



Republic of the Philippines  
**Department of Education**  
Caraga Administrative Region  
Schools Division of Bislig City

DEPARTMENT OF EDUCATION  
DIVISION OF BISLIG CITY

**RELEASED**

Records Section

Date:

8/18/23

OLIVER YEN C. ARCAMO

(Signature Over Printed Name)

18 August 2023

DIVISION MEMORANDUM

No. 456, s. 2023

To: Assistant Schools Division Superintendent  
CID & SGOD Chief  
Public Schools District Supervisors  
Heads of Elementary and Secondary Schools  
All Others Concerned  
*This Division*

**COACHING AND MENTORING SESSIONS FOR NQESH TAKERS CATEGORY B**

1. This office disseminates the enclosed DepEd No. 46, s. 2023 re: **Guidelines on the Conduct of Coaching and Mentoring Sessions for the National Qualifying Examination for School Heads 2021 Category B Aspiring School Heads**. Item 3.b. of this Memorandum stipulates that, *"Takers who fall under Category B may take the NQESH after the provision of coaching and mentoring sessions with an experienced or outstanding School Principal"*.
2. The following are 2021 NQESH Category B takers who are the priority mentees per Enclosure to RM No. 0769, s. 2023:

**Mentee**

1. Ruben L. Castillo
2. Elven M. Eco
3. Jaime B. Oliveros
4. Conrad C. Pabroquez
5. Lucia N. Paje
6. Ailyn C. Saturinas
7. Ramel R. Villanueva

**Coach**

- Ricky S. Cabil
- Rizaida R. Otacan
- Dodelle D. Gomez
- Randy D. Bocani
- Araceli E. Canete
- Louella Luisa A. Millan
- Reynaldo J. Paurillo

3. The coach and mentee must have met for a minimum of 10 hours. The coaching-mentoring sessions shall commence on August 28, 2023, and shall be completed on October 13, 2023.
4. The sessions should cover the five (5) domains of the Philippine Professional Standards for School Heads (PPSSH). SHDP materials are available at <https://bit.ly/SHDPmaterials>
5. The mentee shall submit the Performance Monitoring and Coaching Form (PMCF) to the Schools Division Office to receive a Certificate of Completion signed by the Regional Director upon endorsement of the Schools Division Superintendent. The PMCF is downloadable via <https://bit.ly/NQESHBcert>



Herculano Basañez Blvd, Villa Josefa Subdivision, Government Complex, Poblacion, Bislig City, Surigao del Sur 8311

(086) 853-7403 ext. 1001 to 1029 | Email us : [bislig.city@deped.gov.ph](mailto:bislig.city@deped.gov.ph)

Sites: <http://bislig.city.site> | [@depedbisligcity](https://www.facebook.com/depedbisligcity) | [@BisligCDDT](https://www.facebook.com/BisligCDDT) | Groups : [Workplace](#) & [MS Teams](#) : RCR-BSG-All Employees



Republic of the Philippines  
**Department of Education**

Caraga Administrative Region  
Schools Division of Bislig City

6. Only those who have completed the prescribed minimum number of coaching and mentoring sessions shall be eligible for the Certificate of Completion, which is a requirement for NQESH application.
7. E-copies of the templates, certificates and SHDP materials can also be accessed at <https://bit.ly/NQESH-SHDP>
8. For queries, please contact SGOD Chief Demosthenes J. Quinal through SGOD EXCLUSIVES GC and or Facebook Messenger.
9. Please refer to the attached Enclosure to DepEd Memorandum No. 046, s. 2023, titled Guidelines for the Conduct of Coaching and Mentoring for School Heads (NQESH) 2021 Category B Aspiring School Heads
10. Immediate dissemination of and compliance to this Memorandum is highly desired.

**GEMMA A. DE PAZ**  
*OIC- Schools Division Superintendent*

Encl/s.: As stated

References: DepEd Memorandum No. 046, s. 2023, Regional Memorandum 0769, s. 2023  
To be indicated in the perpetual index  
under the following subjects:

COMPETENCY

EMPLOYEE

PERFORMANCE

HRD/epe  
08-08-2023

