



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

DIVISION ADVISORY

NOV 25 2025

No. 315 s. 2025

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

In reference to Regional Memorandum No. 359 s. 2025, titled "**CONDUCT OF PROFILING OF PROSPECTIVE TAKERS FOR FISCAL YEAR 2025 NATIONAL ASSESSMENT FOR SCHOOL HEADS (NASH) BATCH 2,**" this Office announces its implementation.

Attached is a copy of Regional Memorandum No. 359 s. 2025 for further details and inquiries.

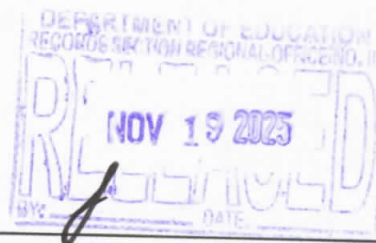
Immediate and wide dissemination of this advisory is desired.


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

S1/AD5



Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON



REGIONAL MEMORANDUM

No. 359, s. 2025

**CONDUCT OF PROFILING OF PROSPECTIVE TAKERS FOR FISCAL YEAR 2025
NATIONAL ASSESSMENT FOR SCHOOL HEADS (NASH) BATCH 2**

To : Assistant Regional Director
Schools Division Superintendents
Chiefs of HRDD and Administrative Division
SGOD Chiefs and Division HRMOs
All Others Concerned

1. Pursuant to the implementation of the Fiscal Year 2025 National Assessment for School Heads (NASH) - Batch 2, Schools Division Offices (SDOs) are directed to profile prospective takers based on the established parameters and qualification standards stipulated in the enclosed DepEd Memorandum No. 69, s. 2025 titled "Administration of the National Assessment for School Heads (NASH) for Fiscal Year 2025" and the enclosed DepEd Memorandum DM-OUHROD-2025-2392 titled "Supplemental Guidelines on the Validation and Final Submission of Takers of FY 2025 National Assessment for School Heads (NASH) - Batch 1."
2. Division Human Resource Management Officers (HRMOs), with the assistance of SGOD-HRDS personnel and other personnel duly authorized by the respective Schools Division Superintendents, shall conduct the profiling of prospective takers in accordance with the Evaluation and Validation Process of FY 2024 NASH Application.
3. In accordance with the provisions of DepEd Memorandum No. 69, s. 2025, the list of Prospective Takers for the FY 2025 Batch 2 is as follows:
 - a. Head Teachers and Assistant School Principals (whether or not they meet the QS for School Principal I)
 - b. FY 2021 NQESH Category C takers
 - c. FY 2023 NQESH Category B and C takers
 - d. Other personnel who are qualified based on the new CSC-Approved QS
4. Likewise, as stated in DepEd Order No. 97, s. 2025, titled "Results of the National Assessment for School Heads for Fiscal Year 2025 Batch 1," Head Teachers (HTs) and Assistant School Principals (ASPs) whose competency level is classified as With Development Areas may opt to take the FY 2025 NASH Batch 2.



Address: Matalino St. D.M. Government Center, Maimpis,
City of San Fernando (P)
Telephone Number: (045) 598-8580 to 89
Email Address: region3@deped.gov.ph
Website: <https://region3.deped.gov.ph>





Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

5. The conduct of the profiling activity is scheduled from **November 17 to 27, 2025**. The Profiling Template may be downloaded through the link **<https://tinyurl.com/NASH-TAKERS>**.

6. All Schools Division Offices (SDOs) are requested to submit the accomplished Profiling Template (Excel File) to this Office, through the link **<https://tinyurl.com/NASH-LINK-DRIVE>** on or before **November 28, 2025**. This profiling activity of prospective takers will enable the Regional Office to forecast operational costs and ensure adequate preparations for the conduct of the FY 2025 NASH Batch 2.

7. Accordingly, the HRDD is requested to undertake initial planning and conduct ocular inspections of the proposed assessment sites, taking into account the anticipated increase in the number of takers as stated in DepEd Memorandum DM-OUHROD-2025-3121, titled "Submission of Program Support Fund Utilization Report and Budget Proposal for Batch 2 FY 2025 National Assessment for School Heads (NASH)," addressed to the Regional Director, HRDD Chief, and Regional NASH Coordinator.

8. The submission of the final list of examinees shall be announced in a separate Memorandum upon the issuance of the final number of takers by the BHRD for DepEd Region III.

10. For any questions or clarifications, please contact **Dr. Arnel A. Usman**, Regional NASH Coordinator, via email at arnel.usman@deped.gov.ph.

