



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

Office of the Schools Division  
Superintendent

DEC 16 2025

**MEMORANDUM**

No. 638, s. 2025

**ADMINISTRATION OF THE NATIONAL ASSESSMENT FOR  
SCHOOL HEADS FOR FISCAL YEAR 2025 BATCH 2**

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

1. Attached is DM-OUHROD No. 2025-3318, with a subject, **Updates and Instruction on the Administration of the FY 2025 National Assessment for School Heads Batch 2**, 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 – Committee on the Evaluation of NASH Takers' Documents
4. Immediate and wide dissemination of this Memorandum is desired

  
**VIOLETA M. GONZALES CESO VI**

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 BATHC 2  
638 /December 9, 2025



Republic of the Philippines  
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Enclosure 1.

**Important Instructions**

1. Applicant must submit all documents relative to the application to take NASH, through this link: <https://tinyurl.com/NASH2025B2>, later than **December 22, 2025, 5:00 PM**. Late submission will not be accepted.
2. 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)

3. The applicant's documents must register online through and submit the following documents as stipulated in Annex 1 of DM-OUHROD-2025-3318:
  - a. IPCRF SY 2023-2024 and SY 2024-2025 for School-based and FY 2023 and 2024 for Non School-based.
  - b. Duly signed **Service Record or Certificate of Employment**, whichever is applicable;
  - c. Certification or Designation
  - d. Photocopy of **scholastic/academic record** (i.e., Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if applicable);
  - e. Photocopy of Certificate/s of relevant specialized trainings or professional development programs;
  - f. Photocopy of valid and updated **PRC License/ID**, if applicable;



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4. All submitted documents through online 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 2 for the reference on the committee on evaluation of NASH taker's documents.
5. Should any of the applicants be found to have not met all the set parameters, the SDO shall disapproved their application to take NASH.
6. Timeline of Activities

<b>Date</b>	<b>Activity</b>
December 15-22, 2025	Submission of application through online link
December 22, 2025	Deadline of submission of application for NASH Batch 2
December 23, 2025	Assessment of submitted Applicant's Documents by the Committee on the Evaluation of NASH Takers' Documents
December 26, 2025	Issuance of Notice of Qualification to take NASH through email
December 26, 2025, onwards	Registration of the Qualified NASH Taker through the Online Application System (OAS)

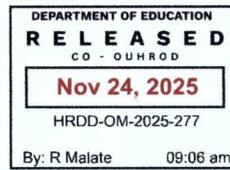


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Enclosure 2

**Committee on the Evaluation of NASH Takers' Documents**

No	FULL NAME	POSITION
1	Dr. Lilia A. Ricero	ASDS
2	Dr. Florante C. Marmeto	Chief, CID
3	Ms. Ma. Regaele A. Olarte	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. Jhemson Elis	PSDS
9	Dr. Zoren Pepito Gubalane	SEPS- M&E
10	Ivy M. Romano	SEPS-HRD
11	Aira G. Parilla	Administrative Aide VI (Secretariat)



HRDD-OM-2025-277

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** E-signed by  
Wilfredo 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

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 BHRDD-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/DepEdBHRD>

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.**

14. All other provisions on appointment stipulated in Part V(E) Appointment of the DepEd Merit Selection Plan and applicable rules and regulations as provided in the ORAOHRA shall strictly be adhered to.