



Republic of the Philippines  
**Department of Education**  
 REGION X  
**SCHOOLS DIVISION OF LANAO DEL NORTE**

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DIVISION MEMORANDUM  
 No. 776 s. 2025

**UPDATES AND INSTRUCTIONS ON THE ADMINISTRATION  
 OF THE FY 2025 NATIONAL ASSESSMENT FOR SCHOOL  
 HEADS (NASH) -BATCH 2**

To: Assistant Schools Division Superintendent  
 Chief-Curriculum Implementation Division  
 Chief-Schools Governance and Operations Division  
 Public Elementary and Secondary School Heads  
 Others Concerned

1. In reference to Memorandum DM-OUHROD-2025-3318, this Office hereby disseminates the updates and instructions on the administration of the FY 2025 National Assessment for School Heads (NASH) – Batch 2, scheduled on **March 29, 2026**.

2. The schedule of activities prior to the conduct of the NASH are as follows:

DATE	ACTIVITY
December 8, 2025 – January 5, 2026 (5:00PM)	Registration and Application through the Online Application System (OAS)
January 6-20, 2026	Evaluation and Validation of Documents
January 26, 2026 (5:00 PM)	End of Submission of Requirements for those applicants tagged as RE-APPLY
January 30, 2026 (5:00 PM)	Last Day of Payment of Assessment Fee
On or before February 3, 2026	Submission of Final List of Examinees by DO-HRMO to DO-HRDD
On or before February 6, 2026	Submission of the Final List of Examinees by RO-HRDD to BHROD-HRDD
On or before February 6, 2026	Release of the Final List of Examinees and Examination Sites through a Regional Memorandum

3. Attached are Memorandum DM-OUHROD-2025-3318 and its Annex 1 for reference and guidance.

**EDWIN R. MARIBOJOC, CESO V**  
 Schools Division Superintendent



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Republika ng Pilipinas  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**  
**DM-OUHROD-2025-3318**

TO : **REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
REGIONAL HRDD CHIEFS  
REGIONAL NASH COORDINATORS  
REGIONAL HRMOs  
ALL OTHERS CONCERNED**

FROM : **WILFREDO E. CABRAL** 10:36:11 PM  
*Undersecretary  
Human Resource and Organizational  
Development and Infrastructure*

SUBJECT : **UPDATES AND INSTRUCTIONS ON THE ADMINISTRATION OF  
THE FY 2025 NATIONAL ASSESSMENT FOR SCHOOL HEADS  
(NASH) - BATCH 2**

DATE : 17 November 2025

E-signed by  
Wilfredo Cabral

In reference to DepEd Memorandum (DM) No. 69, s. 2025, titled "Administration of the National Assessment for School Heads (NASH) for Fiscal Year 2025", please be informed that the **administration of the FY 2025 NASH Batch 2 shall be rescheduled to March 29, 2026**. This adjustment is intended to provide Regional and Schools Division Offices with sufficient time for the evaluation of the applications and administrative preparations.

The schedule of activities prior to the conduct of the NASH are as follows:

DATE	ACTIVITY
December 08, 2025 – January 05, 2026 (5:00 PM)	Registration and Application through the Online Application System (OAS)
January 06 - 20, 2026	Evaluation and Validation of Documents
January 26, 2026 (5:00 PM)	End of Submission of requirements for those applicants tagged as RE-APPLY
January 30, 2026 (5:00 PM)	Last day of Payment of Assessment Fee
on or before February 03, 2026	Submission of Final List of Examinees by RO-HRMO to RO-HRDD
on or before February 06, 2026	Submission of the Final List of Examinees to by RO-HRDD to BHROD-HRDD
on or before February 06, 2026	Release of the Final List of Examinees and Examination Sites through a Regional Memorandum



In preparation for the actual assessment, a **mock assessment** will be conducted on **March 15, 2026** to give participants the opportunity to test their devices and become familiar with the assessment platform and procedures.

In this light, an assessment fee amounting to **Php 720.00 shall be collected** to cover eligible expenses related to operations, logistical and administrative arrangements, orientations/capacity-building activities, and other requirements for the administration of FY 2025 NASH Batch 2.

The following guidelines relative to the administration of FY 2025 NASH Batch 2 may be accessed through this link: <https://tinyurl.com/NASH2Batch2Enclosure>:

Annex 1 - Preparatory & Documentary Requirements

Annex 2 - Online Submission, Evaluation & Validation of Documents

Annex 3 - Technical Working Group (TWG) Composition & Responsibilities

Annex 4 - Assessment Site Requirements

Annex 5 - Assessment Fee & Compensation

Furthermore, it is clarified that the following NASH takers identified in Item 6 of DM No. 69, s. 2025 may participate in NASH Batch 2 regardless of whether they meet the Qualification Standards (QS) for the School Principal I:

- a. Head Teachers
- b. Assistant School Principals
- c. FY 2021 NQESH takers under category C
- d. FY 2023 NQESH takers under category B
- e. FY 2023 NQESH takers under category C