11. Immediate dissemination of and compliance with this Memorandum is desired.


RONNIE S. MALLARI, PhD, CESO V
Regional Director

Encl.: As stated
References: DM-No. 069, s. 2025
DM-OUHROD-2025-2392
DepEd Order No. 97, s. 2025
To be indicated in the Perpetual Index
under the following subjects:

ASSESSMENT
PRINCIPAL

PROFILING
SCHOOL HEADS

HRDD1/hrdd2
November 13, 2025



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Republic of the Philippines
Department of Education

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DepEd MEMORANDUM
No. **069**, s. 2025

**ADMINISTRATION OF THE NATIONAL ASSESSMENT FOR SCHOOL HEADS
FOR FISCAL YEAR 2025**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd) remains steadfast in its commitment to ensure that **every school is led by a competent and qualified principal**. In line with this goal and as part of ongoing strategic reforms to strengthen leadership development and ensure merit-based assessment, the National Qualifying Examination for School Heads (NQESH) has been refocused and renamed the National Assessment for School Heads (NASH).
2. The NASH now serves as a **developmental assessment tool to evaluate readiness and identify areas for improvement among aspiring school leaders**. It is intended to support their professional growth and prepare them for school leadership roles within the career progression framework.
3. The assessment shall cover conceptual and situational critical thinking questions aligned with the standards set by the Philippine Professional Standards for School Heads (PPSSH), as stipulated in DepEd Order (DO) No. 024, s. 2020, or the *National Adoption and Implementation of the Philippine Professional Standards for School Heads* using the SOLO (Structure of the Observed Learning Outcome) taxonomy as an underpinning framework.
4. The administration of the NASH is anchored on and aligned with the following policies:
 - a. **Section 17(c) of the Implementing Rules and Regulations of Executive Order No. 174, s. 2022**, states that: Teachers holding the position of Master Teacher I, who are aspiring for a career in school administration under the Expanded Career Progression (ECP) system, may be promoted or reclassified within the School Administration (SA) Career Line, **provided the teacher must have passed the DepEd-administered school head assessment**.



- b. **Section 7.4.3** of DepEd-Department of Budget and Management Joint Circular No. 001, s. 2025, or the *Modified Position Classification and Compensation Scheme and System of Career Progression of Teachers and School Heads in the Public Basic Education System*, provides that: For School Principal Positions in the SA Career Line, the **passing of the school heads assessment or its equivalent shall be required**, subject to applicable guidelines set by DepEd.
- c. **Item No. 27** of DO 021, s. 2024, which amends DO 007, s. 2023 (*Guidelines on the Recruitment, Selection, and Appointment in the Department of Education*) emphasized that: **First appointments to School Principal positions, whether through natural vacancy or reclassification, shall require candidates to pass the DepEd-administered school head assessment**. As such, it shall be reiterated that only passers/eligible of the NQESH, Principal's Test, or other school head assessment(s) that may so be required in the future, shall be eligible for first appointment to School Principal positions.

5. Accordingly, DO 019, s. 2025, titled *Amended Qualification Standards for Teachers I-III, Master Teacher I-IV, and School Principal I-IV Positions, and the Qualification Standards for Newly Created Teacher IV-VII and Master Teacher V Positions*, which formally adopts Civil Service Commission (CSC) Resolution No. 2500471 dated May 28, 2025, provides the revised Qualification Standards (QS) for the School Principal I position, 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 of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	Republic Act (RA) No. 10801, as amended (Teacher)

6. 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 QS for Principal I, specifically: - Head Teachers - Assistant School Principals - Teachers-in-Charge
	Actual Examination	September 07, 2025	

Examination		Date	Target Takers
BATCH 2	Mock Examination	November 30, 2025	- Head Teachers and Assistant School Principals (regardless of 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	

7. In line with the efforts of DepEd to achieve the 1:1 Principal-to-School ratio, a nationwide profiling of Head Teachers (HTs), Assistant School Principals (ASPs), and School Heads was conducted in February and March 2025 through the administration of the *Profiling of Prospective School Principals* survey. To determine the first batch of participants, **the following prioritization parameters were established:**

- 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);
- Individuals who meet the revised QS for the School Principal 1 position per DO No. 19, s. 2025; and
- Individuals who have not yet passed the NQESH/Principal's Test.

8. The **Batch 1 List of takers, including details and instructions on the evaluation and validation of takers and administration of NASH** can be accessed through this link/QR Code: https://bit.ly/DM_FY2025NASH_Enclosures.



9. **Other eligible takers of FY 2025 NASH Batch 1**, who met all the parameters in Item No. 7 but are **not included in the list**, may submit the required documents following the same process stated in Item No. 8.

