



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

AUG 15 2025

MEMORANDUM
No. 404, s. 2025

**ADMINISTRATION OF THE NATIONAL ASSESSMENT FOR
SCHOOL HEADS FOR FISCAL YEAR 2025**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads
Administrative Officer V
All Others Concerned

1. Attached is DepEd Memorandum No. 69, s. 2025, titled, **Administration of the National Assessment for School Heads for Fiscal Year 2025**, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. NASH serves as a developmental assessment tool to evaluate readiness and identify areas for improvement among aspiring school leaders. In line with its goal, and as part of strategic reforms to strengthen leadership development, ensure merit-based assessment, and achieve the 1:1 Principal-to-School ratio, this Office announces the submission of pertinent documents from shortlisted NASH takers, which will be subject to validation and evaluation.
3. Please refer to the following enclosures for your guidance.
Enclosure No. 1 – Important Instructions
Enclosure No. 2 – List of Shortlisted NASH Takers for Evaluation
Enclosure No. 3 – Committee on the Evaluation of NASH Takers' Documents
4. Immediate and wide dissemination of this Memorandum is desired


VIOLETA M. GONZALES

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl: As stated.

Reference: DM No. 29, s. 2025

To be indicated in the Perpetual Index

Under the following subjects:

ASSESSMENT SCHOOL HEAD

AMF/DM- ADMINISTRATION OF THE NATIONAL ASSESSMENT FOR
SCHOOL HEADS FOR FISCAL YEAR 2025

404 / August 8, 2025

NUM-2025-404

404



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Enclosure 1.

Important Instructions

1. Applicant must ensure that all the documents relative to the application to take NASH must be submitted to the Records stamped "Received" not later than **August 18, 2025, 5:00 PM**. Late submission will not be accepted.
2. Stipulated in DM No. 69, s. 2025, item no. 7, the following prioritization parameters were established:
 - a. Individuals currently holding positions affected by the implementation of the Expanded Career Progression System. (e.g., Head Teachers and Assistant Principals) or incumbent school head (Teacher-in-Charge)
 - b. Individuals who meet the revised QS for the School Principal I position per DO No. 19, s. 2025; and
 - c. Individuals who have not yet passed the NQESH/Principal's Test.
3. Below is the revised QS for the School Principal I as per DO 19, s. 2025, to wit:

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 cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	Republic Act (RA) No. 1080 as amended (Teacher)



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4. The applicant's documents must be fastened in **Blue long folder with earmarks, arranged as listed below:**
 - i. Photocopy of the approved Individual Performance Commitment and Rating Form (IPCRF) with a rating of at least Very Satisfactory in the last two (2) consecutive rating periods duly certified by the authorized personnel in the SDO;
 - ii. Original copy of Service Record duly certified by the Administrative Officer V of the Schools Division Office;
 - iii. Photocopy of the Transcript of Records or Diploma certifying the attainment of relevant master's degree;
 - iv. Two (2) pieces of passport size picture with name tag taken within the last six (6) months with the signature of the applicant at the back.
 - v. Photocopy of valid and updated **PRC License/ID**, if applicable;
 - vi. Photocopy of Certificate/s of relevant specialized trainings or professional development programs;
 - vii. Duly accomplished Registration Form. The template for the Registration Form may be downloaded through this link: **<https://tinyurl.com/NASHFORM2025>**

5. For applicants who are acting as School Heads, the following documents are also required:
 - a. Photocopy of Office Performance Commitment and Rating Form (OPCRF); and
 - b. Photocopy of Designation or Special Order as School Head or TIC/OIC of a public school duly signed by the Schools Division Superintendent.

6. All documents will be subjected to the evaluation by the **Schools Division Office (SDO)'s Human Resource Management Officer (HRMO)** and **other authorized personnel assigned by the Schools Division Superintendent**. Please see Enclosure 3 for the reference on the committee on evaluation of NASH taker's documents.

7. Shortlisted NASH takers who failed to meet the set parameters need not submit application documents. Moreover, should any of the applicants be found to have not met all the set parameters, the SDO shall disapproved their application to take NASH.

8. Once the applicant is deemed qualified, he/she must be notified by the SDO Evaluator/s via phone and email.



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9. Timeline of Activities.

