



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

5 September 2025

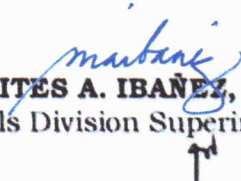
DIVISION MEMORANDUM

No. 479, s. 2025

**TECHNICAL WORKING GROUP AND ASSESSMENT SITE PERSONNEL
CUM TRAVEL ORDER FOR THE ADMINISTRATION OF FY 2025
NATIONAL ASSESSMENT FOR SCHOOL HEADS**

To: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Education Program Supervisor
Public Schools District Supervisors/ OIC PSDS
Public Elementary and Secondary Heads
All Others Concerned

1. Pursuant to Regional Memorandum No. 654, s. 2025 titled, "*Final List of Regional Technical Working Group and Assessment Site Personnel for the Administration of the FY 2025 National Assessment for School Heads Batch 1*", this office hereby issues the official list of SDO Batangas Technical Working Group (TWG) and Assessment Site Personnel who shall take part in the conduct of the said assessment activity on September 6-7, 2025, and September 13-14, 2025.
2. Travel expenses relative to the conduct of activity shall be charge against School/Division MOOE funds subject to the usual accounting and auditing rules and regulations.
3. This memorandum shall serve as Travel Order of the concerned personnel (see attached list).
4. For immediate dissemination and compliance.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent

Reference: Regional Memorandum No. 654, s. 2025

To be indicated in the Perpetual Index under the following subject:

Issuances-Division Memorandum

RVR/ TECHNICAL WORKING GROUP AND ASSESSMENT SITE PERSONNEL CUM TRAVEL ORDER FOR THE
ADMINISTRATION OF FY 2025 NATIONAL ASSESSMENT FOR SCHOOL HEADS / S2-111575/ 09-04-2025



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
Telephone: (043) 722-1840 / 722-1796
Email Address: deped.batangas@deped.gov.ph
Website: www.depedbatangas.com



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

**SDO BATANGAS TECHNICAL WORKING GROUP (TWG)
AND ASSESSMENT SITE PERSONNEL**

Assessment Facilitators

1. Nancy D. Lubis
2. Erickson T. Gutierrez
3. Agrifina A. Dirain
4. Lucky Mae L. Pasia
5. Eleazar C. Magsino
6. Marian L. Arias
7. Rodrigo S. Castillo
8. Nenita A. Adame

SDO Support

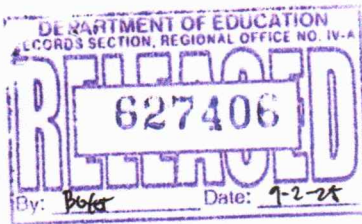
1. Dulce Amor M. Abante
2. Reynan D. Baesa
3. Alexander Castillo
4. Joan Fides Kaguitla
5. Teresa Boongaling

Technical Officer

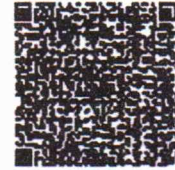
1. Ernani A. Catapat



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
Telephone: (043) 722-1840 / 722-1796
Email Address: deped.batangas@deped.gov.ph
Website: www.depedbatangas.com



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



HRDD-RM-2025-654

Regional Memorandum
No. 654,s 2025

02 September 2025

**FINAL LIST OF REGIONAL TECHNICAL WORKING GROUP
AND ASSESSMENT SITE PERSONNEL FOR THE
ADMINISTRATION OF FY 2025 NATIONAL
ASSESSMENT FOR SCHOOL HEADS
BATCH 1**

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 the ASD-Personnel Section, releases the final list of the of the Regional Technical Working Group (TWG) and the Site Assessment Personnel for the different assessment sites in the region. Please refer to the attached enclosures for the final list and the schedule of activities.
2. This Office will conduct Online Orientation for the RTWG NASH and the Site Assessment Personnel on the Administration of the FY 2025 NASH on September 3, 2025, at 9:00 a.m. via this link: <https://bit.ly/NASH-OrientRegTWG>.
3. All RTWG NASH members and the Site Assessment Personnel must serve during the mock examination on September 7, 2025, and the actual examination on September 14, 2025.
4. For clarifications and other concerns, you may contact Nadina G. Gatton and Ms. Jisela N. Ulpina through email at hrd.calabarzon@deped.gov.ph
5. Immediate dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

06/ROH3/ROH01



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
22 93 0085

Enclosure 1

Regional Technical Working Group

NAME	Sex	DESIGNATION
Atty. Alberto T. Escobarte, CESO II	M	Chair
Loida N. Nidea	F	Co-Chair
Lourdes T. Bermudes	F	Schools Division Superintendent
Jisela N. Ulpina	F	Member
Nadina G. Gaton	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
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
Elinor 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. Gaton	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. Gaton	F	NASH Focal Person
All SDO Assessment Focal Persons		
Rey Valenzuela	M	Chair, Technical Committee
All Technical Supervisors		Members

