



Republic of the Philippines
Department of Education
CARAGA REGION



SEPT. 01, 2025

REGIONAL MEMORANDUM

No. 0913, s. 2025

To: Schools Division Superintendents
All Others Concerned

REGIONAL TECHNICAL WORKING GROUP (RTWG) FOR THE ADMINISTRATION
OF THE NATIONAL ASSESSMENT FOR SCHOOL HEADS FOR FY 2025

1. Pursuant to DepEd Memorandum No. 069, s. 2025, titled “*Administration of the National Assessment for School Heads (NASH) for Fiscal Year 2025*,” this Office reaffirms the Department’s commitment to promoting school leadership that is anchored on merit-based and developmental assessment. The NASH, formerly known as the National Qualifying Examination for School Heads (NQESH), serves as a vital mechanism for evaluating the readiness of aspiring school leaders and is aligned with the Philippine Professional Standards for School Heads (PPSSH).
2. To ensure the smooth and efficient administration of the National Assessment for School Heads (NASH) within the region, the list of Regional Technical Working Group (RTWG) is attached in Enclosure 1.
3. The assessment site for Batch 1 Test Takers will be held at the Butuan City School of Arts and Trade (BCSAT), located in Butuan City. All members of the Regional Technical Working Group (RTWG) are requested to report to the venue on September 6, 2025, at 8:00 a.m. for the Orientation on the Terms of Reference. A mock examination will follow on September 7, 2025, at 6:00 a.m., at the same location. The actual examination is scheduled for September 14, 2025.
4. In line with this, an online meeting for all Division Information Technology Officers will be held on September 3, 2025, to facilitate the preparation for the FY NASH Administration. The meeting can be accessed via this link: **<https://tinyurl.com/RNASH13>**.
5. All expenses related to RTWG—including board and lodging, transportation, per diem, and other incidental costs—as well as other operating expenses incurred in the conduct of activities, shall be charged to the NASH Program Support Funds (PSF), subject to government accounting and auditing rules and regulations. Furthermore, the honoraria shall likewise be charged to the NASH PSF and shall be computed in accordance with DBM Circular No. 2007-2 dated October 1, 2007, titled “*Guidelines on the Grant of Honoraria Due to Assignment in Government Special Projects*.” The granting of honoraria is subject to the approval of the Regional Director and must comply with applicable budgeting, accounting, auditing, and procurement policies.
6. Participants and RTWG attending on weekends or holidays are entitled to Service Credit (SC) or Compensatory Time-Off (CTO) as per DepEd Order 53, s. 2003.

7. Attached is DM 069, s. 2025, which provides the national policy framework and guidelines for the conduct of the NASH and outlines the Terms of Reference for the RTWG.
8. For clarifications, please coordinate with **Analou O. Hermocilla**, Education Program Supervisor, Human Resource Development Division at rneap_caraga@deped.gov.ph.
9. For immediate dissemination and strict compliance.


MARIA INES C. ASUNCION
Regional Director

Encl.: None

Reference: DepEd Memorandum (No. 069, s. 2025)

To be indicated in the Perpetual Index under the following subjects:

ASSESSMENT PROGRAMS PRINCIPALS QUALIFICATIONS

HRDD/aoh
08/26/2025

Enclosure 1

Chair	Maria Ines C. Asuncion	Regional Director
Vice Chair	Pedro Tenebro Escobarte Jr.	Asst Reg'l Director
Regional Program Manager	Flordelisa R. Dalin, PhD	Chief, HRDD
Regional NASH Coordinator	Analou O. Hermocilla, PhD	EPS
Assessment Supervisors	Jimuel A. Diva	EPS
	Isidra C. Moral, PhD	EPS
	Junnah B. Tiu	EPS
Members	Joel B. Rosales, PhD	CAO
	Elaine N. Navarro	Chief, Finance
	Marlyne M. Villareal	Chief, QAD
	Sheryl R. Puyo	Regional HRMO
Regional IT Lead Manager	Marcelino M. Ahon Jr	IT Officer
Technical Supervisor	Nerison S. Pitogo	Computer Programmer
Technical Officers	Clifford T. Eco	CMT
	Barry Jessie B. Digol	IT Officer
	Bobby Y. Corpuz	IT Officer
	Kevin Adrian Rosas	IT Officer
	Christopher Jabagat	IT Officer
	Eugene Godffrey Saarenas	IT Officer
	Marvin Minguillan	IT Officer
	Ninoree Jayme	IT Officer
Regional Support	Jovelito R. Ibane	AA
	Jovanie Sumayo	JO
	Thresia Kate Alipasas	JO
	Nilda Precioso	JO

