



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

15 August 2025

DIVISION MEMORANDUM  
No. **560** s. 2025

**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. Pursuant to **DepEd Memorandum (DM) No. 069, s. 2025-Administration of the National Assessment for School Heads (NASH) for Fiscal Year 2025** scheduled on **September 7, 2025**, this Office hereby enjoins all concerned to undertake the necessary preparations and actions in accordance with the provisions of the said issuance.
2. Candidates are required to submit their duly accomplished Registration Form to the SDO Personnel Section, through the Records Section, **not later than August 18, 2025**. Attached is **Enclosure 1** – List of Candidates for NASH 2025 Batch 1.
3. 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:
  - a. 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;
  - b. Original copy of Service Record duly certified by the Administrative Officer V of the Schools Division Office;
  - c. Photocopy of the Transcript of Records or Diploma certifying the attainment of relevant master's degree;
  - d. 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. For applicants who are acting as School Heads, the following documents are also required:
  - a. Photocopy of Office Performance Commitment and Rating Form (OPCRF); and
  - b. Photocopy of Designation or Special Order as School Head or TIC/OIC of a public school duly signed by the Schools Division Superintendent.

5. The Schools Division Technical Working Group (SDTWG) shall meet on **August 20, 2025 at 1:00 P.M.** at the ASDS Conference Office, to finalize List of SDO Tayabas NASH 2025 Batch 1 Candidates. The HRMO is expected to have verified the completeness and authenticity of submitted requirements, by then. Attached is Enclosure 2 – Schools Division Technical Working Group (SDTWG).

6. Enclosures may be downloaded from <https://tinyurl.com/NASH2025Enclosures>.

7. Strict compliance of this Memorandum is desired.

  
**CELEDONIO B. BALDERAS JR.** *Acc*  
Schools Division Superintendent

Encl.: As stated

Reference: DM No. 069, s. 2025

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

NATIONAL ASSESSMENT FOR SCHOOL HEADS

SGOD- submission of national assessment for school heads (nash) requirements for evaluation and validation and related matters  
SGOP3QA8-003346/August 15, 2025

Enclosure 1

**LIST OF CANDIDATES FOR NASH 2025 BATCH 1**

<b>No.</b>	<b>Name</b>	<b>Position</b>
1	Lorynel C. De Sagun	Head Teacher III
2	Babylyn T. Olandes	Head Teacher III
3	Aldwin V. Capistrano	Head Teacher III
4	Girlie G. Abaricia	Head Teacher III
5	Raymund O. Hugo	Head Teacher IV
6	Adrian D. Maaño	Head Teacher III
7	Wilma G. Zaide	Head Teacher IV
8	Cynthia S. Zorilla	Head Teacher IV
9	Erico P. Ybardolaza	Head Teacher IV



Enclosure 2

**SCHOOLS DIVISION TECHNICAL WORKING GROUP (SDTWG)**

- a. The SDTWG shall be comprised of the following:

Name/ Office	Designation
Celedonio B. Balderas Jr. Schools Division Superintendent	Chairperson
Herbert D. Perez Assistant Schools Division Superintendent	Co-Chairperson
Imelda C. Raymundo SGOD Chief	Division NASH Coordinator
School Governance and Operations Division (SGOD)	Focal Office
Edwin R. Rodriguez CID Chief	Members
Conrado C. Gabarda Administrative Officer V	
Grasiela L. Hernandez Human Resource Management Officer	
Dianah G. Tan Cashier	
Mark Bryan Valencia Information Technology Officer	
Luzviminda E. Saldares Senior Education Program Specialist-HRDS	
La Trisha R. Dalit Education Program Specialist II- HRDS	
Montano L. Agudilla Senior Education Program Specialist-SMME	

- b. The SDWTG shall oversee the overall direction, administration, and supervision of the FY 2025 NASH in the division, in accordance with the national policies and guidelines and regional issuances.
- c. The SDWTG Chair shall be the official and authorized signatory of all division issuances and documents related to the conduct of the FY 2025 NASH. The SDTWG Vice-Chair shall assume the function of the SDTWG Chair in the latter's absence.
- d. The SDWTG shall coordinate with the RTWG regarding the direction, preparation, administration, and supervision of the test.
- e. The SDWTG shall be in-charge of the information dissemination to all examine