Date	Activity	Venue
August 14-18, 2025	Submission of application	SDO Record Unit
August 18, 2025	Deadline of submission of application	SDO Record Unit
August 19, 2025	Assessment of Documents	Committee on the Evaluation of NASH Takers' Documents
August 20, 2025	Issuance of Assessment Permit	Email



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Enclosure 2

List of Shortlisted NASH Takers for Evaluation

No.	Name	Position	School
1	GERONA, WEBENA FANUGON	HEAD TEACHER III	MUNTINLUPA SCIENCE HIGH SCHOOL
2	CALIPAYAN, MARSHA LIZA MASAMAYOR	HEAD TEACHER III	POBLACION NATIONAL HIGH SCHOOL
3	ANDRESIO, MARILYN COROÑA	HEAD TEACHER III	POBLACION NATIONAL HIGH SCHOOL
4	VIVAR, RYAN GILBUENA	HEAD TEACHER III	POBLACION NATIONAL HIGH SCHOOL
5	NOBLETA, HERNAN DE GUZMAN	HEAD TEACHER III	POBLACION NATIONAL HIGH SCHOOL
6	BUÑALES, MARK ANTHONY GUIAL	HEAD TEACHER I	POBLACION NATIONAL HIGH SCHOOL
7	LUNAR, MAYGLEN LIBUIT	HEAD TEACHER III	LAKEVIEW INETGRATED SCHOOL-JHS
8	ABALOS, EDWIN LADAN	HEAD TEACHER I	LAKEVIEW INETGRATED SCHOOL-JHS
9	DOLLETON, ROXANNE BARRETTO	HEAD TEACHER I	LAKEVIEW INETGRATED SCHOOL-JHS
10	AMION, MARY JANE ABRENILLA	HEAD TEACHER III	MUNTINLUPA SCIENCE HIGH SCHOOL
11	CHAVEZ, EVELYN PINEDA	HEAD TEACHER IV	MUNTINLUPA BUSINESS HIGH SCHOOL
12	ACUIN, PAUL ALDEN SANCHEZ	HEAD TEACHER III	MUNTINLUPA BUSINESS HIGH SCHOOL
13	ARAJA, MARIA ELENA BONETE	HEAD TEACHER III	MUNTINLUPA BUSINESS HIGH SCHOOL
14	ICATLO, MYRA ICARO	HEAD TEACHER III	MUNTINLUPA BUSINESS HIGH SCHOOL
15	CALAPANO, MELESA LEDESMA	HEAD TEACHER III	MUNTINLUPA BUSINESS HIGH SCHOOL
16	BOLAÑOS, CRIZALDY GUEMO	HEAD TEACHER II	MUNTINLUPA BUSINESS HIGH SCHOOL
17	RONGAVILLA, ALCER KENN SOTO	HEAD TEACHER I	MUNTINLUPA BUSINESS HIGH SCHOOL
18	BENITEZ, AUDEPAZ ESCACINAS	HEAD TEACHER VI	MUNTINLUPA NATIONAL HIGH SCHOOL
19	OLAIRA, DAIFE CANLAS	HEAD TEACHER V	MUNTINLUPA NATIONAL HIGH SCHOOL
20	CABRILLAS, MARIJO BLANCADA	HEAD TEACHER III	MUNTINLUPA NATIONAL HIGH SCHOOL
21	OZARAGA, EMELDA ALMINE	HEAD TEACHER III	MUNTINLUPA NATIONAL HIGH SCHOOL
22	SALIVIO, MARLYN ESTORNINOS	HEAD TEACHER III	MUNTINLUPA NATIONAL HIGH SCHOOL
23	MENDOZA, DOROTHY ACUNA	HEAD TEACHER VI	PEDRO E. DIAZ HIGH SCHOOL
24	CABANTING JR, ROGELIO MORALES JR.	HEAD TEACHER VI	PEDRO E. DIAZ HIGH SCHOOL
25	AMBROCIO, EMELY VALLEJOS	HEAD TEACHER VI	PEDRO E. DIAZ HIGH SCHOOL
26	SANTOS, ONOFRE CASTRO	HEAD TEACHER VI	PEDRO E. DIAZ HIGH SCHOOL
27	GRAGEDA, SHARON ERIPOL	HEAD TEACHER IV	PEDRO E. DIAZ HIGH SCHOOL
28	IÑOSA, EVA ADAN	HEAD TEACHER III	PEDRO E. DIAZ HIGH SCHOOL
29	CAJANO, JOHN WILLIAM BUENAVENTURA	HEAD TEACHER III	TUNASAN NATIONAL HIGH SCHOOL
30	DIMAPELEZ, ALFATIMA ALAY	HEAD TEACHER III	TUNASAN NATIONAL HIGH SCHOOL



