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Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

DIVISION MEMORANDUM

No. 976, s.2025

ADDITIONAL INFORMATION IN THE CONDUCT OF FY 2025 NATIONAL ASSESSMENT FOR SCHOOL HEADS (NASH) BATCH 2

To: Assistant Schools Division Superintendent
Chief Education Supervisor-SGOD
Public Elementary and Secondary School Heads
All Others Concerned

1. In reference to **Division Memorandum No. 949, s. 2025** titled, "*Announcement on the Administration of FY 2025 National Assessment for School Heads (NASH) Batch 2*" and the additional information gathered by NASH Focal Persons from their attendance to the "*Conduct of National Assessment for School Heads (NASH) Program Implementation Review (PIR)*" at Ynad's Resort and Hotel at City of San Fernando, La Union last December 10-12, 2025, this Office is requesting all school heads and concerned personnel to download and disseminate the following additional guidelines to their respective NASH applicants:

- a. MEMORANDUM DM-OUHROD-2025-3318 "Updates and Instructions on the Administration of the FY 2025 National Assessment for School Heads (NASH) - Batch 2
- b. NASH Online Application System (OAS) User Guide
- c. Preparatory and Documentary Requirements
- d. FAQs on FY NASH 2025 Batch 2

2. The above documents can be accessed via this link:
<https://tinyurl.com/NASHB2Guidelines>

3. For more information, please contact Susiemar M. Rapisura, Education Program Supervisor and/or Greatest Yeng C. Molina, HRMO via telephone number (077) 722-20-23 or email at vigan.city@deped.gov.ph.

4. Immediate dissemination of this Memorandum is desired.

VILMA D. EDA, CESO V
Schools Division Superintendent

Encl: Division Memorandum No. 949, s. 2025
Reference: As stated
To be indicated in the Perpetual Index under the following subject:

NASH

SGOD/Research/aff/DM_NASHBatch2FY2025AdditionalInformation
December 12, 2025



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SCHOOLS DIVISION OF VIGAN CITY

DIVISION MEMORANDUM

No. 949, s. 2025

ANNOUNCEMENT ON THE ADMINISTRATION OF FY 2025 NATIONAL ASSESSMENT FOR SCHOOL HEADS (NASH) BATCH 2

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary Schools

1. In reference to **Regional Memorandum No. 1647, s. 2025** titled, "Announcement on the Administration of FY 2025 National Assessment for School Heads (NASH) Batch 2", please be informed that the administration of the FY 2025 NASH Batch 2 shall be rescheduled to **March 29, 2026**. This adjustment is intended to provide Regional and Schools Division Offices with sufficient time for the evaluation of the applications and administrative preparations.

2. In this regard, the division **SEPS/EPS II of the HRDS** and the **HRMO**, are requested to conduct the following activities prior to the conduct of FY 2025 NASH Batch 2:

Date	Activity
December 08, 2025 -January 05, 2026 (5:00 PM)	Registration and Application through the Online Application System (OAS)
January 06 - 20, 2026	Evaluation and Validation of Documents
January 26, 2026 (5:00 PM)	End of Submission of requirements for those applicants tagged as RE-APPLY
January 30, 2026 (5:00 PM)	Last day of Payment of Assessment Fee
February 03, 2026 (5:00 PM)	Submission of Final List of Examinees by RO-HRMO to RO-HRDD
February 03-05, 2026	Validation of List by RO-HRDD
February 06, 2026	Submission of Final List of Examinees by RO-HRDD to BHROD-HRDD
On or before February 06, 2026	Release of the Final List of Examinees and Examination Sites through a Regional Memorandum
March 15, 2026	Mock Assessment
March 29, 2026	Actual Assessment

3. To properly guide the concerned personnel on the processes related to the FY 2025 NASH Batch 2, all are requested to access the guidelines through this link: <https://tinyurl.com/NASH2Batch2Enclosure>.

4. An assessment fee amounting to Php 720.00 shall be collected to cover eligible expenses related to operations, logistical and administrative arrangements, orientations/capacity-building activities, and other requirements for the administration of FY 2025 NASH Batch 2.





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5. Furthermore, it is clarified that the following NASH takers identified in Item 6 of DM No. 69, s. 2025 may participate in NASH Batch 2 REGARDLESS of whether they meet the Qualification Standards (QS) for the School Principal I:

- a. Head Teachers
- b. Assistant School Principals
- c. FY 2021 NQESH takers under category C
- d. FY 2023 NQESH takers under category B
- e. FY 2023 NQESH takers under category C

6. As stipulated in Item 6 of DM No. 97, s. 2025, Head Teachers and Assistant School Principals whose competency level is classified as "With Developmental Areas" may also opt to take the FY 2025 NASH - Batch 2.

7. On the other hand, other personnel who are interested to take the Batch 2 assessment, provision of Item 5 of DM No. 69, s. 2025 shall apply shall meet the new CSC-Approved QS as detailed below:

Education	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
Experience	5 years teaching experience and 1- year relevant experience in any of following: learning area, coordination, subject area supervision, school management and operations, instructional supervision
Training	32 hours of training in any of or cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years
Eligibility	Republic Act (RA) No. 1080, as amended (Teacher)

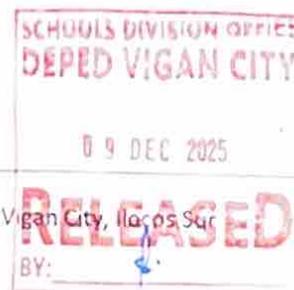
8. All personnel from the Regional and Schools Division Offices who are interested in taking the NASH must meet the QS and are advised to coordinate directly with the Schools Division Office (SDO) where they were previously assigned or have rendered service. This is to ensure that the application and document review follow the prescribed process.

9. For your queries, please contact Human Resource Development Division through (072) 682-23-24 or email at hrdd.region1@deped.gov.ph.

10. For information and immediate dissemination.

VILMA D. EDA, CESO V
 Schools Division Superintendent

Encl: Regional Memorandum No. 1647, s. 2025
 Reference: As stated
 To be indicated in the Perpetual Index under the following subject:
 ASSESSMENT SCHOOL HEADS QUALIFICATIONS
 SGOD/HRDD/aff/DM_NASHBatch2
 December 4, 2025



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