



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

09 January 2026

DIVISION MEMORANDUM
No. **017** s. 2026

**CALL FOR SUBMISSION OF NATIONAL ASSESSMENT FOR SCHOOL HEADS
(NASH) REQUIREMENTS FOR EVALUATION AND VALIDATION AND RELATED
MATTERS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. With reference to **DM-OUHROD-2025-3318**, "**Updates and Instructions on the Administration of the FY2025 National Assessment for School Heads (NASH) Batch 2**" particularly the schedule of activities prior to the **conduct of the NASH Batch 2 on March 29, 2026** at designated assessment sites nationwide, this Office reiterates that due to technical difficulties experienced by applicants during the initial two (2) weeks of the application period, **schedule of activities is adjusted, as indicated below:**

Activities	Adjusted
Registration/Creation of NASH-Online Application System (OAS) Account	Until January 09, 2026
Online Application/Submission of Documents	Until January 30, 2026
Evaluation and Validation of Documents	January 12-February 13, 2026
Last day of Payment of Assessment Fee	February 16, 2026
Submission of Final List of NASH Takers by RO-HRMO to RO-HRDD	On or before February 18, 2026
Submission of the Final List of NASH Takers by RO-HRDD to BHROD-HRDD	On or before February 20, 2026

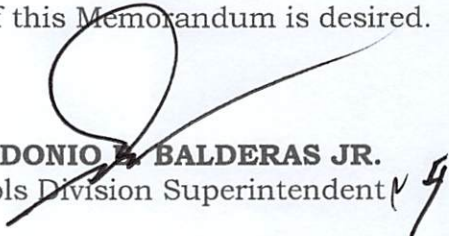
2. Relative to this, candidates are required to submit their duly accomplished Registration Form to the SDO Personnel Section, through the Records Section, **not later than January 13, 2026.**

3. The submission of application must be accompanied by clear and readable documentary requirements (in long folder with tags), confirming the applicant's attainment of the newly Civil Service Commission (CSC)-approved Qualification Standards and eligibility as FY 2025 NASH Batch 2 Taker:

- a. Approved Results-Based Performance Management System (RPMS) Individual Performance Commitment and Rating Form (IPCRF) with a rating

- of at least Very Satisfactory (VS) in the last two (2) consecutive rating periods duly certified by the authorized personnel in the SDO;
- b. Service Record duly certified by the Administrative Officer V of the Schools Division Office;
 - c. Certification(s) signed by the School Head, indicating experience in any of the following areas: learning area coordination, subject area supervision, school management and operations, or instructional supervision;
 - d. Transcript of Records or Diploma verifying completion of a relevant master's degree or a certification from the school confirming completion of the MAED program for graduates of the Master of Arts in Education (MAED) program whose Special Order (S.O.) from CHED is still pending (i.e., no S.O. number indicated on the TOR), must be secured for purposes of the NASH application;
 - e. Certificate(s) of participation in training, related to any or a cumulative of the following areas acquired within the last 5 years: Curriculum, Pedagogy, School Management and Operations, and Instructional Leadership. Certificates acquired through participation in Learning Action Cell (LAC) sessions and In-Service Training (INSET) duly signed by the Schools Division Superintendent or School Head are considered valid;
 - f. Valid and updated PRC License or Certificate of Eligibility / Rating.
 - g. For applicants with prior teaching experience in a private school, a Certificate of Employment is required. The certificate should clearly state the position held and subject taught, the inclusive dates of service, employment status (full-time or part-time), and must bear the signature of the school head along with the official seal;
 - h. For applicants who are Teachers-In-Charge (TICS), Officers-In-Charge, or Head Teachers (HTS) acting as School Heads, the following documents are also required: Office Performance Commitment and Rating; and
 - i. 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
4. To ensure the quality and acceptability of submitted documents, please be guided by the following in the document scanning:
- a. Use a scanner or mobile scanning application (e.g., Adobe Scan, Microsoft Lens, Cam Scanner);
 - b. Scan documents at a minimum resolution of 300 DPI;
 - c. Ensure documents are flat, well-lit, and free from shadow or glare;
 - d. Save each document as a separate PDF file with clear filenames (e.g., IPCRF_SY2023- 2024.pdf);
 - e. Verify that all texts are legible, complete, and not cropped or blurred.
5. As a precaution relative to the submission of documents, please be reminded that Civil Service Commission (CSC) clearly stipulates that any falsification of qualifications and/or documents shall be subject to investigation on the grounds of grave dishonesty, in accordance with its Revised Rules on the Administrative Offense of Dishonesty under CSC Resolution No. 2100079 dated **January 27, 2021**.
6. Note that the applicants' documentary requirements shall be evaluated from **January 14-16, 2026**, to ensure that only eligible candidates will submit their respective documents, online, **on or before January 30, 2026**.
7. Attached are Enclosure 1- Schools Division Technical Working Group (SDTWG) for National Assessment for School Heads (NASH)-Batch 2.

8. Widest dissemination and strict compliance of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated

References: DO No. 007, s. 2023 & DM No. 069, s. 2025

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

NATIONAL ASSESSMENT
PROFESSIONAL DEVELOPMENT
SCHOOL HEAD

SGOD-call for submission of national assessment for school heads (nash) requirements for evaluation and validation and related matters
SGOH8FPD-004142/January 08, 2026

Enclosure 1

SCHOOLS DIVISION TECHNICAL WORKING GROUP (SDTWG) FOR NATIONAL ASSESSMENT FOR SCHOOL HEADS (NASH)-BATCH 2

Name/ Office	Designation
Herbert D. Perez Assistant Schools Division Superintendent	Co-Chairperson
Imelda C. Raymundo SGOD Chief	Division NASH Coordinator
School Governance and Operations Division (SGOD)/Luzviminda E. Saldares, SEPS-HRDS	Focal Office/Focal Person
Imelda C. Raymundo SGOD Chief	Assessors/Evaluators
Edwin R. Rodriguez CID Chief	
Maria Corazon A. Borbon EPS-SGOD	
Marife R. Lagar Planning Officer III	
Grasiela L. Hernandez Human Resource Management Officer II	
Conrado C. Gabarda Administrative Officer V	Members
Dianah G. Tan Cashier III	
Mark Bryan Valencia Information Technology Officer I	
La Trisha R. Dalit Education Program Specialist II-HRDS	