



Republic of the Philippines  
**Department of Education**  
REGION I



**REGIONAL MEMORANDUM**

No. 1456 s. 2024

To: All Schools Division Superintendents  
All Others Concerned

**GUIDANCE ON FILLING UP SCHOOL PRINCIPAL I ITEM AND CLARIFICATION ON THE RESULTS OF THE FY 2023 AND FY 2021 CATEGORY B NATIONAL QUALIFYING EXAMINATION FOR SCHOOL HEADS (CATB NQESH)**

1. This is in reference to the attached MEMORANDUM DM-OUHROD-2024-2127 dated October 24, 2024 from Dir. Wilfredo E. Cabral, Regional Director/Officer-In-Charge, Office of the Undersecretary for Human Resource and Organizational Development, Department of Education, re: Guidance on Filling Up School Principal I Item and Clarification on the Results of the FY 2023 and FY 2021 Category B National Qualifying Examination for School Heads (CATB NQESH).

2. It is informed that the issuance of DepEd Memorandum No. 59, s. 2024 or the Results of Fiscal Year National Qualifying Examination for School Heads and Fiscal Year 2021 NQESH Category B Evaluation and Certification created a number of queries and confusion.

3. In line with this, this Office reiterates the following guidance and clarification on the said concern:

**a. FY 2023 Category A and FY 2021 Category B Eligibility for Appointments**

All FY 2023 Category A and FY 2021 Category B are eligible for the position of School Principal I. Eligibles may apply and be appointed to the said position on an equal basis subject to the result of evaluative and eligibility assessment from DepEd Order 7, 2023 (*Guidelines on Recruitment, Selection, and Appointment in the Department of Education*), and its subsequent issuances.

FY 2021 Category B with descriptive rating of "Needing Intervention" must complete the required interventions before they can be considered for appointment.

It is highlighted that the role of the Schools Division Superintendents, as the appointing authority, is very crucial and important in making sound decisions in the appointment process in compliance to the said DepEd Order.

**b. Filling Up of School Principal Position**

Schools Division Offices (SDOs) are instructed to fill up School Principal I vacant positions as soon as possible.

SDOs with qualified applicants but without available School Principal I item may consider reclassification based on DepEd Order No. 97, s. 2011.



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**c. Appointment to School Principal Positions**

Appointments to School Principal positions, whether through natural vacancy or reclassification, shall require candidates to pass the DepEd-administered school head assessment.

Emphasis is given that only passers/eligible of the NQESH, Principal's Test, or other school head assessment/s that may so be required in the future, shall be eligible for appointment to School Principal positions.

**d. Accountability and Responsibility of the Appointing Officers**

All Schools Division Superintendents, as the appointing authorities, are reminded of their responsibilities and accountabilities in the appointment process, and to adhere to the provisions stipulated from DO 7, s. 2023.

4. For information, guidance and strict compliance.

**TOLENTINO G. AQUINO**  
Director IV

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Encl.: As Stated

References: As Stated

To be indicated in the Perpetual Index  
Under the following subjects:

APPOINTMENT

CLARIFICATION

GUIDANCE

ITEMS

AD/PS/hfa/RM\_GuidanceonFillingUpPrincipallItem

November 4, 2024



Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**  
**DM-OUHROD-2024-2127**

**TO : REGIONAL DIRECTORS**  
**SCHOOLS DIVISION SUPERINTENDENTS**

**FROM : WILFREDO E. CABRAL**  
Regional Director  
Officer-In-Charge, Office of the Undersecretary  
Human Resource and Organizational Development

**SUBJECT : GUIDANCE ON FILLING UP SCHOOL PRINCIPAL I ITEM AND**  
**CLARIFICATION ON THE RESULTS OF THE FY 2023 AND FY**  
**2021 CATB NQESH**

**DATE : 24 October 2024**

Committed to ensure timely and efficient filling-up of vacant positions and to ensure that all schools have a competent school leader, the Department of Education (DepEd) issued DM 59 s. 2024 or the **Results of Fiscal Year National Qualifying Examination for School Heads and Fiscal Year 2021 NQESH Category B Evaluation and Certification**.

