

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



HRDD-RM-2025-612


Regional Memorandum
No.612 s.2025

15 August 2025

**SUBMISSION OF THE SDOs FINAL LIST OF TAKERS
FOR THE NATIONAL ASSESSMENT FOR SCHOOL
HEADS FOR FY 2025**

To **All Schools Division Superintendents**

1. With reference to DM No. 69, s. 2025, titled Administration of the National Assessment for the School Heads (NASH) for the Fiscal Year 2025, this Office, through the Human Resource Development Division (HRDD) in collaboration with the ICT Unit, informs the Schools Division Offices (SDOs) to submit their endorsed and final list of NASH FY 2025 takers to the HRDD email via hrd.calabarzon@deped.gov.ph and complete the final encoding of this list in the online Validation Tool of List of Takers on or before **August 20, 2025**.
2. The List of Batch 1 Takers, Registration Form, and Enclosure 2 of DM No. 69, s. 2025 can be accessed through this link: https://bit.ly/DM_FY2025NASH_Enclosures.
3. The SDOs shall ensure that allotted number of takers for their respective SDOs is followed. If there are identified Batch 1 takers who are in the list but wish to withdraw from taking the test, they are advised to write a letter addressed to their Schools Division Superintendent (SDS) stating the reason/s for their withdrawal.
4. For smooth, efficient, and speedy conduct of evaluation and validation of the application documents, SDOs are directed to create their own pool of evaluators and validators. This pool shall adhere to the provisions stated in DM No. 69, s. 2025, including Enclosure 2. For a series of NASH Activities, please refer to the attached enclosure for guidance and reference.
5. Should there be questions regarding the administration of NASH 2025, please email hrd.calabarzon@deped.gov.ph or contact Ms. Jisela N. Ulpina, OIC Chief- HRDD at 09275920031 and or Ms. Nadina G. Gatton at 09663644237.
6. Immediate and wide dissemination of this Memorandum is earnestly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

06/ROH3/ROH1



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Certificate No. PHP QMS
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*Enclosure 1***REGIONAL ACTIVITIES FOR THE ADMINISTRATION OF NASH FOR FY 2025**

Activity	Date/Venue	Persons Involved
Validation of Batch 1 NASH Takers Documents	To be determined by the SDOs	SDO HRMO and Validation Team
Submission of Final Lists of NASH Takers to the Regional Office and Completion of Encoding in the Link	August 20, 2015	SDO HRMO
Submission of Final List of NASH Takers to the Central Office	August 22, 2025	RO PERSONNEL/HRDD
Orientation of TWG	August 28, 2025 via MS Teams	RO PERSONNEL/HRDD
Mock Test for Batch 1 NASH Takers	August 31, 2025	RO and SDO TWG
Post Evaluation	Sept. 1, 2025 via MS Teams	RO and SDO TWG
Actual Exam for Batch 1 NASH Takers	September 7, 2025	RO and SDO TWG

*Enclosure 2***NUMBER OF IDENTIFIED BATCH 1 NASH TAKERS PER SDO**

NO.	SDO	NO. OF TAKERS
1.	Rizal Province	116
2.	Antipolo City	53
3.	Cavite Province	111
4.	Bacoor City	8
5.	Dasmariñas City	28
6.	Cavite City	9
7.	General Trias City	9
8.	Imus City	13
9.	Laguna Province	72
10.	Biñan City	23
11.	Cabuyao City	29
12.	Calamba City	51
13.	San Pablo City	18
14.	San Pedro City	26
15.	Santa Rosa City	15
16.	Batangas Province	153
17.	Batangas City	28
18.	Lipa City	28
19.	Sto. Tomas City	21
20.	Tanauan City	22
21.	Quezon Province	326
22.	Lucena City	16
23.	Tayabas City	9
	Total	1184



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EVALUATION AND VALIDATION PROCESS OF FY NASH 25 APPLICATION

To ensure that only qualified applicants will take the National Assessment for School Heads (NASH) FY 2025, all interested applicants shall go through the evaluation and validation process below:

