



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



HRDD-RM-2025-899

02 December 2025

Regional Memorandum
No. 899 s. 2025

**INSTRUCTIONS ON THE ADMINISTRATION OF THE FY 2025
NATIONAL ASSESSMENT FOR SCHOOL
HEADS (NASH)- BATCH 2**

To **All Schools Division Superintendents**

1. With reference to DM- OUHROD No. 3318, s. 2025 dated November 24, 2025, titled Updates and Instructions on the Administration of the FY 2025 National Assessment for the School Heads (NASH) – Batch 2, this Office, through the Human Resource Development Division (HRDD) in collaboration with the ICT Unit and the Personnel Section, informs the Schools Division Offices (SDOs) of the schedule of activities prior to the administration of **NASH Batch 2** on **March 29, 2025**.

Date	Activity
December 8, 2025 – January 5, 2026 (5:00 p.m.)	Registration and Application through the Online Application System (OAS)
January 6 – 20, 2026	Evaluation and Validation of Documents
January 26, 2026 (5:00 p.m.)	End of Submission of Requirement for those Applicants Tagged as RE-APPLY
January 30, 2026 (5:00 p.m.)	Last Day of Payment of Assessment Fee
on or before February 3, 2026	Submission of Final List of Examinees by RO-HRMO to RO HRDD
on or before February 3, 2026	Submission of Final List of Examinees by RO-HRDD to BHROD- HRDD
on or before February 3, 2026	Release of the Final List of Examinees and Examination Sites through a Regional Memorandum
March 15, 2026	Mock Assessment

2. An Assessment fee of **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.

06/ROH3-H1



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3. 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

4. Other personnel who are interested to take the Batch 2 assessment shall comply with the provision of Item 5 of DM No. 69, s. 2025, 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 ¹ , as amended (Teacher)

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

5. Personnel from the 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.
6. The guidelines relative to the administration of FY 2025 NASH Batch 2 may be accessed through this link: <https://tinyurl.com/NASH2Batch2Enclosure>
7. Please refer to the attached Annex 1 of DM- OUHROD No. 3318 for the Preparatory and Documentary Requirements. A Regional Memorandum will be released to announce further details about the conduct of NASH Batch 2.

8. Should there be questions regarding the administration of FY 2025 NASH Batch 2 , please email hrd.calabarzon@deped.gov.ph or contact Ms. Jisela N. Ulpina, OIC Chief- HRDD and Regional Program Coordinator at 09275920031 and or Ms. Nadina G. Gatton, Regional NASH Focal Person at 09663644237.
9. Immediate and wide dissemination of this Memorandum is earnestly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director 



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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:
 - o SY 2023-24 & SY 2024-25 for School-Based performance rating
 - o 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. Transcript of Records or Diploma verifying completion of a relevant master's degree. 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), a certification from the school confirming completion of the MAEd program must be secured for purposes of the NASH application.



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4. 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,
 5. 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:
 - o Office Performance Commitment and Rating Form (OPCRF)
 - o 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, CamScanner);
 - 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 relative to the submission of documents, please be reminded of the Civil Service Commission (CSC) rules and regulations which states that **falsification of qualifications and/or documents shall be subjected to investigation with grounds on grave dishonesty.**