Upon its issuance, different queries and interpretations have been raised on its issuance in relation to filling up of School Principal I item vacancies. In response to the queries and confusion on some provisions of the said DM, this is to provide guidance and clarification on the following:

**1. FY 2023 Category A and FY 2021 Category B Eligibility for Appointment**

- a. All FY 2023 Category A and FY 2021 Category B are eligible for the position of School Principal I. They may apply and be appointed to school principal position on an equal basis subject to the result of evaluative and eligibility assessment to be conducted by the Human Resource Merit Promotion and Selection Board of School Division Offices guided by Enclosure 3 of DO 7 s. 2023 titled Guidelines on the Recruitment, Selection, and Appointment (RSA) in the Department of Education and its subsequent issuances.
- b. FY 2021 Category B with descriptive rating of "Needing Intervention" must complete the required interventions before they can be considered for

appointment. The Schools Division Superintendent through the Human Resource Development Section are instructed to provide and conduct the intervention identified for Category B eligibles and issue Certificate of Completion as a documentary requirement.

- c. The Schools Division Superintendents, as the appointing authority, are accountable for making sound decisions when appointing School Principal I among the eligible and qualified candidates. They must ensure that these decisions comply with Section 57 of DO 7, s. 2023, as follows:

57. *“The appointing officer/authority shall be guided by the report of the HRMPSB’s CAR/CAR-RQA, and in the exercise of sound discretion, select, insofar as practicable, the candidate deemed most qualified for appointment from among the top five (5) or less, depending on the number of candidates, unless otherwise provided by law.*

*For multiple vacancies, the appointing officer/ authority shall select from the highlighted top candidates as determined by the HRMPSB, computed by multiplying the number of vacant plantilla items by a factor of five as stipulated in Item No. 48.*

## **2. Filling Up of School Principal position**

- a. Schools Division Offices (SDOs) are instructed to fill up School Principal I vacant positions as soon as possible.
- b. SDOs with available qualified applicants once all School Principal I position was filled up and there is no available item may consider reclassifying these applicants subject to relevant criteria and qualifications outlined in DO 97 s. 2011. Reclassified incumbent shall be designated as head of the school without principal I item.

## **3. Appointment to School Principal Positions**

- a. Appointments to School Principal positions, whether through natural vacancy or reclassification, shall require candidates to pass the DepEd-administered school head assessment.
- b. As such, it shall be reiterated that only passers/eligible of the NQESH, Principal’s Test, or other school head assessment/s that may so be required in the future, shall be eligible for appointment to School Principal positions.

## **4. Accountability and Responsibility of the Appointing Officers**

All Schools Division Superintendent are reminded and shall adhere to the provision of Section 66-68 of DO 7 s. 2023 as follows:

66. *The appointing officer/authority shall be accountable in the appointments, and in responding to queries and clarifications pertaining to the results of the selection.*

67. *Any protest on the appointment shall be the accountability of the appointing officer/authority in the concerned governance level. The protest for non-teaching, related-teaching, and school administration positions shall be filed through a*

formal written communication addressed to the Head of Office, within 15 calendar days from the date of issuance of appointment. The Rules on Protest under the 2017 RRACCS shall apply.

In accordance with RA 8190 and its implementing rules and regulations, “[p]rotests regarding the appointment or assignment of classroom public - school teachers shall prescribe in three (3) months upon the issuance of such appointment or assignment.” “Aggrieved applicants in the registry of the Schools Division may file a protest. The protest, which shall be subscribed and sworn to in the form of a letter-complaint in three (3) copies, shall be filed at the Regional Office within ninety (90) days from the issuance of the appointment.”

The Head of Office shall respond to the protest within seven (7) calendar days from the receipt of the protest but may extend to up to 20 days depending on the complexity of the protest.

No appeal shall be filed to a higher governance level of DepEd. Appeals pertaining to an action or response to protests issued by the Head of Office shall be submitted and lodged to the concerned CSCRO.

Consistent with Rule XVIII Section 92 of 2017 RACCS, the pendency of an appeal pertaining to the appointment issued shall not render an appointment ineffective or bar the approval/validation thereof, by the CSC, but the approval/validation shall be subject to the final outcome of the protest.

68. All other provisions on appointment stipulated in Part V(E) Appointment of the DepEd Merit Selection Plan and rules and regulations as provided for in CSC MC No. 14, s. 2018 (ORAOHRA), as applicable, shall strictly be adhered to.

For more information, please contact the **Bureau of Human Resource and Organizational Development – Human Resource Development Division (BHROD-HRDD)**, 4th Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City, through email at [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph) or telephone number (02) 8470-6630.

Immediate dissemination of and strict compliance with this Memorandum are directed.