



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY

August 15, 2025

DIVISION MEMORANDUM
No.

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

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

1. In reference to DepEd Memorandum No. 069, s. 2025, and Regional Memorandum No. 601, s. 2025, this Office hereby announces the conduct of the National Assessment for School Heads for Fiscal Year 2025 and calls on the identified and other qualified individuals to submit the necessary requirements for evaluation.
2. The following individuals are identified as part of Batch 1 to take the National Assessment for School Heads for Fiscal Year 2025:
 - a. DORIANO, Stephen Corpuz
 - b. CONTADA, Brenda Paing
 - c. GUINUMTAD, Joeferino Mang-Osan

Requirements to be submitted:

- a. Duly accomplished Registration Form (downloadable at: https://bit.ly/DM_FY2025NASH_Enclosures)
- b. Photocopy of the approved Individual Performance Commitment and Rating Form (IPCRF) with a rating of at least Very Satisfactory for the last two (2) consecutive rating periods, certified by authorized SDO personnel
- c. Original copy of Service Record, duly certified by the Administrative Officer V of the SDO
- d. Photocopy of Transcript of Records or Diploma certifying the attainment of a relevant master's degree
- e. Two (2) pieces of passport-size photos with name tag, taken within the last six (6) months, with the applicant's signature at the back

Additional requirements for those currently acting as School Heads, TICs, or OICs:

- a. Photocopy of the Office Performance Commitment and Rating Form (OPCRF)
 - b. Photocopy of Designation or Special Order as School Head or TIC/OIC, duly signed by the Schools Division Superintendent
3. Other eligible individuals who meet the following criteria may also submit their documents for evaluation:
 - a. Individuals currently holding positions affected by the implementation of the **Expanded Career Progression System** (e.g., Head Teachers, Assistant Principals), or incumbent Teacher-in-Charge (TIC)
 - b. Individuals who meet the revised **Qualification Standards** for the School Principal I position as per **DepEd Order No. 19, s. 2025**
 - c. Individuals who have **not yet passed** the NQESH/Principal's Test
 4. All required documents must be submitted to the Division HRMO, **Ms. Ma. Louella C. Moncada**, on or before **August 18, 2025**.
 5. **Immediate dissemination of this Memorandum is desired.**

SORAYA T. FACULO PhD, CESO VI
Schools Division Superintendent

OASDS/CFM/nde