As stipulated in Item 6 of DM No. 97, s. 2025, Head Teachers and Assistant School Principals whose competency level is classified as "With Developmental Areas" may also opt to take the FY 2025 NASH – Batch 2

On the other hand, other personnel who are interested to take the Batch 2 assessment, provision of Item 5 of DM No. 69, s. 2025 shall apply and reiterating that they shall meet the new CSC-Approved QS as detailed below:

Education	Experience	Training	Eligibility
Master's degree in Education, or Educational Management, or Educational Leadership; or  Master's degree in relevant learning area with at least 9 units in Management	5 years teaching experience and 1-year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	Republic Act (RA) No. 1080 <sup>1</sup> , as amended (Teacher)

<sup>1</sup> Act Declaring the Bar and Board Examinations as Civil Service Examinations

Lastly, personnel from the Central & Regional Office who are interested in taking the NASH must meet the QS and are advised to coordinate directly with the Schools Division Office (SDO) where they were previously assigned or have rendered service. This is to ensure that the application and document review follow the prescribed process.

For further inquiries, all concerned may contact the Human Resource and Development Division through:

Email Address: [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph)

Facebook Group: <https://www.facebook.com/DepEdBHROD>

For immediate and widest dissemination.



### **PREPARATORY & DOCUMENTARY REQUIREMENTS**

Takers of the National Assessment for School Heads Batch 2 may refer to and be guided by the following preparatory and documentary requirements:

#### **I. DepEd email account**

Ensure that your **DepEd email account is active**, as it will be used for accessing the application and assessment portals. For any access issues, please coordinate with your respective Schools Division Information Technology Officer (SDITO) for technical assistance.

#### **II. Familiarity with the PPSSH**

As recommended in Item no. 13 of DM No. 69, s. 2025, prospective takers are encouraged to prepare themselves for the assessment by actively participating in coaching and mentoring sessions with experienced and proficient school principals to gain valuable insights into how the competencies outlined in the **Philippine Professional Standards for School Heads (PPSSH)** are demonstrated in practice.

#### **III. Documentary requirements preparations**

A. Ensure that you have **SAVED IN PDF FORMAT A CLEAR SCANNED COPY** of the following documentary requirements:

1. **Approved Results-Based Performance Management System (RPMS) Individual Performance Commitment and Rating Form (IPCRF)** with a rating of at least Very Satisfactory (VS) in the last two (2) consecutive rating periods duly certified by the authorized personnel in the SDO, as follows:
  - SY 2023-24 & SY 2024-25 for School-Based performance rating
  - FY 2023 & FY 2024 for Non School-Based performance rating
2. **Service Record** duly certified by the Administrative Officer V of the Schools Division Office (SDO).
3. **Certificate of Employment** for applicants with prior teaching experience in a private school. The certificate should clearly state the position held and subject taught, the inclusive dates of service, employment status (full-time or part-time), and must bear the signature of the school head along with the official seal.
4. **Certification(s) signed by the Schools Division Superintendent or School Head**, indicating experience in any of the following areas: *learning area coordination, subject area supervision, school management and operations, or instructional supervision*



5. **Transcript of Records or Diploma** verifying completion of a relevant master's degree or a **certification from the school** confirming completion of the MAEd program for graduates of the Master of Arts in Education (MAEd) program whose Special Order (S.O.) from CHED is still pending (i.e., no S.O. number indicated on the TOR), must be secured for purposes of the NASH application.
6. **Certificate(s) of participation in training** related to any or a cumulative of the following areas acquired within the last 5 years: Curriculum, Pedagogy, School Management and Operations, and Instructional Leadership. **Certificates acquired through participation in Learning Action Cell (LAC) sessions and In-Service Training (INSET)** duly signed by the Schools Division Superintendent or School Head are **considered valid**.
7. **Valid and updated PRC License or Certificate of Eligibility / Rating.**
8. For applicants who are Teachers-In-Charge (TICs), Officers-In-Charge, or Head Teachers (HTs) acting as School Heads, the following documents are also required:
  - **Office Performance Commitment and Rating Form (OPCRF)**
  - **Designation or Special Order as School Head or TIC/OIC** of a public school duly signed by the Schools Division Superintendent.

B. To **ensure the quality and acceptability of submitted documents**, please be guided by the following in the document scanning:

- Use a scanner or mobile scanning application (e.g., Adobe Scan, Microsoft Lens, Cam Scanner);
- Scan documents at a minimum resolution of 300 DPI;
- Ensure documents are flat, well-lit, and free from shadow or glare;
- Save each document as a separate PDF file with clear filenames (e.g., IPCRF\_SY2023-2024.pdf);
- Verify that all texts are legible, complete, and not cropped or blurred.

C. As a precaution, please be reminded that **falsifying qualifications or submitting fake documents is a serious offense under Civil Service Commission (CSC) Resolution No. 2100079, Section 3, classified as Serious Dishonesty**. This violation can result in dismissal from service, cancellation of civil service eligibility, perpetual disqualification from public office, forfeiture of retirement benefits, and a ban on taking civil service examinations. **Always ensure that all information and documents you provide are accurate and authentic.**