA and accounting rules and regulations.