



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

August 26, 2025

DIVISION MEMORANDUM  
No. \_\_\_\_\_, s. 2025

**DISSEMINATION OF DEPED MEMORANDUM OUHROD-2025-2392 SUPPLEMENTARY  
GUIDELINES ON THE VALIDATION AND FINAL SUBMISSION OF TAKERS OF FY 2025  
NATIONAL ASSESSMENT FOR SCHOOL HEADS (NASH) – BATCH 1**

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 NQUESH, 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. 10801, as amended (Teacher)

3. For Fiscal Year 2025 NASH Batch 1, the following Head Teachers, Assistant School Principals and Teacher in Charge shall be conditionally accepted as eligible takers to be included in the Second Tranche to wit:
- Head Teachers, Assistant School Principals, and Teachers-in-Charge who are either:
    - i. in the process of **completing their thesis requirement**;
    - or
    - ii. **have completed the academic requirements** (CAR) for a Master’s degree



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .  
Landline: (056) 421-5415  
Email: [sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)  
Website: [depedsorsogon.com.ph](http://depedsorsogon.com.ph)





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

---

**shall be accepted as conditional eligible takers** of the FY 2025 NASH Batch 1 in recognition of their substantial progress toward postgraduate qualification.

- For submission purposes, individuals who are still pursuing their master's degree—whether completing their thesis or with CAR status—shall fall and included in the second tranche of submission.
4. As detailed in the abovementioned memorandum, conditional takers are hereby directed to attend the Division Orientation on **August 27, 2025, 09:00 A.M** at 3<sup>rd</sup> Floor SDO Sorsogon Province, Bulwagan ng Karunungan, Balogo Sports Complex, Sorsogon City. The orientation shall be immediately followed by the evaluation of documents.
5. 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.
    - 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 (Teaher) 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.

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



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .  
Landline: (056) 421-5415  
Email: [sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)  
Website: [depedsorsogon.com.ph](http://depedsorsogon.com.ph)





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

---



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .  
Landline: (056) 421-5415  
Email: [sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)  
Website: [depedsorsogon.com.ph](http://depedsorsogon.com.ph)