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

	EXAMINATION SITE	NO. OF EXAMINEES	NO. OF ROOMS	RO MONITORS	ASSESSMENT SUPERVISOR	TECHNICAL SUPERVISOR
1	Tanza National Trade School	120	8	Marites L. Gloria Eduarda M. Zapanta	Laarni A. Evaristo	Ma. Paola Joan D. Dino
2	Eduardo Barreto Sr. Integrated School	209	14	Ann Geralyn T. Pelias	Maria Susana B. Oliveros	Glenda E. Dela Torre
3	Bauan Technical Integrated High School	281	19	Jisela N. Ulpina Elino S. Garcia	Bryan A. Pobe	Joseph C. Damian
4	Manuel I. Santos National High School	117	8	Luz E. Osmeña Viernalyan M. Nama	Jeffrie D. Ditablan	Ephraim L. Gibas
5	Quezon National High School	224	15	Michael Girard R. Alba	Andrea Mabel E. Abrencillo	Melvin C. Punzalan
	TOTAL	951	64			

Tanza National Trade School

ROOM NO.	NO. OF EXAMINEES	TECHNICAL OFFICERS	ASSESSMENT FACILITATOR	RO/SDO SUPPORT
1	15	Lara Vey C. Cabaya	Margaret P. Musa	Meliza G. Liporada Florence B. Santos Dr. Rolando P. Dililidili Jenna H. Mendoza Alfred O. Gallardo Leonilo Limon Maria Krizia Aguilar
2	15		Annaliza T. Fernandez	
3	15		Emily R. Quintos	
4	15	Mark B. Animas	Nicanor O. Reyes	
5	15		Jeremiah A. Litton	
6	15		Gregoria S. Atas	
7	15	June Bence L. Adelan	Joel O. Peregrino	
8	15		Ednel A. Almoradie	
TOTAL	120			

Eduardo Barreto Sr. Integrated School

ROOM NO.	NO. OF EXAMINEES	TECHNICAL OFFICERS	ASSESSMENT FACILITATOR	RO/SDO SUPPORT
1	15	Rodel E. Sulsona	Philips T. Monterola	Maria Rojane C. Miranda Marivic Labay Susan D. Samson Anthony A. Alinsod Susana D. Gutierrez Joylan E. Corcega Rose Ann B. De Asis
2	15		Oscar R. Duma, Jr.	
3	15		Imee P. Aldea	
4	15	Avelyn J. Advento	Rowena B. Cambel	
5	15		Rosalyn C. Valderama	
6	15		Bonifacio S. Togado	
7	15	Lester R. Ramos	Rhoda M. Manual	
8	15		Eva Marie S. Cambe	
9	15		Florentina C. Rancap	
10	15	Chem Jayder M. Cabungcal	Nazareth V. Advento	
11	15		Marianne Velasco	
12	15		Enelyn T. Badillo	
13	15	Jason Fabella	Benjie M. Buendicho	
14	14		Armina C. Lumibao	
TOTAL	209			

Manuel I. Santos National High School

ROOM NO.	NO. OF EXAMINEES	TECHNICAL OFFICERS	ASSESSMENT FACILITATOR	RO/SDO SUPPORT
1	15	John Raymond P. Durusan	Loida G. Tomelden	Geleen Grace M. Bueno
2	15		Ma. Lourdes O. Manimtim	Jona M. Malonzo
3	15		Donna L. Lago	Absalon C. Fernandez
4	15	Maria Florabel M. Tolentino	Mark Anthony R. Malonzo	Crystle L. Escalera
5	15		Elena L. Lopez	Larry E. Evasco
6	15		Virgilio O. Paat	Norman M. Mendiola
7	15	Adrian R. Bullo	Marlon S. Marquez	Loisa Andrea C. Balane
8	12		Shiela B. Peñano	
TOTAL	117			

Quezon National High School

ROOM NO.	NO. OF EXAMINEES	TECHNICAL OFFICERS	ASSESSMENT FACILITATOR	RO/SDO SUPPORT
1	15	Lorenzo Ruiz C. Costo	Florentino A. Lara	Liezel M. Selda
2	15		Gerlie C. Lopez	Ragine A. Yanez
3	15		Karina R. Bautista	Joseph C. Hinanay
4	15	Cristina B. Rogelio	Renante M. Bonilla	Irish L. Sura
5	15		Dennis G. Gutierrez	Emelda Nagar
6	15		Maria Corazon A. Borbon	Felirose Uy
7	15	Mark Bryan Valencia	Caridad C. Grimaldo	Ma. Frances L. De Ocampo
8	15		Sorina P. Gloria	
9	15		Walter F. Galarosa	
10	15	Felipe V. Baldemoro	Pablito R. Alay	
11	15		Rey Mark R. Queaño	
12	15		Michael Leonard D. Lubiano	
13	15	Wilbert B. Porteza	Louie L. Fulleo	
14	15		Sharon A. Villaverde	
15	14		Rejulios M. Villenes	
TOTAL	224			