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Enclosure 3

Committee on the Evaluation of NASH Takers' Documents

No	FULL NAME	POSITION
1	Dr. Lilia A. Ricero	OIC - ASDS
2	Dr. Florante C. Marmeto	Chief, CID
3	Ms. Ma. Regaele A. Olarte	OIC - Chief, SGOD
4	Ms. Noemi A. Valdez	Administrative Officer V
5	Ms. Angela M. Francisco	HRMO
6	Dr. Eric C. Fungo	PSDS
7	Dr. Meniano Eborá	PSDS
8	Dr. Zoren Pepito Gubalane	SEPS- M&E
9	Ms. Ivy M. Romano	SEPS-HRD
10	Ms. Aira G. Parilla	Administrative Aide VI (will serve as Secretariat)



Republic of the Philippines
Department of Education

AUG 11 2025

DepEd MEMORANDUM
No. **069**, s. 2025

**ADMINISTRATION OF THE NATIONAL ASSESSMENT FOR SCHOOL HEADS
FOR FISCAL YEAR 2025**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd) remains steadfast in its commitment to ensure that **every school is led by a competent and qualified principal**. In line with this goal and as part of ongoing strategic reforms to strengthen leadership development and ensure merit-based assessment, the National Qualifying Examination for School Heads (NQESH) has been refocused and renamed the National Assessment for School Heads (NASH).
2. The NASH now serves as a **developmental assessment tool to evaluate readiness and identify areas for improvement among aspiring school leaders**. It is intended to support their professional growth and prepare them for school leadership roles within the career progression framework.
3. The assessment shall cover conceptual and situational critical thinking questions aligned with the standards set by the Philippine Professional Standards for School Heads (PPSSH), as stipulated in DepEd Order (DO) No. 024, s. 2020, or the *National Adoption and Implementation of the Philippine Professional Standards for School Heads* using the SOLO (Structure of the Observed Learning Outcome) taxonomy as an underpinning framework.
4. The administration of the NASH is anchored on and aligned with the following policies:
 - a. **Section 17(c) of the Implementing Rules and Regulations of Executive Order No. 174, s. 2022**, states that: Teachers holding the position of Master Teacher I, who are aspiring for a career in school administration under the Expanded Career Progression (ECP) system, may be promoted or reclassified within the School Administration (SA) Career Line, **provided the teacher must have passed the DepEd-administered school head assessment**.

- b. **Section 7.4.3** of DepEd-Department of Budget and Management Joint Circular No. 001, s. 2025, or the *Modified Position Classification and Compensation Scheme and System of Career Progression of Teachers and School Heads in the Public Basic Education System*, provides that: For School Principal Positions in the SA Career Line, the **passing of the school heads assessment or its equivalent shall be required**, subject to applicable guidelines set by DepEd.
- c. **Item No. 27** of DO 021, s. 2024, which amends DO 007, s. 2023 (*Guidelines on the Recruitment, Selection, and Appointment in the Department of Education*) emphasized that: **First appointments to School Principal positions, whether through natural vacancy or reclassification, shall require candidates to pass the DepEd-administered school head assessment**. 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 first appointment to School Principal positions.

5. Accordingly, DO 019, s. 2025, titled *Amended Qualification Standards for Teachers I-III, Master Teacher I-IV, and School Principal I-IV Positions, and the Qualification Standards for Newly Created Teacher IV-VII and Master Teacher V Positions*, which formally adopts Civil Service Commission (CSC) Resolution No. 2500471 dated May 28, 2025, provides the revised Qualification Standards (QS) for the School Principal I position, 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 ¹ , as amended (Teacher)

6. For Fiscal Year (FY) 2025, the NASH will be conducted in two batches, as follows:

Examination	Date	Target Takers
BATCH 1	Mock Examination	<ul style="list-style-type: none"> • Personnel who meet the amended CSC-Approved QS for Principal I, specifically: <ul style="list-style-type: none"> ○ Head Teachers ○ Assistant School Principals ○ Teachers-in-Charge
	Actual Examination	

¹ Act Declaring the Bar and Board Examinations as Civil Service Examinations

	Examination	Date	Target Takers
BATCH 2	Mock Examination	November 30, 2025	<ul style="list-style-type: none"> • Head Teachers and Assistant School Principals (regardless of whether they meet the QS for School Principal I) • FY 2021 NQESH Category C takers • FY 2023 NQESH Category B and C takers • Other personnel who are qualified based on the new CSC-Approved QS
	Actual Examination	December 7, 2025	

7. In line with the efforts of DepEd to achieve the 1:1 Principal-to-School ratio, a nationwide profiling of Head Teachers (HTs), Assistant School Principals (ASPs), and School Heads was conducted in February and March 2025 through the administration of the *Profiling of Prospective School Principals* survey. To determine the first batch of participants, **the following prioritization parameters were established:**

- a. Individuals currently holding positions affected by the implementation of the Expanded Career Progression System (e.g., Head Teachers and Assistant Principals) or incumbent school heads (Teacher-in-Charge);
- b. Individuals who meet the revised QS for the School Principal 1 position per DO No. 19, s. 2025; and
- c. Individuals who have not yet passed the NQESH/Principal's Test.

