



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

16 December 2025

DIVISION MEMORANDUM
No. 734, s. 2025

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

TO: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Education Program Supervisors
Section Heads
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Non-Teaching Personnel
All Others Concerned

1. In reference to **RM- 899, s. 2025** dated **December 2, 2025**, titled 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 NASH Batch 2 applicants of the schedule of activities prior to the administration of NASH Batch 2 on **March 29, 2025**.
2. The following scheduled of activities must be properly observed:

Date	Activity
December 8, 2025 - January 5, 2026 (5:00 p.m.)	Registration and Application through the Online Application System (OAS) Links: https://nash.deped.gov.ph/ Please read instruction through this link https://tinyurl.com/NASH2Batch2Enclosure
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 ROHRMO to RO HRDD
on or before February 3, 2026	Submission of Final List of Examinees by ROHRDD 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



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SCHOOLS DIVISION OF BATANGAS

3. 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.
4. 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. 2023, 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.
5. 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 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)

6. The following guidelines relative to the administration of FY 2025 NASH Batch 2 may be accessed through this link also attached to this memorandum.
<https://tinyurl.com/NASH2Batch2Enclosure>

Annex 1 - Preparatory & Documentary Requirements
Annex 2 - Online Submission, Evaluation & Validation of Documents
Annex 3 - Technical Working Group (TWG) Composition & Responsibilities
Annex 4 - Assessment Site Requirements
Annex 5 - Assessment Fee & Compensation



Republic of the Philippines
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SCHOOLS DIVISION OF BATANGAS

7. For related concerns, you may contact Ms. Evelyn C. De Sagun, Senior Education Program Specialist-Human Resource Development Division through email at evelyn.desagun@deped.gov.ph.
8. Immediate dissemination of this Memorandum is earnestly desired.

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MARITES A. IBÁÑEZ, CESO V
Schools Division Superintendent

Encl. 1 Preparatory & Documentary Requirements

JBP/ REITERATION ON THE INSTRUCTIONS ON THE ADMINISTRATION OF THE FY 2025 NATIONAL ASSESSMENT FOR SCHOOL HEADS (NASH) - BATCH 2/ R2-147700 / 12/16/2025



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. **Certificate of Employment** for applicants with prior teaching experience in a private school. The certificate should clearly state the position held and subject taught, the inclusive dates of service, employment status (full-time or part-time), and must bear the signature of the school head along with the official seal.
4. **Certification(s) signed by the Schools Division Superintendent or School Head**, indicating experience in any of the following areas: *learning area coordination, subject area supervision, school management and operations, or instructional supervision*

5. **Transcript of Records or Diploma** verifying completion of a relevant master's degree or a **certification from the school** confirming completion of the MAEd program 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), must be secured for purposes of the NASH application.
6. **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. **Certificates acquired through participation in Learning Action Cell (LAC) sessions and In-Service Training (INSET)** duly signed by the Schools Division Superintendent or School Head are **considered valid**.
7. **Valid and updated PRC License or Certificate of Eligibility / Rating.**
8. 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:
 - **Office Performance Commitment and Rating Form (OPCRF)**
 - **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, Cam Scanner);
- 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, please be reminded that **falsifying qualifications or submitting fake documents is a serious offense under Civil Service Commission (CSC) Resolution No. 2100079, Section 3, classified as Serious Dishonesty**. This violation can result in dismissal from service, cancellation of civil service eligibility, perpetual disqualification from public office, forfeiture of retirement benefits, and a ban on taking civil service examinations. **Always ensure that all information and documents you provide are accurate and authentic.**