Assessment Facilitators:

1.	Edmund D. Mendoza, PhD	Chief, ESSD-RO
2.	Alejandro P. Macadatar, PhD	Chief, FTAD-RO
3.	Leowenmar A. Corvera	EPS-RO, EPS
4.	Emmanuel S. Saga	EPS-RO, EPS
5.	Mary Gold C. Silao, PhD	EPS-RO
6.	Rhea J. Yparaguirre	EPS-RO
7.	Carlos Catalan Jr.	EPS-Butuan City
8.	Joseph Jr. Ampong	Principal III, Butuan City
9.	Jine L. Havana	Principal II-ADS
10.	Joseph G. Havana	Principal III-ADS
11.	Michael S. Pareja	Principal III-ADS
12.	Frengie G. Botoy	SEPS-ADN
13.	Angel R. Presbitero	EPS II -ADN
14.	Celsa M. Cataluña, PhD	EPS-RO
15.	Ariel B. Carmelotes	Principal I-Bayugan City
16.	James G. Osmulo	Assistant Principal I-Bayugan City
17.	Marcelina C. Rañin	Principal II-ADN
18.	Jeho A. Rañin	Principal III-ADN
19.	Janice A. Berte	EPS II-Butuan City
20.	Reylan R. Alas	Principal III-Butuan City

21.	Fe H. Lopez	EPS II-Bayugan City
22.	Lilibeth S. Apat	EPS-ADN
23.	Ma. Consuelo C. Jamera, PhD	EPS-RO
24.	Dorothy Joy C. Jalalon	SEPS-ADS
25.	Elan M. Elpidang, PhD	EPS-RO
26.	Lou Ann L. Acosta	EPS-RO
27.	Elizabeth M. Ysulan	EPS-RO

Medical Staff

1.	Mary Joy A. Kintanar	Nurse-Division of Butuan City
2.	Maria Willowy L. Plaza	Nurse-Division of Butuan City
3.	Marlyne R. Cullantes	Nurse-Division of Butuan City
4.	Cecilia B. Nuer	Nurse-Division of Butuan City

Other RTWG

1.	Minerva T. Albis	Schools Division Superintendent
2.	Leonevee V. Silvosa	Assistant Schools Division Superintendent
3.	Gewaresel T. Carlos	School Principal III -BCSAT
4.	John Eric Bual	School ICT-BCSAT
5.	Argie Perequit	School Guard
6.	James Duria	JO Utility
7.	Shiela Curato	JO Utility
8.	Aida Curato	JO Utility



