



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

August 23, 2025

DIVISION MEMORANDUM

No. 345, s. 2025

Implementation of Supplementary Guidelines on the Validation and Final Submission of Takers of FY 2025 National Assessment for School Heads (NASH) – Batch 1

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

1. In reference to DepEd Memorandum DM-OUHROD-2025- dated August 22, 2025, re: Supplementary Guidelines on the Validation and Final Submission of Takers of FY 2025 National Assessment for School Heads (NASH) – Batch 1, all concerned personnel of the Schools Division Office are hereby directed to observe and strictly implement the following instructions:

1.1 Validation of List of Takers

- 1.1.1 Ensure that all applicants' educational qualifications strictly conform to the Civil Service Commission-approved Qualification Standards (QS) for School Principal I.
 - 1.1.2 Accept Master's degrees in Education, Educational Management, and Educational Leadership, as well as other related programs, as valid qualifications under Education/Education Science.
 - 1.1.3 For Master's degrees in subject areas (e.g., English, Math, Science), validate that at least nine (9) management units have been completed, supported by official documents.
2. Head Teachers, Assistant Principals, and Teachers-in-Charge with Completed Academic Requirements (CAR) or ongoing thesis work shall be considered conditional eligible takers, for inclusion in the second tranche submission.

2.1 Submission of Official List of Takers

- 2.1.1 First Tranche Submission: Upload the Excel and signed PDF copies of the official list of takers on or before August 27, 2025 (Wednesday), 12:00 NN, through the designated link (<https://bit.ly/25NASHB1FinalList>).



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- 2.1.2 Ensure that the Excel file strictly follows the prescribed template and that the PDF copy bears the signature of the Schools Division Superintendent.
3. Second Tranche Submission: Submit the additional list of conditional takers (with CAR or ongoing thesis) on or before August 28, 2025 (Thursday), 12:00 NN, via the same link.
 4. All Chiefs, Section Heads, and designated evaluators are directed to ensure the wide dissemination of this Memorandum within their respective units and to provide technical assistance to applicants and school heads.
 5. For clarifications, please refer to the Frequently Asked Questions (FAQs) via <https://bit.ly/2025NASHB1FAQs> or coordinate with BHROD-HRDD through the official contact details provided in the attached memorandum.
 6. For the information and strict compliance of all concerned.



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Schools Division Superintendent 

Incl: As stated
To be included in the Perpetual Index under the following
subjects: NATIONAL ASSESSMENT FOR SCHOOL HEADS
SUPPLEMENTARY GUIDELINES