



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

August 14, 2025

DIVISION MEMORANDUM
No. 629s. 2025

**CONDUCT OF EVALUATION OF DOCUMENTS OF APPLICANTS FOR THE
2025 NATIONAL ASSESSMENT FOR SCHOOL HEADS (NASH)**

To: Assistant Schools Division Superintendent
Chief Education Program Supervisors, SGOD and CID
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to Division Memorandum No. 69, s. 2025 titled "Administration of the National Assessment for School Heads for Fiscal Year 2025", this division orders the personnel who were identified by the Central office to take the NASH to go through the evaluation and validation process.
2. This office hereby reiterates DepEd Order No. 19, s. 2025, the Amended Qualification Standards for School Principal I position 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 cumulative of the following: Curriculum and Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	RA 1080 (Teacher)

3. To ensure that only qualified applicants will take the National Assessment for School Heads (NASH) FY 2025, all interested applicants shall go through the evaluation and validation process and shall submit the following documentary requirements below on or before **August 18, 2025** at 5:00 pm.



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- 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	