Republic of the Philippines
Department of Education

AUG 11 2025

DepEd MEMORANDUM
No. **069**, s. 2025

**ADMINISTRATION OF THE NATIONAL ASSESSMENT FOR SCHOOL HEADS
FOR FISCAL YEAR 2025**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd) remains steadfast in its commitment to ensure that **every school is led by a competent and qualified principal**. In line with this goal and as part of ongoing strategic reforms to strengthen leadership development and ensure merit-based assessment, the National Qualifying Examination for School Heads (NQESH) has been refocused and renamed the National Assessment for School Heads (NASH).
2. The NASH now serves as a **developmental assessment tool to evaluate readiness and identify areas for improvement among aspiring school leaders**. It is intended to support their professional growth and prepare them for school leadership roles within the career progression framework.
3. The assessment shall cover conceptual and situational critical thinking questions aligned with the standards set by the Philippine Professional Standards for School Heads (PPSSH), as stipulated in DepEd Order (DO) No. 024, s. 2020, or the *National Adoption and Implementation of the Philippine Professional Standards for School Heads* using the SOLO (Structure of the Observed Learning Outcome) taxonomy as an underpinning framework.
4. The administration of the NASH is anchored on and aligned with the following policies:
 - a. **Section 17(c) of the Implementing Rules and Regulations of Executive Order No. 174, s. 2022**, states that: Teachers holding the position of Master Teacher I, who are aspiring for a career in school administration under the Expanded Career Progression (ECP) system, may be promoted or reclassified within the School Administration (SA) Career Line, **provided the teacher must have passed the DepEd-administered school head assessment**.



- b. **Section 7.4.3** of DepEd-Department of Budget and Management Joint Circular No. 001, s. 2025, or the *Modified Position Classification and Compensation Scheme and System of Career Progression of Teachers and School Heads in the Public Basic Education System*, provides that: For School Principal Positions in the SA Career Line, the **passing of the school heads assessment or its equivalent shall be required**, subject to applicable guidelines set by DepEd.
- c. **Item No. 27** of DO 021, s. 2024, which amends DO 007, s. 2023 (*Guidelines on the Recruitment, Selection, and Appointment in the Department of Education*) emphasized that: **First appointments to School Principal positions, whether through natural vacancy or reclassification, shall require candidates to pass the DepEd-administered school head assessment.** As such, it shall be reiterated that only passers/eligible of the NQESH, Principal's Test, or other school head assessment(s) that may so be required in the future, shall be eligible for first appointment to School Principal positions.

5. 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. 1080 ¹ , as amended (Teacher)

6. For Fiscal Year (FY) 2025, the NASH will be conducted in two batches, as follows:

Examination		Date	Target Takers
BATCH 1	Mock Examination	August 31, 2025	- Personnel who meet the amended CSC-Approved QS for Principal I, specifically: - Head Teachers - Assistant School Principals - Teachers-in-Charge
	Actual Examination	September 07, 2025	

¹ Act Declaring the Bar and Board Examinations as Civil Service Examinations

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	

7. In line with the efforts of DepEd to achieve the 1:1 Principal-to-School ratio, a nationwide profiling of Head Teachers (HTs), Assistant School Principals (ASPs), and School Heads was conducted in February and March 2025 through the administration of the *Profiling of Prospective School Principals* survey. To determine the first batch of participants, **the following prioritization parameters were established:**

- 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);
- Individuals who meet the revised QS for the School Principal 1 position per DO No. 19, s. 2025; and
- Individuals who have not yet passed the NQESH/Principal's Test.

8. The **Batch 1 List of takers, including details and instructions on the evaluation and validation of takers and administration of NASH** can be accessed through this link/QR Code: https://bit.ly/DM_FY2025NASH_Enclosures.



9. **Other eligible takers of FY 2025 NASH Batch 1**, who met all the parameters in Item No. 7 but are **not included in the list**, may submit the required documents following the same process stated in Item No. 8.

10. All documents will be subjected to the **evaluation by the Schools Division Office (SDO)'s Human Resource Management Officer (HRMO) and other authorized personnel assigned by the Schools Division Superintendent** based on **the set parameters identified in Item No. 7**. Should any of the applicants be found to have **not met all the set parameters**, the **SDO** shall disapprove their application to take the NASH.

11. Details of FY 2025 NASH Batch 2 shall be provided through a separate official issuance.

[Handwritten signature and initials]

12. Official Results shall be released through a DepEd Memorandum, followed by the release of Certificates of Rating (COR) and the Individual Development Report (IDR) through the **DepEd Official Email address of the takers**.

