



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

Office of the Schools Division
Superintendent

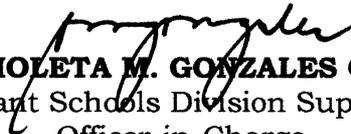
MEMORANDUM

No. 030, s. 2025

**EXTENSION OF APPLICATION PERIOD FOR THE FY 2025 NATIONAL
ASSESSMENT FOR SCHOOL HEADS (NASH) – 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
All Others Concerned

1. In line with the purpose of NASH as a developmental assessment tool for aspiring school leaders, **the application period for NASH Batch 2 is hereby extended until January 23, 2026.**
2. Relative thereto, all interested applicants are advised that a pre-assessment of documents shall be conducted prior to the portal application. The said **pre-assessment shall be facilitated by the Human Resource Management Officer (HRMO) and/or the Human Resource Development (HRD) Senior Specialist on the same day of submission** to ensure completeness, compliance with qualification standards, and readiness for online registration.
3. Only applicants who have successfully undergone the HRMO-facilitated pre-assessment shall be endorsed for registration through the official NASH online application portal, subject to validation and evaluation by the designated validation committee.
4. For detailed instructions, qualification standards, list of required documents, timeline of activities, and the composition of the Committee on the Evaluation of NASH Takers' Documents, please refer to the attached enclosures:
Enclosure No. 1 – Important Instructions
Enclosure No. 2 – Committee on the Evaluation of NASH Takers' Documents
5. 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.

References: DM No. 29, s. 2025, DM-OUHROD-2025-3318

To be indicated in the Perpetual Index

Under the following subjects:

ASSESSMENT

SCHOOL HEAD

EVALUATION

IMR/NASH Batch 2 Extended Application

030 /January 21, 2025

NUM-2026-030



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Enclosure 1

Important Instructions

1. Applicant must submit all documents and undergo pre-assessment process relative to the application to take NASH, not later than **January 23, 2026, 5:00 PM**. Late submission will not be accommodated.
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;

4. All submitted 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 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

Date	Activity
January 23, 2026	Deadline of submission of application for NASH Batch 2 Pre-assessment of NASH documents
January 23-30, 2026	Registration of the Qualified NASH Taker through the Online Application System (OAS)

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)