



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

November 12, 2025

DIVISION MEMORANDUM
No. 342, s. 2025

**DISSEMINATION OF REGIONAL MEMORANDUM NO. 91483 ON PROFILING OF
PROSPECTIVE TAKERS FOR FY 2025
NATIONAL ASSESSMENT FOR SCHOOL HEADS (NASH) – BATCH 2**

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-IV, and School Principal I-IV Positions, and the Qualification Standards for Newly Created Teacher IV-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 2**, the following shall be conditionally accepted as eligible takers, to wit:



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .
Landline: (056) 421-5415
Email: sorsogon@deped.gov.ph
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- Individuals currently holding positions affected by the implementation of the Expanded Career Progression System **Head Teachers and Assistant Principals** (whether or not they meet the QS for School Principal I)
- FY 2021 NQESH Category C
- FY 2023 NQESH Category B and C
- Head Teachers and Assistant Principals** whose competency level is **With Development Areas** in FY 2025 NASH Batch 1
- Other personnel who are qualified based on the new CSC-Approved QS

Examination		Date	Target Takers
BATCH 2	Mock Examination	November 30, 2025	- Head Teachers and Assistant School Principals (regardless of whether they meet the QS for School Principal I) - FY 2021 NQESH Category C takers - FY 2023 NQESH Category B and C takers - Other personnel who are qualified based on the new CSC-Approved QS
	Actual Examination	December 7, 2025	

- As detailed in the abovementioned memorandum, conditional takers are hereby directed to attend the Division Orientation on **November 17, 2025, 08:00 A.M** at 3rd Floor SDO Sorsogon Province, Bulwagan ng Karunungan, Balogo Sports Complex, Sorsogon City. The orientation shall be immediately followed by the evaluation of documents.
- All eligible takers are required to register using the attached **QR Code** for data profiling. Please be reminded that failure to register will result in non-evaluation of your documents. Hence, all applicants must complete the registration prior to the document evaluation.



- FY 2025 NASH Batch 1 takers - **Head Teachers and Assistant Principals** whose competency level is **With Development Areas**, shall only present the following documents:
 - Duly accomplished **Registration Form** The template for the Registration Form may be downloaded through this link: https://bit.ly/DM_FY2025NASH_Enclosures.
 - 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.
 - Printed NASH Batch 1 Result



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7. New eligible takers, shall submit the following pertinent documents during evaluation:
- a. Duly accomplished **Registration Form** The template for the Registration Form may be downloaded through this link: 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 2 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. 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, Pedalogy, 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) SY 2024-2025; 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.
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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