



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

AUG 15 2025

DIVISION MEMORANDUM
No. 332, s. 2025

**PAPER SCREENING AND EVALUATION OF DOCUMENTS FOR THE
NATIONAL ASSESSMENT FOR SCHOOL HEADS (NASH)
TAKERS FOR FISCAL YEAR 2025**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Division Unit Heads
All Division Office Personnel
Public School Principals
All Others Concerned

1. In line with DepEd Memorandum No. 69, s. 2025 – pertaining to the administration of the National Assessment for School Heads (NASH) – this Office announces the Paper Screening and Evaluation of Documents for the National Assessment for School Heads (NASH) Takers for Fiscal Year 2025 on August 20, 2025 at SDO Bataan Bulwagan ng mga Bayani at Banal (BBB), Kabukiran, Calaylayan, Abucay, Bataan.
2. Takers of FY 2025 NASH Batch 1 and other eligible takers, who met all the parameters, may submit and attend the profiling of prospective school principals. To determine the applicants, the following prioritization parameters were established:
 - a. individuals who are 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 met the revised QS for the School Principal I position as per DO No. 19, s. 2025; and
 - c. Individuals who have not yet passed the NQESH/Principal's Test.



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

3. All documents will be subjected for paper screening and evaluation. Deadline of submission of pertinent documents is on **August 19, 2025**. (Attention to: MA. LIZA A. MANUEL, Administrative Officer IV-HRMO).
4. FY 2025 NASH Batch 1 takers and other applicants are directed to submit 2 copies of the following documents enclosed in a **long, brown expanding envelope** with the label **(NAME, POSITION, SCHOOL, CONTACT NUMBER)**;
 - a. Photocopy of IPCRF/OPCRF
 - b. Updated service record
 - c. TOR/Diploma
 - d. 2 pcs. Passport Size picture (with nametag) and signature at the back of the picture
5. FY 2025 NASH Batch 1 takers who will wish to decline (e.g. resigned/retired/uninterested) to take the assessment must submit a waiver addressed to the Schools Division Superintendent.
6. Non-submission or late submission of the required documents shall disqualify the takers from further participation in the screening and evaluation.
7. FY 2025 NASH Batch 1 takers and other applicants must be of good moral character with no pending/on-going administrative complaint or cases.
8. Immediate dissemination of and strict compliance to this Memorandum is enjoined.

CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

End: As stated

References: Department Order No. 69, s.2025

Department Order No. 7, s.2023

Division Memorandum no. 329, s. 2025

To be included in the Perpetual Index under the following subjects:
NASH

AD2

August 15, 2025



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Enclosure No. 1 to Division Memorandum No. _____, s. 2025



DepED

FY 2025

NATIONAL ASSESSMENT FOR SCHOOL HEADS

[ENCLOSURE 2] DepEd Memorandum No. 69, s. 2025

Page 1 of 3

EVALUATION AND VALIDATION PROCESS OF FY NASH 25 APPLICATION

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 below:

1. Submission of Application

- a. Candidates are required to submit their duly accomplished **Registration Form** to the **SDO Human Resource Management Office** and other **authorized personnel** assigned by the Schools Division Superintendent (SDS) who shall serve as the **SDO Evaluator/s**. The template for the Registration Form may 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 applicant's attainment of the newly Civil Service Commission (CSC) - approved Qualification Standards and eligibility as FY 2025 NASH Batch 1 Taker:
 - 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 of the Schools Division Office;
 - 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 within the last six (6) months with the signature of the applicant at the back.
- c. For applicants who are **acting as School Heads**, the following documents are also required:
 - i. **Photocopy** of 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. 2025 but are **not included the initial**



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN



DepED

FY 2025

NATIONAL ASSESSMENT FOR SCHOOL HEADS

[ENCLOSURE 2] DepEd Memorandum No. 69, s. 2025

Page 2 of 3

list of takers may submit the required documents for eligibility verification. The SDO Evaluator shall then add these unlisted candidates to the SDO's Validation Tool.

2. Verification of Submitted Application

- a. The SDO Evaluator shall assess the application based on the order of priority and profile of Batch 1 takers as stipulated under Item 6 of DepEd Memorandum No. 69, s. 2025 on the Administration of the NASH for Fiscal Year 2025.
- b. The SDO Evaluator shall verify the documents, particularly its completion and authenticity. They shall likewise evaluate and respond to the application, whether it is:
 - i. **APPROVED:** For issuance of Assessment Permit
 - ii. **FOR COMPLIANCE:** Notification to the applicant in cases of invalid or lacking documents for submission to the SDO; and
 - iii. **DISAPPROVED:** Disqualification of the applicant based on the criteria of eligibility for FY 2025 NASH found in **Item 7** of DepEd Memorandum No. 69, s. 2025 on the Administration of the NASH for Fiscal Year 2025.