13. Given that the NASH is designed as a developmental tool, **aspiring school heads are strongly encouraged to actively participate in coaching and mentoring sessions with experienced and proficient school principals to support their professional growth and leadership readiness**. Through these sessions, candidates will gain valuable insights into how the competencies outlined in the **PPSSH** are demonstrated in practice. This approach not only enhances their understanding of the role but also provides them with practical guidance and reflection opportunities to prepare effectively for the assessment.

14. It is also important to emphasize that DepEd upholds the **credibility and integrity** of the assessment process. The Department is **not affiliated with any individual or institution offering monetary value in exchange for review of classes or claiming access to the content of the examination**. All applicants are **warned** against engaging with persons or organizations that misrepresent such affiliations. Any attempt to request or gain access to the test content—either directly or indirectly—or to offer bribes (in monetary form or otherwise) to officials at all the governance levels shall be subject to investigation and may result in appropriate **administrative action** in accordance with DO 49, s. 2006 (Revised Rules of Procedure of the Department of Education in Administrative Cases).

15. **In view of the foregoing, and in line with the Department's commitment to uphold the credibility and integrity of the assessment process**, all DepEd personnel who will be engaged—whether individually or through affiliation with an external organization/s—in the conduct of review sessions or preparatory classes are directed to **submit via email to the Bureau of Human Resource and Organizational Development-Human Resources Development Division (BHROD-HRDD)**, a copy of their **duly approved permit to engage in the private practice of their profession outside official work hours**. The submission must clearly indicate the details of the engagement, including the **name of the organization, nature of involvement or role, and the specific duration or schedule of the activity**. The permit to practice profession outside official work hours complies with the following relevant policies and regulations:

- a. **Section 18, Rule XIII of CSC Memorandum Circular No. 15, s. 1999²** – prohibiting government employees to engage in any private practice of profession without permit by the head of agency;
- b. **RA 6713³** – stipulating that engagement in the private practice of profession by public officials and employees is a ground for administrative action, unless authorized by law or regulation, provided that such practice will not conflict or tend to conflict with official functions; and
- c. **Section F of DO 001, s. 2023⁴** – outlining the signing authority for granting permission to practice one's profession outside official work hours.

² Additional Provisions and Amendments to CSC Memorandum Circular No. 40, s. 1998

³ Code of Conduct and Ethical Standards for Public Officials and Employees in the Philippines

⁴ Revised Designation of Undersecretaries and Assistant Secretaries to their Strands and Functional Areas of Responsibilities and Revised Signing Authorities



16. For more information, please contact the **Bureau of Human Resource and Organizational Development-Human Resources Development Division**, 4th Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email address at bhrod.hrdd@deped.gov.ph.

17. Immediate dissemination of this Memorandum is desired.



SONNY ANGARA

Secretary

References:

DepEd Order (Nos. 019, s. 2025; 021, s. 2024; 001, s. 2023; 024 s. 2020; and 49, s. 2006)

To be indicated in the Perpetual Index
under the following subjects:

ASSESSMENT
BUREAUS AND OFFICES
OFFICIALS
PRINCIPAL
PROGRAMS
PROMOTION

QUALIFICATIONS
RULES AND REGULATIONS
SCHOOL HEADS
SCHOOLS
TEACHER



Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2025-2392

TO : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS
CHIEFS, REGIONAL HRDD
ALL OTHERS CONCERNED

FROM : **WILFREDO E. CABRAL**
Undersecretary
Human Resource and Organizational Development

SUBJECT : **SUPPLEMENTARY GUIDELINES ON THE VALIDATION AND**
FINAL SUBMISSION OF TAKERS OF FY 2025 NATIONAL
ASSESSMENT FOR SCHOOL HEADS (NASH) - BATCH 1

DATE : 22 August 2025

In reference to DepEd Memorandum No. 69, s. 2025 – Administration of the National Assessment for School Heads (NASH) for Fiscal Year 2025, the following supplementary guidelines are issued for information and guidance of all concerned:

I. Validation of List of Takers

To provide further guidance to all Schools Division Office (SDO) Evaluators, the following clarifications are issued relative to the education requirements prescribed under the Civil Service Commission-approved Qualification Standards (QS) for School Principal I:

- a. **For Master's Degree in Education, or Educational Management, or Educational Leadership:** All master's degrees in Education, including programs in Educational Management and Educational Leadership, shall be credited as generic qualifications under the field of Education/Education Science (e.g., M.Ed., M.A.Ed., M.A.Ed. with specialization, M.A. in Teaching, Guidance and Counseling, etc.).