Bauan Technical Integrated High School

ROOM NO.	NO. OF EXAMINEES	TECHNICAL OFFICERS	ASSESSMENT FACILITATOR	RO/SDO SUPPORT
1	15	Dandy Ebor	Randie B. Atienza	Lilian L. Bubelis Efren V. Claveles Dulce Amor M. Abante ✓ Reynan D. Baesa ✓ Alexander Castillo ✓ Joan Fides Kaguitla ✓ Teresa Boongaling ✓
2	15		Reymund M. Ferry	
3	15		Nida C. Santos	
4	15	Ernani A. Catapat ✓	Nancy D. Lubis ✓	
5	15		Erickson T. Gutierrez ✓	
6	15		Agrifina A. Dirain ✓	
7	15	Ritchell Lopez	Lucky L. Mae Pasia ✓	
8	15		Nieves A. Montalbo	
9	15		Evelyn A. Flores	
10	15	Jun Patrick V. Balita	Wennie C. Gonzales	
11	15		Eleazar C. Magsino ✓	
12	15		Marian L. Arias ✓	
13	15	Rey Alexis Malabanan	Rodrigo S. Castillo ✓	
14	15		Rowena D. Cabanding	
15	15		Rowena T. Asi	
16	15	Colleen Marhey R. Lacuesta	Edralin M. Micua	
17	15		Hilarion B. Alcantara	
18	15	Jonalyn B. Pattalitan	Nenita A. Adame ✓	
19	11		Buenalyn M. Manuel	
TOTAL	281			



DepED

FY 2025

NATIONAL ASSESSMENT FOR SCHOOL HEADS

A. SCHEDULE OF ACTIVITIES – SATURDAY

TIME	<u>MOCK EXAMINATION</u> September 6, 2025	<u>ACTUAL</u> <u>ADMINISTRATION</u> September 13, 2025
MORNING	Travel Time	
1:30 – 3:30 PM	In-person orientation conducted by the Assessment Supervisor to guide Assessment Facilitators on the procedures and protocols for administering the NASH	<p>A. TWG/Organizing team briefing session & coordination plan (RO & CO Monitor, Assessment Supervisor, Technical Supervisor and Officers)</p> <p>B. Assessment Facilitator checks the following in their assigned room:</p> <ul style="list-style-type: none"> • The list of examinees is displayed outside the room. • The room is clean and organized. • Desks and chairs are arranged properly according to the recommended layout.
3:30 – 4:00 PM	<p>C. TWG/Organizing team briefing session & coordination plan (RO & CO Monitor, Assessment Supervisor, Technical Supervisor and Officers)</p> <p>D. Assessment Facilitator checks the following in their assigned room:</p> <ul style="list-style-type: none"> • The list of examinees is displayed outside the room. • The room is clean and organized. • Desks and chairs are arranged properly according to the recommended layout 	



DepED

FY 2025

NATIONAL ASSESSMENT FOR SCHOOL HEADS

[ENCLOSURE 5] DepEd Memorandum No. 69, s. 2025 Page 2 of 3

B. SCHEDULE OF ACTIVITIES (SUNDAY)

MOCK ASSESSMENT (September 7, 2025) & ACTUAL ASSESSMENT (September 14, 2025)	
6:00 - 7:00 AM	<ul style="list-style-type: none"> • Arrival and Assembly of Personnel • Registration and Gadget Submission/Surrender • Distribution of Assessment Facilitators Kits • Examinees may be allowed to enter the room, proceed to the assigned seat and set up the devices (laptop, wifi, mobile hotspot, mini electric fan etc) • Breakfast Time
7:00 – 7:30 AM	<ul style="list-style-type: none"> ▪ Assessment Supervisor, with the assistance of CO/RO monitors and Technical Supervisor, to conduct final briefing/instruction to Assessment Facilitators and Technical Officers
7:30 – 8:00 AM	<ul style="list-style-type: none"> ▪ Assessment Facilitator: <ol style="list-style-type: none"> 1. Verifies examinee credentials 2. Confirms assigned seating 3. Record attendance and readiness of examinee's devices ▪ Technical Officers provide access code to the Assessment Facilitators of assigned rooms
8:00 – 8:30 AM	<ul style="list-style-type: none"> ▪ Assessment Facilitator gives instructions/reminders to the examinees as contained in the NASH Facilitator's Guide.
8:30 – 9:00 AM	<ul style="list-style-type: none"> ▪ The Assessment Facilitator enters the password on each examinee's laptop to grant them access to the assessment platform
9:00 AM	<ul style="list-style-type: none"> ▪ In-charge rings the bell to signify the <i>START</i> of the Assessment
9:00 – 12:00 NN	<p style="text-align: center;">EXAMINATION PROPER</p>
12:00 NN	<ul style="list-style-type: none"> ▪ In-charge rings the bell to signify the <i>END</i> of the Assessment
12:00 NN- 12:30 PM	<ul style="list-style-type: none"> ▪ The Assessment Facilitator ensures that all examinees in the assigned room have successfully clicked the "Submit" button to complete their assessment, and

	records it in the Examinee attendance and monitoring form.
12:30 – 1:30 PM	▪ Lunch
1:30 – 3:00 PM	<ul style="list-style-type: none"> ▪ Retrieval of Assessment Facilitator's Guide and Accomplished Forms ▪ Debriefing Session (<i>with CO/RO TWG and Site Assessment Personnel</i>) • Meeting with the NASH Takers (During Mock Test)