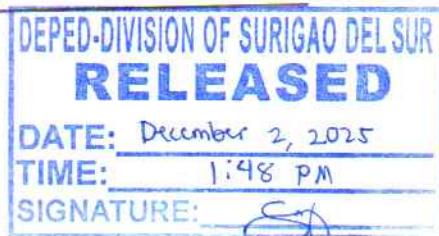




Republic of the Philippines  
**Department of Education**  
 Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

DIVISION MEMORANDUM  
 No. 539, s. 2025



To: Division Chiefs  
 Public Schools District Supervisors/ District In-Charge  
 Concerned School Heads and Teachers  
 Teachers (Elementary and Secondary)  
 This division

**NATIONAL ASSESSMENT FOR SCHOOL HEADS (NASH) BATCH 2**

1. Pursuant to the provision of DepEd Memorandum No. 69, s. 2025 entitled "Conduct of the National Assessment for School Heads (NASH)," this Office announces the call for qualified applicants to participate in the National Assessment for School Heads (NASH) Batch 2, on or before October 28, 2025.
2. In accordance with the eligibility requirements set forth in the aforementioned Memorandum, the Batch 2 Target Takers are the following:
  - a. Head Teachers (HTs) and Assistant School Principals (ASPs), regardless of whether they meet the Qualification Standards (QS) for School Principal I;
  - b. FY 2021 NQESH Category C Takers;
  - c. FY 2023 NQESH Category B and C Takers; and
  - d. 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."
  - e. Other personnel who are qualified based on the newly approved Civil Service Commission (CSC) Qualification Standards.
3. The following documents must be submitted through this link: <https://Sur-NASHBatch2Application>
  - a. Photocopy of IPCRF (last 2 consecutive periods, at least Very Satisfactory). Certified by the authorized personnel in the SDO, as follows;
    - i. SY 2023-2024 & SY 2024-2025 for School-Based performance rating
    - ii. FY 2023 & FY 2024 for Non-School-Based performance rating
  - b. Original Copy of Service Record, certified by SDO AO V
  - c. Photocopy of TOR or Diploma of relevant master's degree;
  - d. Certificate(s) of participation in training related to any or cumulative of the following areas acquired within the last 5 years.
  - e. Two (2) passport-size photos (taken within the last 6 months);
  - f. For acting school heads (TIC/OIC);

- i. Photocopy of OPCRf and IPCRF
  - ii. Photocopy of Designation/Special Order as School Head/TIC signed by SDS
4. To ensure the quality and acceptability of submitted documents, please be guided by the following in the scanning:
    - a. Use a scanner or mobile scanning application (e.g., Adobo Scan, Microsoft Lens, Cam Scanner);
    - b. Scan documents at a minimum resolution of 300 DPI;
    - c. Ensure documents are flat, well-lit, and free from shadow or glare;
    - d. Save each document as a separate PDF File with clear filenames (e.g. IPCRF\_SY2023-2024.pdf)
    - e. Verify that all text is legible, complete, and not cropped or blurred.
  5. As a precaution relative to the submission of documents, please be reminded of the Civil Service Commission (CSC) rules and regulations, which state that falsification of qualifications and/or documents shall be subjected to investigation with grounds for removal for dishonesty.
  6. In preparation for the actual assessment, a mock assessment will be conducted on March 15, 2025, to give participants the opportunity to test their devices and become familiar with the assessment platform and procedures.
  7. In this light, an assessment fee amounting to Php. 720.00 shall be collected to cover eligible expenses related to operations, logistical and administrative arrangements, orientation/capacity building activities, and other requirements, for the administration of FY 2025 NASH Batch 2.
  8. The following guidelines relative to the administration of FY 2025 NASH - Batch 2 may be accessed through this link: <https://tinyurl.com/NASH2Batch2Enclosure>:
  9. For further inquiries and clarification, you may contact Ms. Erlyn G. Mangadlao, SEPS – HRD, and Mr. Marjun P. Ordoña, EPS II-HRD, through email at [surigaodelsur.hrd@deped.gov.ph](mailto:surigaodelsur.hrd@deped.gov.ph).
  10. The immediate and wide dissemination of this memorandum to all concerned is highly appreciated.

**LORENZO O. MACASAGOL, PhD, CESO V**  
Schools Division Superintendent

Encl.: As stated  
Reference: as stated  
To be indicated in the Perpetual Index  
under the following subjects:

TRAINING PROGRAM

PROFESSIONAL DEVELOPMENT

SGOD/egm  
11/24/2025