SDO Evaluators may refer to the sample programs under the field of Education (Level 7) as listed in the Philippine Standard Classification of Education (PSCED)¹.

¹Philippine Standard Classification of Education:
<https://library.psa.gov.ph/cgi-bin/koha/opac-detail.pl?biblionumber=16530> (pp.189-187)

b. **For Master's Degree in relevant learning area with at least 9 unit of Management:**

- Any master's degree in a relevant subject or learning area (e.g., Biology, Mathematics, English, etc.) shall be credited if supported by at least nine (9) Management units, whether taken as part of the graduate program or separately, with proof of completion (e.g., TOR or certification).

c. **Eligibility of Head Teachers, Assistant School Principals, and Teachers-in-Charge**

- 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

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 be included in the second tranche of submission.

II. **Submission of Official List of Takers**

- First tranche:** All DepEd - Regional Offices (ROs) through the Human Resource Development Division (HRDD) shall provide the official list of takers who meet the **new CSC-approved QS** with the following reminders:
 - Online uploading of the **Excel and signed PDF copies** list of takers in the respective regions' file found on the folder '[FIRST TRANCHE] Official List of Regional Taker' accessible through the link <https://bit.ly/25NASHB1FinalList> not later than **12 NN of August 27, 2025 (Wednesday)**.
 - The Excel file shall strictly adhere to the prescribed template, while the PDF copy shall be signed by the Schools Division Superintendent. Both formats must indicate the assigned examinee numbers of the takers.
 - Each RO shall likewise issue a memorandum officially releasing the List of Takers for the information and guidance of their respective jurisdiction.
- Second tranche:**
 - Additional list of takers included on the condition stated in item I.C shall be submitted online through the same link provided above under the folder '[SECOND TRANCHE] Official List of Takers FY 2025 NASH' on or before **12 NN of August 28, 2025 (Thursday)**.

III. **Frequently Asked Questions (FAQs)**

To assist the interested applicants as well as the SDO Evaluators on the ongoing validation and evaluation process, you may refer to the FAQs provided in the link: <https://bit.ly/2025NASHB1FAQs>.

All inquiries or clarifications on this Memorandum shall be coordinated with the BHROD-HRDD through **Ms. Ma. Fatima Luzviminda C. Angeles or Ms. Marikka P. Mampusti** or at telephone no. (02) 8470-6630 or email address bhrod.hrdd@deped.gov.ph.

For your guidance and appropriate action.



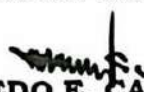
Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2025- 2396

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
CHIEFS, REGIONAL HRDD
ALL OTHERS CONCERNED

FROM :  **WILFREDO E. CABRAL**
Undersecretary
Human Resource and Organizational Development

SUBJECT : **RESCHEDULING OF THE FY 2025 NATIONAL ASSESSMENT
FOR SCHOOL HEADS (NASH) - BATCH 1**

DATE : 26 August 2025

In reference to DepEd Memorandum No. 69, s. 2025 – Administration of the National Assessment for School Heads (NASH) for Fiscal Year 2025, please be informed that the administration of the FY 2025 National Assessment for School Heads (NASH) Batch 1 will be rescheduled, details below:

Dates	Original Schedule	New Schedule
Mock Assessment	August 31, 2025	September 07, 2025
Actual Assessment	September 07, 2025	September 14, 2025

This is to provide all concerned Regional and Schools Division Offices with sufficient time for administrative preparations, including finalization of examination sites and the procurement of logistical and operational requirements. This adjustment intends to ensure an orderly administration of the assessment.

