



Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

27 October 2025

DIVISION MEMORANDUM

No. 772 s. 2025

SUBMISSION OF NATIONAL ASSESSMENT FOR SCHOOL HEADS (NASH) 2025-BATCH 2 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. The Department of Education (DepEd) issued **DepEd Order (DO) No. 007, s. 2023** titled **Guidelines on Recruitment, Selection, and Appointment in the Department of Education**, which covers the specific guidelines, procedures, and criteria for assessment of applicants to vacant positions in the Department, including entry-level school principal positions. It stipulates under Section 8(a) of Enclosure No. 3 (Criteria and Point System for Hiring and Promotion to School Administration Positions) that:

For the purpose of hiring and appointment to entry-level school principal positions, the applicant's score in the Principal's Test/ National Qualifying Examination for School Heads (NQESH) or a similar standardized examination nationally administered by DepEd shall be the basis for scoring the component on Written Examination (10 points); and

The applicant's inability to take the principal's test shall not be considered grounds for disqualification. No test result shall only mean no score under the Written Examination component.

2. Consistent with the above policy, DepEd, through the Bureau of Human Resource and Organizational Development, issues **the DepEd Memorandum No. 069, s. 2025-Administration of the National Assessment for School Heads (NASH) for Fiscal Year 2025, Batch 2**, to be conducted on **December 7, 2025**.

3. Note that the following are eligible to take the said exam:

- a. Head Teachers and Assistant School Principals (regardless of whether 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. Interested applicants are required to submit requirements, to the Records Section, **on or before November 14, 2025**. 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 2 Takers:
- Photocopy of the approved Individual Performance Commitment and Rating Form (IPCRF) with a rating of at least Very Satisfactory in the last 2 (2) consecutive rating periods duly certified by the authorized personnel in the SDO;
 - Original copy of Service Record duly certified by the Administrative Officer V of the Schools Division Office;
 - Photocopy of the Transcript of Records or Diploma certifying the attainment of relevant master's degree;
 - 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.
5. To provide support to the identified test-takers for Batch 2, a series of face-to-face training sessions is initiated to enhance their competence and confidence, through the project dubbed **PUSH** (Professional Upliftment of School Heads), Tayabas Edition, **from November 3 to December 3, 2025** at 3:00-5:00 P.M. at the ASDS Conference Room. A separate memorandum shall be released, relative to this technical assistance.
6. Attached are Enclosure 1-List of Interested Applicants and Enclosure 2-Technical Working Committee.
7. Other personnel who have not expressed interest and intentions and have not been enlisted, may also submit the above-mentioned requirements.
8. Widest dissemination and strict compliance of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent 

Encl.: As stated

References: DepEd Order (DO) No. 007, s. 2023

DepEd Memorandum No. 069, s. 2025

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

PROFESSIONAL DEVELOPMENT

SGOD- submission of national assessment for school heads (nash) 2025-batch 2 requirements for evaluation and validation and related matters
SGOQB57-003759/October 27, 2025

Enclosure 1

**LIST OF PERSONNEL INTERESTED TO TAKE THE NATIONAL ASSESSMENT
FOR SCHOOL HEADS (NASH)**

NO.	NAME	POSITION / DESIGNATION
1	Myra G. Flores	Master Teacher I
2	Laarni Q. Lachica	Master Teacher I
3	Francis M. Navela II	Master Teacher I
4	Adrian N. Naynes	Head Teacher I
5	Raquel H. Reyes	Master Teacher I
6	Alita C. Rodriguez	Teacher III
7	Erico P. Ybardolaza	Head Teacher IV
8	Abegail O. Zagala	Teacher III
9	Cynthia S. Zorilla	Head Teacher IV
10	Annadel O. Gob	Master Teacher I
11	Johncent Roy C. Tibordo	Master Teacher I
12	Chargmne J. Alvarez	Teacher III
13	John Michael G. Losañez	Special Science Teacher I
14	Rousean D. Villalon	Teacher III
15	Jean Rose S. Gonzaga	Teacher III
16	Ramona R. Gata	Teacher III
17	Shiela May M. Balamban	Teacher III
18	Noela Alita V. Cabuyao	Master Teacher I
19	Garry S. Villaverde	Master Teacher II
20	Ruel A. Cabuyao	Teacher III
21	Virgilio Jao Jr.	Master teacher I
22	Maricar C. Francia	Teacher III
23	Joanna Marie T. Javier	Teacher III
24	Nezsi A. Garcia	Master Teacher I
25	Charlyn C. Amparo	Master Teacher I
26	Jerwin D. Arpia	Teacher III
27	Jasmin P. Flores	Master Teacher II
28	Sigrid F. Tibordo	Master Teacher I
29	Reymart Villapeña	Master Teacher I
30	Aldwin Rea	Teacher III
31	Ariel C. Cabuyao	PDO II
32	Joan Kathleen T. Brizuela	EPS II
33	Montano L. Agudilla Jr.	SEPS – SMME
34	La Trisha R. Dalit	EPS II
35	Fitz James J. Lavadia	Master Teacher I
36	Christine V. Cabuyao	Master Teacher I
37	William V. Rondilla	Teacher III
38	Sheila S. Pingol	Teacher III
39	Sherelyn S. Alcantara	Master Teacher I
40	Gerardo Laguador	Master Teacher I
41	Ryan Sombrero	Teacher III
42	Akeem Aron Valdeavilla	Teacher III
43	Jojo Oabel	Teacher III
44	Nerissa G. Pasatiempo	Teacher III

Enclosure 2

TECHNICAL WORKING COMMITTEE

NO.	NAME	POSITION/DESIGNATION
1	Herbert D. Perez	Assistant Schools Division Superintendent
2	Imelda C. Raymundo	Chief Education Supervisor
3	Luzviminda E. Saldares	Senior Education Program Specialist- HRDS
4	Montano L. Agudilla Jr.	Senior Education Program Specialist- M&E
5	La Trisha R. Dalit	Education Program Specialist II
6	Arjoy C. Demandante	Administrative Assistant III