



Republic of the Philippines  
Department of Education  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF SAGAY CITY

AUG 29 2024


**DIVISION MEMORANDUM**

No. 525, 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 (CID & SGOD)  
Public Schools District Supervisors / CLD  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

1. Enclosed is a copy of **Regional Memorandum No. 766 s.2024** dated August 26, 2024 and **DepEd Memorandum DM-OSEC-2024-018** dated August 6, 2024 titled "*Reiteration of DepEd Memorandum No. 025 s.2023 in the Relation to the Appointment and Reclassification of School Heads in the Department.*"
2. Immediate dissemination of this Memorandum is desired.

  
MARK ANTHONY J. TAN, PhD  
Chief Education Supervisor  
OIC - Assistant Schools Division Superintendent  
In-charge of the Division

  
MARSETTE D. SABBALUCA, CESO VI  
Schools Division Superintendent

No of Pages including this Document: 4  
Enclosure : As stated,  
Reference : As stated  
Allotment : N/A  
To be indicated in the Perpetual Index  
Under the following subjects:  
APPOINTMENT  
EMPLOYEES  
HIRING  
SCHOOLS  
OFFICIALS  
Encl.: As stated  
ADMIN/NABDON 8/29/24



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Republic of the Philippines  
**Department of Education**  
REGION VI-WESTERN VISAYAS

DEPARTMENT OF EDUCATION  
DIVISION OF SAGAY CITY  
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**REGIONAL MEMORANDUM**

No. 766, s. 2024

AUG 26 2024

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

To: Assistant Regional Director  
Schools Division Superintendents  
All Others Concerned

1. Attached is Memorandum DM-OSEC-2024-018 dated August 06, 2024, signed by **Hon. Sonny M. Angara**, Secretary, Department of Education, titled **"Reiteration of DepEd Memorandum No. 025, s. 2023 in Relation to the Appointment and Reclassification of School Heads in the Department."**
2. Immediate dissemination of this Memorandum is desired.

[Signature]  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Encl.: As stated

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

|             |           |         |
|-------------|-----------|---------|
| APPOINTMENT | EMPLOYEES | HIRING  |
| OFFICIALS   | POSITIONS | SCHOOLS |

ADG/ASD-PS-RM-050  
August 21, 2024



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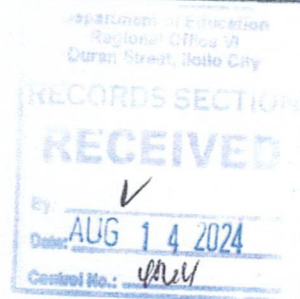




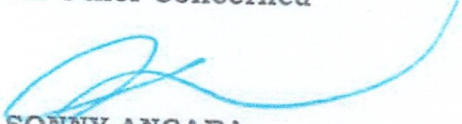


Republic of the Philippines  
Department of Education  
OFFICE OF THE SECRETARY

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**

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*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-2023-0922<sup>1</sup> 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.