Relevant to this, the submission of the final list of examinees remains the same.

For inquiries or clarifications, please coordinate with the BHROD-HRDD through **Ms. Ma. Fatima Luzviminda C. Angeles** or **Ms. Marikka P. Mampusti** or at telephone no. (02) 8470-6630 or email address bhrod.hrdd@deped.gov.ph.

For your information and guidance.

[BHROD-HRDD/FAngeles]



TECHNICAL WORKING GROUP (TWG) COMPOSITION AND RESPONSIBILITIES

I. National Technical Working Group (NTWG)

A. The NTWG shall be comprised of the following:

1. The Chair of the NTWG shall be the Undersecretary for Human Resource and Organizational Development;
2. The Vice-Chair shall be the Director-in-Charge of the Bureau of Human Resource and Organizational Development (BHROD);
3. The National Program Manager (NPM) shall be the Project Development Officer V of the BHROD-Human Resource Development Division (BHROD-HRDD);
4. The National NASH coordinator/s shall be the designated Project Development Officer/s from the BHROD-HRDD;
5. The focal office for the administration shall be the BHROD - Human Resource Development Division (BHROD-HRDD);
6. The focal office for the Technical Support shall be the Information and Communication Technology Services (ICTS);
7. The focal office for the DepEd Learning Management System (LMS) shall be the Bureau of Learning Delivery (BLD);
8. The members shall include the Division Chiefs of ICTS (User Acceptance Division, Technology & Infrastructure Division, and Solutions Development Division), support team from the BHROD-HRDD, technical support team from the ICTS, Senior Education Program Specialist/s from the BLD.

B. The **BHROD-HRDD** shall:

1. provide the overall directions, guidelines, and supervision of the FY2025 NASH administration;
2. ensure that the issued policy and guidelines containing the assessment objectives, standards, structures, procedures, and schedule are adhered to accordingly;
3. establish the necessary systems and processes that will warrant efficient, effective, and timely administration of the FY2025 NASH;
4. oversee preparation for the administration, including the development and review of assessment items, validation process, and online assessment platform;



5. disseminate information and facilitate the conduct of the Central, Regional, and Schools Division orientations for all personnel involved in the preparation and administration of the assessment;
6. announce the results of the FY2025 NASH through a DepEd Memorandum.
7. conduct a post-evaluation activity in aid of the future conduct of the NASH;
8. ensure integrity and confidentiality of the FY2025 NASH;
9. perform other tasks as may be assigned towards the successful administration of the FY2025 NASH.

C. The **ICTS** shall:

1. prepare and distribute easy-to-follow user guides that explain the entire examination process for candidates, and assist field technical personnel in resolving candidate-related issues (User Support Division);
2. provide real-time support at national, regional, and division levels, and use a ticketing system to log and resolve incidents (User Support Division);
3. ensure server capacity, and smooth content access before and during the assessment (Technology & Infrastructure Division);
4. review reported breaches or irregularities in the DepEd LMS, recommend appropriate actions, and notify concerned parties, ensuring adherence to data protection policies;
5. ensure system security to maintain integrity and confidentiality of the FY2025 NASH;
6. perform other tasks as may be assigned towards the successful administration of the FY2025 NASH.

D. The **BLD** shall:

1. provide the overall supervision of the DepEd LMS; enforce access controls,
2. coordinate with BHROD-HRDD to ensure assessment materials are correctly uploaded, organized, and accessible on the DepEd LMS;
3. manage the enrollment of the validated user accounts in coordination with BHROD for candidates and assessment personnel, ensuring proper roles and permissions are assigned.
4. oversee LMS operations during mock and actual assessments, addressing content-related concerns and coordinating with ICTS for technical issues.



