



Republic of the Philippines

Department of Education
REGION IV-A CALABARZON



Regional Memorandum
No.641 s.2025

27 August 2025

**ORIENTATION ON THE 2025 NATIONAL ASSESSMENT FOR
SCHOOL HEADS (NASH) OF THE REGIONAL TECHNICAL
WORKING GROUP AND EXAMINEES**

To: Assistant Regional Director
Functional Division Chiefs
Schools Division Superintendent
All Concerned

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 and Administrative Services Personnel Unit, will conduct an orientation for NASH Technical Working Group (TWG) and the examinees via MS Teams.

Activity	Date and Time	MS TEAM Link
Orientation of Regional Office TWG	September 1, 2025 9:00 a.m.	Blended Face to face at Bulwagan ng Karangalan
Orientation of Regional TWG	September 3, 2025 9:00 a.m.	https://bit.ly/NASH-OrientRegTWG
Orientation of NASH Examinees Batch 1: Rizal Cluster Cavite Cluster Laguna Cluster	September 3, 2025 1:00 p.m.	https://bit.ly/NASH-OrientExaminees-B1
Batch 2: Batangas Cluster Quezon Cluster	September 3, 2025 3:00 pm	https://bit.ly/NASH-OrientExaminees-B2

2. The orientation aims to:
- discuss the terms of reference of each member of TWG, and
 - inform and discuss the requirements for the examinees.



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Certificate No. PHP QMS
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3. Please refer to enclosure 1 for the list of Regional TWG. Identified RTWG are directed to confirm their attendance on or before August 29, 2025, through this link: <https://tinyurl.com/4ARTWG-NASH>. Enclosure 2 for the venue of examination and requirements, while Enclosure 3 contains the Roles and Responsibilities of the RTWG. The list of examinees will be issued on a separate memorandum.
4. The administrative staff should be determined by the principal of the school testing site and the nurses to be assigned by the SDO where the testing site is located.
5. All members of technical working group should serve during the mock examination on September 7, 2025, and on the actual examination on September 14, 2025.
6. For clarifications and other concerns, you may contact Nadina G. Gaton and Ms. Jisela N. Ulpina through email at hrd.calabarzon@deped.gov.ph
7. Immediate dissemination of this Memorandum is desired.



ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

Enclosure 1

Regional Technical Working Group

NAME	Sex	DESIGNATION
Atty. Alberto T. Escobarte, CESO II	M	Chair
Loida N. Nidea	F	Co-Chair
Jisela N. Ulpina	F	Member
Nadina G. Gatón	F	Member
Marites L. Gloria	F	Member
Ann Geralyn T. Pelias	F	Member
Maria Susana B. Oliveros	F	Member
Rey M. Valenzuela	M	Member
Jeremiah V. Trinidad	M	Member
Evan Lyn Dell C. Masing	F	Member
Jocelyn B. Martin	F	Member

Regional Monitoring Officials

NAME	Sex	POSITION
Lourdes T. Bermudes	F	Schools Division Superintendent
Viernalyn M. Nama	F	CES CLMD
Eduarda M. Zapanta	F	CES ESSD
Michael Girard R. Alba	M	CES FTAD
Luz E. Osmeña	F	CES QAD
Elino S. Garcia	M	CES PPRD
Ann Geralyn T. Pelias	F	CAO ASD
Marites L. Gloria	F	CAO FD
Jisela N. Ulpina	F	OIC Chief HRDD
Nadina G. Gatón	F	EPS HRDD
Rey M. Valenzuela	M	ITO

Command Center

NAME	Sex	DESIGNATION
Jisela N. Ulpina	F	Chair, Logistic and Admin
All Assessment Supervisors		Members
Nadina G. Gatón	F	NASH Focal Person
All SDO Assessment Focal Persons		
Rey Valenzuela	M	Chair, Technical Committee
All Technical Supervisors		Members

*Enclosure 3***Roles and Responsibilities of the Regional Assessment Site Personnel****REGIONAL OFFICE MONITOR**

- Monitor the administration of the NASH (as the Regional Office representative) at the assigned assessment site to ensure adherence to national policies and guidelines;
- Coordinate with the Central Office Monitor, Assessment Supervisor, and Technical Supervisor to safeguard the integrity and orderly administration of the FY2025 NASH in the assigned assessment site.
- Conduct debriefing after the mock test to address issues and concerns so it may not occur during the actual test
- Prepare monitoring report and submit it to the Regional HRDD.

ASSESSMENT SUPERVISOR

- Lead and manage the administrative operations at the assigned assessment site to ensure the orderly and systematic implementation of the FY 2025 NASH;
- Coordinate with the Central Office Monitor, Regional Office Monitor, and Technical Supervisor to safeguard the integrity and orderly administration of the FY2025 NASH in the assigned assessment site;
- Facilitate the orientation, briefing, and debriefing sessions for all personnel in the assigned assessment site to ensure they understand and effectively carry out their respective roles;
- Resolves immediate issues during the assessment;
- Consolidate all reports from the Assessment Facilitators and submit it to the Regional Office Monitor.

