



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

15 AUG 2025

DIVISION MEMORANDUM
No. 385 s. 2025

**CONDUCT OF EVALUATION AND VALIDATION PROCESS OF FISCAL YEAR 2025
NATIONAL ASSESSMENT FOR SCHOOL HEADS TAKERS**

TO : OIC, Office of the Assistant Schools Division Superintendent
Chief Education Program Supervisors, SGOD & CID
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Relative to DepEd Memorandum No. 069, s. 2025 titled **Administration of the National Assessment for School Heads for Fiscal Year 2025**, this Office will conduct an evaluation and validation process of takers on the following schedule:

Congressional District	Date	Time	Venue
1 st District Takers	August 18, 2025	8:00am – 5:00pm	Division Multi-Purpose Hall
2 nd District Takers	August 19, 2025	8:00am – 5:00pm	

2. For FY 2025, the following prioritization parameters were established:

- a. Individuals currently holding positions affected by the implementation of the Expanded Career Progression System (e.g., 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 per DO No. 19, s. 2025; and
- c. Individuals who have not yet passed the NQESH/ Principal's Test.

3. 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:

- a. 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;
- b. Original copy of Service Record duly certified by the Administrative Officer V of the Schools Division Office;
- c. Photocopy of the Transcript of Records or Diploma certifying the attainment of relevant master's degree;
- d. 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.

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

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




Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph
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5. Eligible FY 2025 NASH Batch 1 takers who meet the new CSC Qualification Standards in Item 3 but are not included the initial list of takers may submit the required documents for eligibility verification. The SDO Evaluator shall then add these unlisted candidates to the SDO's Validation Tool.
6. The soft copy of the application form can be downloaded using the link: https://bit.ly/NASH2025b1Form_Capiz.
7. The checklist of requirements and names of SDO Evaluators are found in Enclosures 1 and 2.
8. Immediate dissemination of this Memorandum is desired.


ROEL F. BERMEJO
Schools Division Superintendent

Encl.: None
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEES NASH EXAM

DDB/ DM_NASH2025b1
0037/ August 15, 2025



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Enclosure No. 1 to SDM No. 385, s. 2025

CHECKLIST OF DOCUMENTARY REQUIREMENTS

(Check based on submitted documents)

- Duly accomplished Registration Form**
with the template found in the link: https://bit.ly/NASH2025b1Form_Capiz
- Approved IPCRF for SY 2023-2024 and SY 2025-2025 (Photocopy)**
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
- Service Record (Original copy)**
duly certified by the Administrative Officer V of the Schools Division Office
- Transcript of Records or Diploma (Photocopy)**
certifying the attainment of relevant master's degree

Additional for Acting School Heads (TIC/OIC):

- OPCRF (Photocopy)**
- Designation or Special Order as School Head or TIC/OIC of a public school (Photocopy)**
duly signed by the Schools Division Superintendent

****to be submitted and fastened in WHITE folder.***



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Enclosure No. 2 to SDM No. 385, s. 2025

SDO EVALUATORS

1. Edna B. Azcarraga, OIC-Chief SGOD
2. Cecil Joy D. Diocson, Administrative Officer V
3. Darwin D. Brillo, Administrative Officer IV/ HRMO II
4. Mark Louie D. Ortencio, Administrative Officer II
5. Ma. Ceniella G. Peniano, Administrative Officer II
6. Grecia Joy B. Tamayo, Administrative Officer II
7. Mary Grace C. Daradar, Administrative Aide I

Secretariat:

1. Jamie Rose C. Magsila
2. Ma. Krizia A. Bolante
3. Liezel Bundalan