[ENCLOSURE 3] DepEd Memorandum No. 69, s. 2025

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5. gather and compile feedback from regions and divisions, record LMS performance, and propose enhancements for future assessments in coordination with ICTS-USD;
6. ensure DepEd LMS security to maintain system integrity and confidentiality of the FY2025 NASH;
7. perform other tasks as may be assigned towards the successful administration of the FY2025 NASH.



II. Regional Technical Working Group (RTWG)

A. The RTWG shall be comprised of the following:

1. The Chair of the RTWG shall be the Regional Director;
2. The Vice-Chair shall be the Assistant Regional Director;
3. The Regional Program Manager (RPM) shall be the Chief Education Supervisor of the Human Resource Development Division (CES-HRDD);
4. The Regional NASH coordinator shall be the designated Education Program Supervisor (EPS) from the Regional HRDD;
5. The Regional IT Lead Manager shall be the Regional Information Technology Officer (RITO);
6. The focal office shall be the Regional HRDD;
7. The members shall include the Chief Administrative Officer of the Administrative Services Division (CAO – ASD), Chief Administrative Officer of the Finance Division (CAO – FD), and other personnel identified by the RTWG Chair;

B. The **RTWG Chair** shall:

1. provide overall directions and supervision of the FY2025 NASH administration in the region, in accordance with the national policies and guidelines;
2. ensure that the issued policy and guidelines containing the assessment objectives, standards, structures, procedures, and schedule are adhered to accordingly.

C. The **RTWG Vice-Chair** shall:

1. provide assistance to the RTWG chair in the supervision of the FY2025 NASH administration in the region to ensure that the issued policy and guidelines containing the assessment objectives, standards, structures, procedures, and schedule are adhered to accordingly;
2. assume the function of the RTWG chair in the absence of the Regional Director.

D. The **Regional Project Manager (RPM)** shall lead in the:

1. coordination with the RTWG and preparatory work relative to the administration of FY2025 NASH (i.e. preparation and submission of the final list of examinees);



2. dissemination of relevant information relative to the preparation for the mock, actual and post assessment;
 3. conduct of regional training/orientation on the FY2025 NASH for the region and SDO personnel involved in administration;
 4. management of the assessment sites (identification and recommendation of assessment sites, consolidation of incident reports per assessment site);
 5. Monitoring of the conduct of the Mock Assessment and Actual administration of FY2025 NASH;
 6. Post assessment report requirements (i.e regional capability building completion, site assessment and liquidation report)
- E. The **Regional NASH coordinator** shall provide support to the RPM, as needed.
- F. The **Regional IT Lead Manager** shall:
1. assist the RPM in the identification and recommendation of assessment sites;
 2. provide the necessary technical support relative to the DepEd LMS for the NASH;
 3. identify, recommend, and supervise Technical Supervisors and Officers to be assigned in the assessment sites;
- G. The **CAO of the Finance Division** shall ensure that:
1. all funds for the purpose are utilized in accordance with the existing budgeting, accounting, auditing, and procurement rules and regulations;
 2. the necessary financial documents are prepared, submitted to the proper authority, and a copy are securely stored;
- H. The **CAO of the Administrative Division** shall:
1. assist in the monitoring of the validation of candidates;
 2. ensure that payment for eligible expenses is disbursed/reimbursed on time, in accordance with the existing budgeting, accounting, auditing, and procurement rules and regulations;
 3. ensure that the request for overtime and/or Compensatory Time Off (CTO) are processed on time.
- I. The RTWG shall perform other tasks assigned to aid the successful conduct of the FY 2025 NASH.



