



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

August 18, 2025

DIVISION MEMORANDUM  
No. 216, s. 2025

**DISSEMINATION OF DEPED MEMORANDUM NO. 069 s. 2025**  
**RE: ADMINISTRATION OF THE NATIONAL ASSESSMENT FOR SCHOOL**  
**HEADS FOR FISCAL YEAR (FY) 2025 AND ANNOUNCEMENT OF**  
**VALIDATION/EVALUATION OF DOCUMENTS FOR QUALIFIED APPLICANTS**

To: Assistant Schools Division Superintendent  
CID and SGOD Chief  
Public Schools District Supervisors  
Concerned ASPs, HTs, and TICs  
All others concerned

1. Pursuant to Department Order No. 069 s. 2025 **Re: Administration of the National Assessment for School Heads for Fiscal Year 2025**, this office hereby announces the conduct of the National Assessment Test for School Heads formerly known as NQESH, which serves as a development assessment tool to evaluate the readiness and identify areas for improvement among aspiring school leaders – in line with the efforts of the Department to achieve its steadfast commitment to ensure that every school is led by a competent and qualified principal.
2. Accordingly, DO 019, s. 2025, titled Amended Qualification Standards for Teachers I-III, Master Teacher I-N, and School Principal I-N Positions, and the Qualification Standards for Newly Created Teacher N- VII and Master Teacher V Positions, which formally adopts Civil Service Commission (CSC) Resolution No. 2500471 dated May 28, 2025, provides the **Revised Qualification Standards (QS) for the School Principal I position**, as detailed below:

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

3. For Fiscal Year (FY) 2025, the NASH will be conducted in two (2) batches, the **first batch** of applicants shall be validated following the prioritization of the parameters, to wit:
  - a. Individuals currently holding positions affected by the implementation of the Expanded Career Progression System *Head Teachers and Assistant Principals or Incumbent School Heads (Teacher-in-charge)*
  - b. Individuals who meet the revised QS for the School Principal I position
  - c. Individuals who have not yet passed the NQESH/Principals Test



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Examination		Date	Target Takers
<b>BATCH 1</b>	Mock Examination	August 31, 2025	<ul style="list-style-type: none"> <li>Personnel who meet the amended CSC-Approved QS for Principal I, specifically:               <ul style="list-style-type: none"> <li>Head Teachers</li> <li>Assistant School Principals</li> <li>Teachers-in-Charge</li> </ul> </li> </ul>
	Actual Examination	September 07, 2025	
Examination		Date	Target Takers
<b>BATCH 2</b>	Mock Examination	November 30, 2025	<ul style="list-style-type: none"> <li>Head Teachers and Assistant School Principals (regardless of whether they meet the QS for School Principal I)</li> <li>FY 2021 NQESH Category C takers</li> <li>FY 2023 NQESH Category B and C takers</li> <li>Other personnel who are qualified based on the new CSC-Approved QS</li> </ul>
	Actual Examination	December 7, 2025	

4. As detailed in Regional Memorandum No. 101041 s. 2025, SDOs are directed to finalize **Batch 1** takers based on the established prioritization parameters, hence, all personnel who were pre-qualified by the Central Office and other personnel who are eligible to take the NASH based on the abovementioned qualification are hereby directed to attend the Division Orientation on **August 19, 2025, 09:00 A.M** at 3<sup>rd</sup> Floor SDO Sorsogon Province, Bulwagan ng Karunungan, Balogo Sports Complex, Sorsogon City.
5. Additionally, the orientation shall be immediately followed by the evaluation and validation of documents of all profiled Head Teachers, Assistant School Principals and Teachers-in-Charge who meet the abovementioned amended CSC-Approved QS for Principal 1 position and other eligible takers of FY 2025 NASH Batch 1 who are not included in list but met all the parameters of items 2 and 3. Should any pre-qualified and other applicants be found to have not met all the set parameters, the SDO shall **automatically disapprove** their application to take the NASH.
6. The following pertinent documents must be presented to the evaluators:
  - a. Duly accomplished **Registration Form**. The template for the Registration Form may be downloaded through this link: [https://bit.ly/DM\\_FY2025NASH\\_Enclosures](https://bit.ly/DM_FY2025NASH_Enclosures).
  - b. 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:
    - i. Transcript of Records, certifying the attainment of relevant master's or doctorate degree
    - ii. 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;
    - iii. Original copy of Service Record duly certified by the Administrative Officer V of the Schools Division Office and other documents that will serve as proof for the relevant experience in an of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision.



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- iv. Training Certificates acquired within the last five years, showing 32 cumulative hours of training in any of the following: *Curriculum, Pedagogy, School Management and Operations, Instructional Leadership*.
- v. PRC License card and/or Certificate of Eligibility (Teacher) and Report of Rating
- vi. 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.

c. For applicants who are acting as School Heads, the following documents are also required:


- i. Photocopy of Office Performance Commitment and Rating Form (OPCRF); and
- ii. Photocopy of Designation or Special Order as School Head or TIC/OIC of a public school duly signed by the Schools Division Superintendent.

7. The composition of the Division Screening Committee is as follows:

Chair: JOHN REY J. PEREZ  
Co-Chair: GINA Q. TAROG

Member/s:  
ATTY. ALLANA ERICA D. CORTES  
LIBERTINE JOY BALDILLO  
LILIA ZITA PURA  
ANNIE BAYLON

8. Immediate dissemination, guidance and strict compliance with this Memorandum is hereby expected.

  
**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent



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