10. All documents will be subjected to the **evaluation by the Schools Division Office (SDO)'s Human Resource Management Officer (HRMO) and other authorized personnel assigned by the Schools Division Superintendent** based on **the set parameters identified in Item No. 7**. 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.

11. Details of FY 2025 NASH Batch 2 shall be provided through a separate official issuance.

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12. Official Results shall be released through a DepEd Memorandum, followed by the release of Certificates of Rating (COR) and the Individual Development Report (IDR) through the **DepEd Official Email address of the takers**.

13. Given that the NASH is designed as a developmental tool, **aspiring school heads are strongly encouraged to actively participate in coaching and mentoring sessions with experienced and proficient school principals to support their professional growth and leadership readiness**. Through these sessions, candidates will gain valuable insights into how the competencies outlined in the **PPSSH** are demonstrated in practice. This approach not only enhances their understanding of the role but also provides them with practical guidance and reflection opportunities to prepare effectively for the assessment.

14. It is also important to emphasize that DepEd upholds the **credibility and integrity** of the assessment process. The Department is **not affiliated with any individual or institution offering monetary value in exchange for review of classes or claiming access to the content of the examination**. All applicants are **warned** against engaging with persons or organizations that misrepresent such affiliations. Any attempt to request or gain access to the test content—either directly or indirectly—or to offer bribes (in monetary form or otherwise) to officials at all the governance levels shall be subject to investigation and may result in appropriate **administrative action** in accordance with DO 49, s. 2006 (Revised Rules of Procedure of the Department of Education in Administrative Cases).

15. **In view of the foregoing, and in line with the Department's commitment to uphold the credibility and integrity of the assessment process**, all DepEd personnel who will be engaged—whether individually or through affiliation with an external organization/s—in the conduct of review sessions or preparatory classes are directed to **submit via email to the Bureau of Human Resource and Organizational Development-Human Resources Development Division (BHROD-HRDD)**, a copy of their **duly approved permit to engage in the private practice of their profession outside official work hours**. The submission must clearly indicate the details of the engagement, including the **name of the organization, nature of involvement or role, and the specific duration or schedule of the activity**. The permit to practice profession outside official work hours complies with the following relevant policies and regulations:

- a. **Section 18, Rule XIII of CSC Memorandum Circular No. 15, s. 1999²** – prohibiting government employees to engage in any private practice of profession without permit by the head of agency;
- b. **RA 6713³** – stipulating that engagement in the private practice of profession by public officials and employees is a ground for administrative action, unless authorized by law or regulation, provided that such practice will not conflict or tend to conflict with official functions; and
- c. **Section F of DO 001, s. 2023⁴** – outlining the signing authority for granting permission to practice one's profession outside official work hours.

² Additional Provisions and Amendments to CSC Memorandum Circular No. 40, s. 1998

³ Code of Conduct and Ethical Standards for Public Officials and Employees in the Philippines

⁴ Revised Designation of Undersecretaries and Assistant Secretaries to their Strands and Functional Areas of Responsibilities and Revised Signing Authorities



16. For more information, please contact the **Bureau of Human Resource and Organizational Development-Human Resources Development Division**, 4th Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email address at bhrod.hrdd@deped.gov.ph.

17. Immediate dissemination of this Memorandum is desired.



SONNY ANGARA

Secretary

References:

DepEd Order (Nos. 019, s. 2025; 021, s. 2024; 001, s. 2023; 024 s. 2020; and 49, s. 2006)

To be indicated in the Perpetual Index
under the following subjects:

ASSESSMENT
BUREAUS AND OFFICES
OFFICIALS
PRINCIPAL
PROGRAMS
PROMOTION

QUALIFICATIONS
RULES AND REGULATIONS
SCHOOL HEADS
SCHOOLS
TEACHER



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2025-2392

TO : **REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
CHIEFS, REGIONAL HRDD
ALL OTHERS CONCERNED**

FROM : **WILFREDO E. CABRAL**
*Undersecretary
Human Resource and Organizational Development*

SUBJECT : **SUPPLEMENTARY GUIDELINES ON THE VALIDATION AND
FINAL SUBMISSION OF TAKERS OF FY 2025 NATIONAL
ASSESSMENT FOR SCHOOL HEADS (NASH) - BATCH 1**

DATE : 22 August 2025

In reference to DepEd Memorandum No. 69, s. 2025 – Administration of the National Assessment for School Heads (NASH) for Fiscal Year 2025, the following supplementary guidelines are issued for information and guidance of all concerned:

I. Validation of List of Takers

To provide further guidance to all Schools Division Office (SDO) Evaluators, the following clarifications are issued relative to the education requirements prescribed under the Civil Service Commission-approved Qualification Standards (QS) for School Principal I:

- a. **For Master's Degree in Education, or Educational Management, or Educational Leadership:** All master's degrees in Education, including programs in Educational Management and Educational Leadership, shall be credited as generic qualifications under the field of Education/Education Science (e.g., M.Ed., M.A.Ed., M.A.Ed. with specialization, M.A. in Teaching, Guidance and Counseling, etc.).

