



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY

- a. Duly accomplished Registration form to the Human Resource Management Office and other authorized personnel assigned by the Schools Division Superintendent who shall serve as the SDO Evaluators. Template can 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 applicants attainment of the newly Civil Service Commission approved Qualification Standards and eligibility as FY 2025 NASH Batch 1 Taker to wit:
- (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;
 - (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 the last six (6) months with signature.
- c. For applicants who are **acting as School Heads**, the following documents are also required:
- (i) **Photocopy** of the 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. 2029 but are not included the initial list of takers may submit documents for eligibility verification and shall then add the unlisted candidates to the SDO's Validation tool.

4. For Fiscal Year (FY) 2025, the NASH will be conducted in two batches, as follows:

	Examination	Date	Target Takers
Batch 1	Mock Examination	August 31, 2025	• Personnel who meet the amended CSC-Approved
	Actual Examination	September 7, 2025	



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY

			QS for Principal I specifically: -Head Teachers -Assistant School Principals -Teachers-in-Charge
Batch 2	Mock Examination	November 30, 2025	<ul style="list-style-type: none">• Head Teachers and Assistant School Principals (regardless whether they meet the QS for School Principal I)• FY 2021 NQESH Category C takers• FY 2023 NQESH Category B and C takers• Other personnel who are qualified based on the new CSC-Approved QS
	Actual Examination	December 7, 2025	

5. To determine the first batch of participants, the following parameters should be considered:
 - a. Individuals currently holding positions affected by the implementation of the Expanded Career Progression System (e.g., Head Teachers and Assistant Principals) or incumbent school heads (Teacher-in-Charge);
 - b. Individuals who meet the revised QS for the School Principal 1 position per DO No. 19, s. 2025; and
 - c. Individuals who have not yet passed the NQESH/Principal's Test.
6. All documents will be subjected to the evaluation by the SDO Human Resource Management Officer (HRMO) and other authorized personnel assigned by the Schools Division Superintendent based on the set parameters identified on item No. 5. Should any of the applicants be found to have **not met all the set parameters**, the SDO shall disapprove their application to take the NASH.
7. With reference to Section 9 of DM NO. 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.