8. The **Batch 1 List of takers, including details and instructions on the evaluation and validation of takers and administration of NASH** can be accessed through this link/QR Code: https://bit.ly/DM_FY2025NASH_Enclosures.



9. **Other eligible takers of FY 2025 NASH Batch 1**, who met all the parameters in Item No. 7 but are **not included in the list**, may submit the required documents following the same process stated in Item No. 8.

10. All documents will be subjected to the **evaluation by the Schools Division Office (SDO)'s Human Resource Management Officer (HRMO) and other authorized personnel assigned by the Schools Division Superintendent** based on **the set parameters identified in Item No. 7**. Should any of the applicants be found to have **not met all the set parameters**, the **SDO** shall disapprove their application to take the NASH.

11. Details of FY 2025 NASH Batch 2 shall be provided through a separate official issuance.

12. Official Results shall be released through a DepEd Memorandum, followed by the release of Certificates of Rating (COR) and the Individual Development Report (IDR) through the **DepEd Official Email address of the takers**.

13. Given that the NASH is designed as a developmental tool, **aspiring school heads are strongly encouraged to actively participate in coaching and mentoring sessions with experienced and proficient school principals to support their professional growth and leadership readiness**. Through these sessions, candidates will gain valuable insights into how the competencies outlined in the **PPSSH** are demonstrated in practice. This approach not only enhances their understanding of the role but also provides them with practical guidance and reflection opportunities to prepare effectively for the assessment.

14. It is also important to emphasize that DepEd upholds the **credibility and integrity** of the assessment process. The Department is **not affiliated with any individual or institution offering monetary value in exchange for review of classes or claiming access to the content of the examination**. All applicants are **warned** against engaging with persons or organizations that misrepresent such affiliations. Any attempt to request or gain access to the test content—either directly or indirectly—or to offer bribes (in monetary form or otherwise) to officials at all the governance levels shall be subject to investigation and may result in appropriate **administrative action** in accordance with DO 49, s. 2006 (Revised Rules of Procedure of the Department of Education in Administrative Cases).

15. **In view of the foregoing, and in line with the Department's commitment to uphold the credibility and integrity of the assessment process**, all DepEd personnel who will be engaged—whether individually or through affiliation with an external organization/s—in the conduct of review sessions or preparatory classes are directed to **submit via email to the Bureau of Human Resource and Organizational Development-Human Resources Development Division (BHRD-HRDD)**, a copy of their **duly approved permit to engage in the private practice of their profession outside official work hours**. The submission must clearly indicate the details of the engagement, including the **name of the organization, nature of involvement or role, and the specific duration or schedule of the activity**. The permit to practice profession outside official work hours complies with the following relevant policies and regulations:

- a. **Section 18, Rule XIII of CSC Memorandum Circular No. 15, s. 1999²** – prohibiting government employees to engage in any private practice of profession without permit by the head of agency;
- b. **RA 6713³** – stipulating that engagement in the private practice of profession by public officials and employees is a ground for administrative action, unless authorized by law or regulation, provided that such practice will not conflict or tend to conflict with official functions; and
- c. **Section F of DO 001, s. 2023⁴** – outlining the signing authority for granting permission to practice one's profession outside official work hours.

² Additional Provisions and Amendments to CSC Memorandum Circular No. 40, s. 1998

³ Code of Conduct and Ethical Standards for Public Officials and Employees in the Philippines

⁴ Revised Designation of Undersecretaries and Assistant Secretaries to their Strands and Functional Areas of Responsibilities and Revised Signing Authorities

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16. For more information, please contact the **Bureau of Human Resource and Organizational Development-Human Resources Development Division**, 4th Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email address at bhrod.hrdd@deped.gov.ph.

17. Immediate dissemination of this Memorandum is desired.



SONNY ANGARA

Secretary

References:

DepEd Order (Nos. 019, s. 2025; 021, s. 2024; 001, s. 2023; 024 s. 2020; and 49, s. 2006)

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

ASSESSMENT
BUREAUS AND OFFICES
OFFICIALS
PRINCIPAL
PROGRAMS
PROMOTION

QUALIFICATIONS
RULES AND REGULATIONS
SCHOOL HEADS
SCHOOLS
TEACHER

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