SDO Evaluators may refer to the sample programs under the field of Education (Level 7) as listed in the Philippine Standard Classification of Education (PSCED)¹.

¹Philippine Standard Classification of Education:

<https://library.psa.gov.ph/cgi-bin/koha/opac-detail.pl?biblionumber=16530> (pp.189-187)

b. **For Master's Degree in relevant learning area with at least 9 unit of Management:**

- Any master's degree in a relevant subject or learning area (e.g., Biology, Mathematics, English, etc.) shall be credited if supported by at least nine (9) Management units, whether taken as part of the graduate program or separately, with proof of completion (e.g., TOR or certification).

c. **Eligibility of Head Teachers, Assistant School Principals, and Teachers-in-Charge**

- Head Teachers, Assistant School Principals, and Teachers-in-Charge who are either:
 - i. in the process of **completing their thesis requirement**;
 - or
 - ii. have **completed the academic requirements (CAR)** for a Master's degree

shall be accepted as conditional eligible takers of the FY 2025 NASH Batch 1 in recognition of their substantial progress toward postgraduate qualification.

- For submission purposes, individuals who are still pursuing their master's degree—whether completing their thesis or with CAR status—shall fall and be included in the second tranche of submission.

II. **Submission of Official List of Takers**

1. **First tranche:** All DepEd - Regional Offices (ROs) through the Human Resource Development Division (HRDD) shall provide the official list of takers who meet the **new CSC-approved QS** with the following reminders:

- a. Online uploading of the **Excel and signed PDF copies** list of takers in the respective regions' file found on the folder '*FIRST TRANCHE*' Official List of Regional Taker' accessible through the link <https://bit.ly/25NASHB1FinalList> not later than **12 NN of August 27, 2025 (Wednesday)**.
- b. The Excel file shall strictly adhere to the prescribed template, while the PDF copy shall be signed by the Schools Division Superintendent. Both formats must indicate the assigned examinee numbers of the takers.
- c. Each RO shall likewise issue a memorandum officially releasing the List of Takers for the information and guidance of their respective jurisdiction.

2. **Second tranche:**

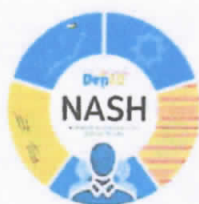
- a. Additional list of takers included on the condition stated in item I.C shall be submitted online through the same link provided above under the folder '*SECOND TRANCHE*' Official List of Takers FY 2025 NASH' on or before **12 NN of August 28, 2025 (Thursday)**.

III. Frequently Asked Questions (FAQs)

To assist the interested applicants as well as the SDO Evaluators on the ongoing validation and evaluation process, you may refer to the FAQs provided in the link: <https://bit.ly/2025NASHB1FAQs>.

All inquiries or clarifications on this Memorandum shall be coordinated with the BHROD-HRDD through **Ms. Ma. Fatima Luzviminda C. Angeles** or **Ms. Marikka P. Mampusti** or at telephone no. (02) 8470-6630 or email address bhrod.hrdd@deped.gov.ph.

For your guidance and appropriate action.



DepEd

FY 2025

NATIONAL ASSESSMENT FOR SCHOOL HEADS

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

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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**



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.



DepEd

FY 2025

NATIONAL ASSESSMENT FOR SCHOOL HEADS

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

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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 BHROD-HRDD. Also, a copy of the master list in **.PDF** must be transmitted via email to ouhrod@deped.gov.ph copy furnished bhrod.hrdd@deped.gov.ph on or before **August 22, 2025, Friday**.

PROFILING OF PROSPECTIVE NASH TAKERS

[illegible]

NO.	SDO	SCHOOL ID (学校番号)	SCHOOL	NAME (Last Name, First Name, Middle Name)	SEX (Male/Female u)	DATE OF BIRTH (MM/DD/YYYY)	EMAIL ADDRESS	CURRENT POSITION TITLE PER PLANTILLA	NO. OF YEARS IN CURRENT PLANTILLA POSITION	CURRENT DESIGNATION (IF ANY)	NO. OF YEARS IN THE CURRENT DESIGNATION	CATEGORY
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Prepared by:

Division HRMO

SUBMITTED BY:

Schools Division Superintendent