1. Submission of Application

- a. Candidates are required to submit their duly accomplished **Registration Form** to the **SDO Human Resource Management Office and other authorized personnel** assigned by the Schools Division Superintendent (SDS) who shall serve as the **SDO Evaluator/s**. The template for the Registration Form may be downloaded through this link: https://bit.ly/DM_FY2025NASH_Enclosures.
- b. The submission of application must be accompanied by **clear and readable** documentary requirements confirming the applicant's attainment of the newly Civil Service Commission (CSC) - approved Qualification Standards and eligibility as FY 2025 NASH Batch 1 Taker:
 - 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.
- c. For applicants who are **acting as School Heads**, the following documents are also required:
 - i. **Photocopy** of Office Performance Commitment and Rating Form (OPCRF); and
 - ii. **Photocopy** of Designation or Special Order as School Head or TIC/OIC of a public school duly signed by the Schools Division Superintendent.
- d. Eligible FY 2025 NASH Batch 1 takers who meet the new CSC Qualification Standards in Item 7 of DM No. 69, s. 2025 but are **not included the initial**



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list of takers may submit the required documents for eligibility verification. The SDO Evaluator shall then add these unlisted candidates to the SDO's Validation Tool.

2. Verification of Submitted Application

- a. The SDO Evaluator shall assess the application based on the order of priority and profile of Batch 1 takers as stipulated under Item 6 of DepEd Memorandum No. 69, s. 2025 on the Administration of the NASH for Fiscal Year 2025.
- b. The SDO Evaluator shall verify the documents, particularly its completion and authenticity. They shall likewise evaluate and respond to the application, whether it is:
 - i. **APPROVED:** For issuance of Assessment Permit
 - ii. **FOR COMPLIANCE:** Notification to the applicant in cases of invalid or lacking documents for submission to the SDO; and
 - iii. **DISAPPROVED:** Disqualification of the applicant based on the criteria of eligibility for FY 2025 NASH found in **Item 7** of DepEd Memorandum No. 69, s. 2025 on the Administration of the NASH for Fiscal Year 2025.

3. Issuance of Assessment Permit

- a. Once the applicant is deemed qualified, he/she must be notified by the SDO Evaluator/s via phone and email.
- b. The SDO Evaluator(s) shall sign in the designated spaces in the validation form and Assessment Permit. Once signed, the Assessment Permit may be issued to the candidate. For **disapproved applications**, the SDO evaluator shall return the application form without the assessment permit.
- c. With reference to Section 09 of DM 69, s.2025, SDO HRMO can **replace, add and mark applicants as 'For Removal' in the final list of takers** subject to eligibility and assessment guidelines. Any increase in numbers of takers within specific SDO shall be subject to the approval of the Regional Office based on the added operational cost due to the increase of takers in the final Regional list.



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4. Reporting to Regional Office

- a. The final list of examinees shall then be reported by SDO HRMO in the respective online **Validation Tool of List of Takers** for monitoring and consolidation of the DepEd – ROs. The final list of takers signed and approved by the SDS must be submitted to the DepEd – RO through Human Resource Development Division (HRDD), alongside the physical copies of the completed **Validation Form (Regional Copy)**, which shall serve as reference for the assigned Facilitators during the administration of the assessment.

5. Issuance of Final List of Takers

- a. The DepEd - RO shall release a memorandum containing the **Master List of Qualified Examinees** signed by Regional Director. The DepEd - RO will decide on the inclusion of additional candidates, noting that such inclusion will entail budgetary requirements and that operations shall remain within the existing budget downloaded to the regions.
- b. DepEd - ROs must report the final list of takers with assessment number through the online **Validation Tool of List of Takers** deployed by the BHRDD-HRDD. Also, a copy of the master list in **.PDF** must be transmitted via email to ouhrod@deped.gov.ph copy furnished bhrod.hrdd@deped.gov.ph on or before **August 22, 2025, Friday**.