TECHNICAL SUPERVISOR

- Manage all technical operations related to the DepEd Learning Management System (LMS) at the assigned assessment site;
- Coordinate with the Central Office Monitor, Regional Office Monitor, and Assessment Supervisor to safeguard the integrity and orderly administration of the FY2025 NASH in the assigned assessment site;
- Provide technical guidance and support to Technical Officers and site personnel to ensure the smooth and uninterrupted administration of the FY 2025 NASH;
- Act as the primary point of contact for all major technical issues, coordinating with the central ICTS Technical Working Group (TWG) for advanced troubleshooting;
- Troubleshoots technical issues related to the administration of the assessment.
- Securely store the assessment access code and ensure it is provided to the designated Technical Officers on the day of the assessment.

ASSESSMENT FACILITATORS

- Ensure the proper administration of the NASH in the assigned Assessment Room, strictly following the procedures outlined in the Facilitator's Guide;
- Ensure all examinees are properly logged into the DepEd Learning Management System (LMS);
- Provide assistance to examinees while ensuring strict adherence to assessment protocols and maintaining a secure, organized, and confidential testing environment;

- Report to the Assessment Supervisor any technical issues, irregularities, or incidents that may affect the integrity of the FY2025 NASH, along with the actions undertaken;
- Submit the accomplished Examinee Attendance & Monitoring Report and all required documents to the Assessment Supervisor.
- Grants initial access to the Secure Examination Browser (SEB) by entering the required access code for examinees at the start of the assessment. In cases of unexpected log-out or disconnection, any further access requests must be escalated to and approved by the Assessment Supervisor, in line with established assessment process and security protocols.
- (For ALTERNATE Assessment Facilitator) Temporarily assume the duties of the Assessment Facilitator in the assigned room in case of the latter's absence or when attending to personal necessities.

TECHNICAL OFFICERS

- Provide immediate, hands-on technical support to examinees in the assigned assessment rooms for any issues that arise;
- Troubleshoot common technical problems, such as login failures, network disconnections, browser errors (e.g., SEB), and hardware malfunctions;
- Escalate unresolved or major technical issues to the Technical Supervisor in a timely manner.
- Provide the secure access code to the Assessment Facilitators for input into each examinee's device, enabling access to the assessment platform.

ADMINISTRATIVE SUPPORT

a. Medical Staff

- Provide medical assistance where necessary; and
- Ensure that Over the Counter (OTC) drugs are available for emergency cases.

b. Security Staff/ Marshal

- Take charge of the safety and security of the examination site;
- Move around to ensure peace and orderliness of the surroundings;
- Assist the companion/s of the examinees to the waiting area.
- Serve as liaison between and among the RTWG

c. Sanitation & Maintenance Staff

- Keep the vicinity clean and conducive to the activity;
- Ensure that the assessment rooms are clean and well-lit with proper ventilation;
- Keep the restrooms clean and ensure availability of tissue/soap;
- Assist in the posting of signages and locator charts in proper areas for the guidance of the examinees;
- Ensure that there are no communication devices or pieces of paper in the restroom.

d. Help Desk and Secretariat Staff

- Assist in the distribution of forms and meals;
- Take charge of the Help Desk located strategically near the entrance of the examination site;
- Respond to concerns regarding master list of examinees and room numbers.

2025 NATIONAL ASSESSMENT FOR SCHOOL HEADS (NASH)
ASSIGNMENT OF ASSESSMENT SITE MANPOWER

CLUSTER	EXAMINATION SITE	NO. OF EXAMINEES	NO. OF ROOMS	RO MONITORS	ASSESSMENT SUPERVISOR	TECHNICAL SUPPORT
1	Manuel I. Santos National High School	118	8	Luz E. Osmeña Viernalyan M. Nama	Jeffrie D. Datablan	Ephraim L. Gibas
2	Tanza National Trade School	120	8	Marites L. Gloria Eduarda M. Zapanta	Laarni A. Evaristo	Ma. Paola Joan D. Dino
3	Eduardo Barreto Sr. Integrated School	214	15	Ann Geralyn T. Pelias	Maria Susana B. Oliveros	Glenda E. Dela Torre
4	Bauan Technical Integrated High School	289	20	Jisela N. Ulpina Elino S. Garcia	Bryan A. Pobe	Joseph C. Damian
5	Quezon National High School	227	15	Michael Girard R. Alba	Andrea Mabel E. Abrencillo	Melvin C. Punzalan