3. Issuance of Assessment Permit

- a. Once the applicant is deemed qualified, he/she must be notified by the SDO Evaluator/s via phone and email.
- b. The SDO Evaluator(s) shall sign in the designated spaces in the validation form and Assessment Permit. Once signed, the Assessment Permit may be issued to the candidate. For **disapproved applications**, the SDO evaluator shall return the application form without the assessment permit.
- c. With reference to Section 09 of DM 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. Any increase in numbers of takers within specific SDO shall be subject to the approval of the Regional Office based on the added operational cost due to the increase of takers in the final Regional list.



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REGION III
SCHOOLS DIVISION OFFICE OF BATAAN



DepED

FY 2025

NATIONAL ASSESSMENT FOR SCHOOL HEADS

[ENCLOSURE 2] DepEd Memorandum No. 69, s. 2025

Page 3 of 3

4. Reporting to Regional Office

- a. The final list of examinees shall then be reported by SDO HRMO in the respective online **Validation Tool of List of Takers** for monitoring and consolidation of the DepEd – ROs. The final list of takers signed and approved by the SDS must be submitted to the DepEd – RO through Human Resource Development Division (HRDD), alongside the physical copies of the completed **Validation Form (Regional Copy)**, which shall serve as reference for the assigned Facilitators during the administration of the assessment.

5. Issuance of Final List of Takers

- a. The DepEd - RO shall release a memorandum containing the **Master List of Qualified Examinees** signed by Regional Director. The DepEd - RO will decide on the inclusion of additional candidates, noting that such inclusion will entail budgetary requirements and that operations shall remain within the existing budget downloaded to the regions.
- b. DepEd - ROs must report the final list of takers with assessment number through the online **Validation Tool of List of Takers** deployed by the BHRD-HRDD. Also, a copy of the master list in **.PDF** must be transmitted via email to ouhrod@depd.gov.ph copy furnished bhrod.hrdd@depd.gov.ph on or before **August 22, 2025, Friday**.



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REGION III
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Enclosure No. 2 to Division Memorandum No. _____, s. 2025



REGISTRATION FORM

INSTRUCTIONS: Please fill out all required information completely and legibly.
(To be accomplished by the Candidate)

Last Name _____
Given Name _____
Middle Name _____
Name Extension _____
Date of Birth _____ Sex ☐ Female ☐ Male
Email Address _____ Mobile No. _____

Attach your most
recent passport-size
ID photo here

The undersigned hereby confirms that all documents I submitted are true, correct, and authentic to the best of my knowledge. Any misrepresentation, falsification, or omission of facts may be grounds for disqualification, withdrawal of any granted privilege, or the filing of appropriate legal action.

Signature Over Printed Complete Name



VALIDATION FORM

(To be accomplished by the Candidate)

Last Name _____
Given Name _____
Middle Name _____
Name Extension _____
Date of Birth _____ Sex ☐ Female ☐ Male
Email Address _____ Mobile No. _____

Attach your most
recent passport-size
ID photo here

Schools Division Office _____ School _____
Current Position _____ Designation _____
no. of years in _____ no. of years of _____ Highest
Current Position _____ Teaching Experience _____ Educational Attainment _____

To be accomplished by the SDO Validator

DOCUMENTARY REQUIREMENTS

(Check based on submitted document/s.)

- ☐ approved IPCRF (Photocopy)
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
☐ Service Record (Original copy)
duly certified by the Administrative Officer V of the Schools Division
Office
☐ Transcript of Records or Diploma (Photocopy)
certifying the attainment of relevant master's degree
*Additional for Acting School Heads (TIC/OIC)
☐ OPCR (Photocopy)
☐ Designation or Special Order as School Head or
TIC/OIC of a public school (Photocopy)
duly signed by the Schools Division Superintendent

- ☐ APPROVED
☐ DISAPPROVED due to:

VERIFIED BY:

Signature _____ Date _____
Name _____
Position _____



ASSESSMENT PERMIT

This permit must be presented to the Assessment Facilitator together with your DepEd ID on the day of the NASH

(To be accomplished by the Candidate)

Last Name _____
Given Name _____
Middle Name _____
Name Extension _____
Date of Birth _____ Sex ☐ Female ☐ Male

After careful evaluation of the submitted documents, it is hereby
certified that the candidate has met the criteria and complied with all
the documentary requirements for the FY2025 National Assessment
for School Heads (NASH) Batch 1.

CERTIFIED BY:

Signature _____ Date _____
Name _____
Position _____