CLUSTER 1 – Manuel I. Santos National High School

ROOM NO.	NO. OF EXAMINEES	TECHNICAL OFFICERS	ASSESSMENT FACILITATOR	RO/SDO SUPPORT
1	15	John Raymond Durusan	Loida G. Tomelden	Geleen Grace M. Bueno
2	15		Maria Lourdes Manintim	Jona M. Malonzo
3	15		Donna L. Lago	Absalon C. Fernandez
4	15	Maria Florabel Tolentino	Mark Anthony R. Malonzo	Admin Staff 1
5	15		Elena L. Lopez	Admin Staff 2
6	15		Virgilio Paat	Nurse 1
7	15	Adrian R. Bullo	Marlon Marquez	Nurse 2
8	13		Shiela B. Peñano	
TOTAL	118			

CLUSTER 2 – Tanza National Trade School

ROOM NO.	NO. OF EXAMINEES	TECHNICAL OFFICERS	ASSESSMENT FACILITATOR	RO/SDO SUPPORT
1	15	Lara Vey Cabaya	Margaret Musa	Meliza G. Liporada
2	15		Annaliza Fernandez	Florence B. Santos
3	15		Emily Quintos	Dr. Rolando P. Dililidili
4	15	Mark Joshua Animas	Vanessa R. Barcarse	Admin Staff 1
5	15		Gina B. Dulce	Admin Staff 2
6	15		Gregoria C. Atas	Nurse 1
7	15	June Bence Adelan	Angelo D. Uy	Nurse 2
8	15		Ednel A. Almoradie	
TOTAL	120			

CLUSTER 3 – Eduardo Barreto Sr. Integrated School

ROOM NO.	NO. OF EXAMINEES	TECHNICAL OFFICERS	ASSESSMENT FACILITATOR	RO/SDO SUPPORT
1	15	Rodel Sulsona	Philips Monterola	Maria Rojane C. Miranda Marivic Labay Susan D. Samson Admin Staff 1 Admin Staff 2 Nurse 1 Nurse 2
2	15		Oscar C. Duma, Jr.	
3	15		Imee Aldea	
4	15	Avelyn Advento	Rowena B. Cambel	
5	15		Gertrude Anunciacion	
6	15		Bonifacio Tugade	
7	15	Lester Ramos	Rhoda C. Manual	
8	15		Eva Mari Cambel	
9	15		Florentina Rancap	
10	15	Chem Jayder Cabungcal	Nazareth Advento	
11	15		Jonathan Marquez	
12	15		Enelyn T. Badillo	
13	15	Jason Fabella	Benjie Buendicho	
14	11		Armida C. Lumibao	
15	10		Albert Saul	
TOTAL	214			

CLUSTER 4 – Bauan Technical Integrated High School

ROOM NO.	NO. OF EXAMINEES	TECHNICAL OFFICERS	ASSESSMENT FACILITATOR	RO/SDO SUPPORT
1	15	Dandy Eborá	Randie Atienza	Lilian L. Bubelis Efren V. Claveles Dulce Amor M. Abante Admin Staff 1 Admin Staff 2 Nurse 1 Nurse 2
2	15		Reymund Ferry	
3	15		Nida C. Santos	
4	15	Ernani Catapat	Nancy Lubis	
5	15		Erickson T. Gutierrez	
6	15		Agrifina Dirain	
7	15	Ritchell Lopez	Lucky Mae Pasia	
8	15		Nieves Montalbo	
9	15		Evelyn Flores	
10	15	Jun Patrick Balita	Wennie Gonzales	
11	15		Eleazar Magsino	
12	15		Marian L. Arias	
13	15	Rey Alexis Malabanan	Mary Jane Gonzales	
14	15		Rowena Cabandin	
15	15		Rowena Asi	
16	15	Liesel M. Selda	Edralin Micua	
17	15		Hilarion Alcantara	
18	15		Nenita Adame	
19	10	Jonalyn B. Pattalitan	Rajine A. Yanez	
20	9		Colleen Marhey R. Lacuesta	
TOTAL	289			

CLUSTER 5 – Quezon National High School

ROOM NO.	NO. OF EXAMINEES	TECHNICAL OFFICERS	ASSESSMENT FACILITATOR	RO/SDO SUPPORT
1	15	Lorenzo Ruiz Costo	Florentino Lara	1 SDO Support
2	15		Gerlie Lopez	1 SDO Support
3	15		Karina Bautista	Joseph C. Hinanay
4	15	Cristina Rogelio	Maria Aileen Lucia Juaneza	Admin Staff 1
5	15		Arnold Sinen	Admin Staff 2
6	15		Maria Corazon Borbon	Nurse 1
7	15	Mark Bryan Valencia	Caridad Grimaldo	Nurse 2
8	15		Sorina Gloria	
9	15		Walter Galarosa	
10	15	Felipe Baldemoro	Pablito Alay	
11	15		Rey Mark Queaño	
12	15		Michael Leonar Lubiano	
13	15	Wilbert Porteza	Louie Fulleo	
14	16		Sharon Villaverde	
15	16		Rejulious Villena	
TOTAL	227			