III. Schools Division Technical Working Group (SDTWG)

- A. The SDTWG shall be comprised of the following:
1. The Chair shall be the Schools Division Superintendent (SDS);
 2. The Vice-Chair shall be the Assistant Schools Division Superintendent (ASDS);
 3. The Schools Division NASH Coordinator shall be the Chief Education Supervisor of the School Governance and Operations Division (SGOD);
 4. The Focal Office shall be the SGOD.
 5. The members shall include the Administrative Officer V, SDO Information Technology Officer (ITO), Senior Education Program Specialist/Education Program specialist II in the HRDS & SMME, Human Resource Management Officer (HRMO) and other personnel identified by the Chair of the SDTWG.
- B. The **SDTWG** shall oversee the overall direction, administration, and supervision of the FY 2025 NASH in the division, in accordance with the national policies and guidelines and regional issuances.
- C. The **SDTWG Chair** shall be the official and authorized signatory of all division issuances and documents related to the conduct of the FY2025 NASH. The **SDTWG Vice-Chair** shall assume the function of the SDTWG Chair in the latter's absence. If the SDO has more than one ASDS, the SDS shall designate one of the ASDSs to be the SDTWG Vice-Chair.
- D. The Schools Division NASH Coordinator shall coordinate with the RTWG regarding the directions, preparation, and administration of the assessment.
- E. The **SDTWG** shall be in-charge of the information dissemination to all examinees.
- F. The **SDO ITO** shall provide the necessary technical support.
- G. The **SDO HRMO** and other personnel authorized by the SDTWG Chair shall serve as the SDO Evaluator/s.
- H. The **SDTWG** shall assist the RTWG and perform other tasks assigned to aid the successful conduct of the FY2025 NASH.



ASSESSMENT SITE REQUIREMENTS

I. ASSESSMENT SITE

A. Identification of Assessment Site:

The following should be considered in the identification of assessment sites:

1. Preferably a Public Secondary School;
2. Conducive to test taking and free from unnecessary noise;
3. Location is not a **“dead spot”** for internet connection;
4. The bandwidth capacity is at least 5mbps per examinee;
5. The number of rooms should be sufficient to accommodate the examinees assigned to the Assessment Site.
6. Provisions for examinees with **special needs and disabilities**;
7. Clean restrooms with available water that is accessible to all examinees;
8. Adequate space for parking;
9. Waiting area for non-examinees or companions to prevent them from entering the premises near the assessment area;
10. Accessible via public transportation to majority of the examinees;
11. Availability of nearby affordable accommodation as an option for examinees who resides far from the examination site;
12. Provided with Barangay or Police Officials for security.

B. Assessment Room:

The assessment rooms should have the following conditions:

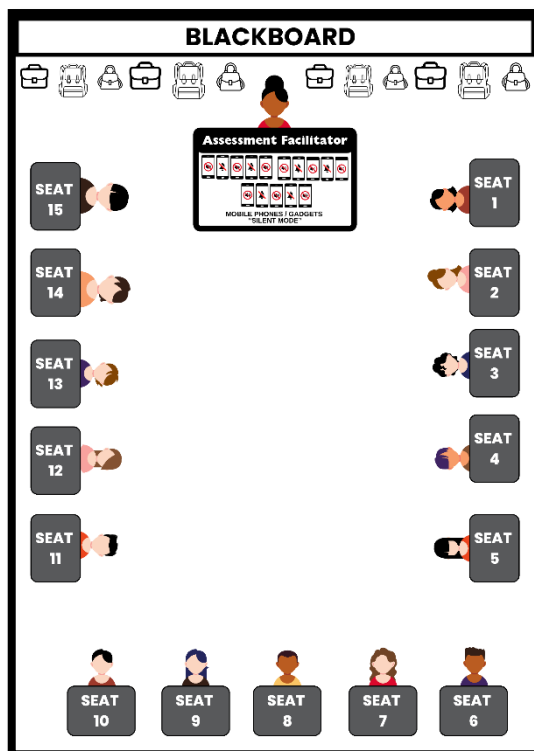
1. Clean and adequately lighted and ventilated;
2. Have appropriate tables and chairs that are suitable for adults;
3. There must be 15 desks and chairs in every assessment room;
4. In cases where the number of examinees exceeds the standard room capacity of 15, an additional room may be opened only if there are at least nine (9) excess examinees. If the number of excess examinees is fewer than nine, they should be distributed among existing rooms, ensuring that no room exceeds 16 examinees.

C. Seating Arrangement:

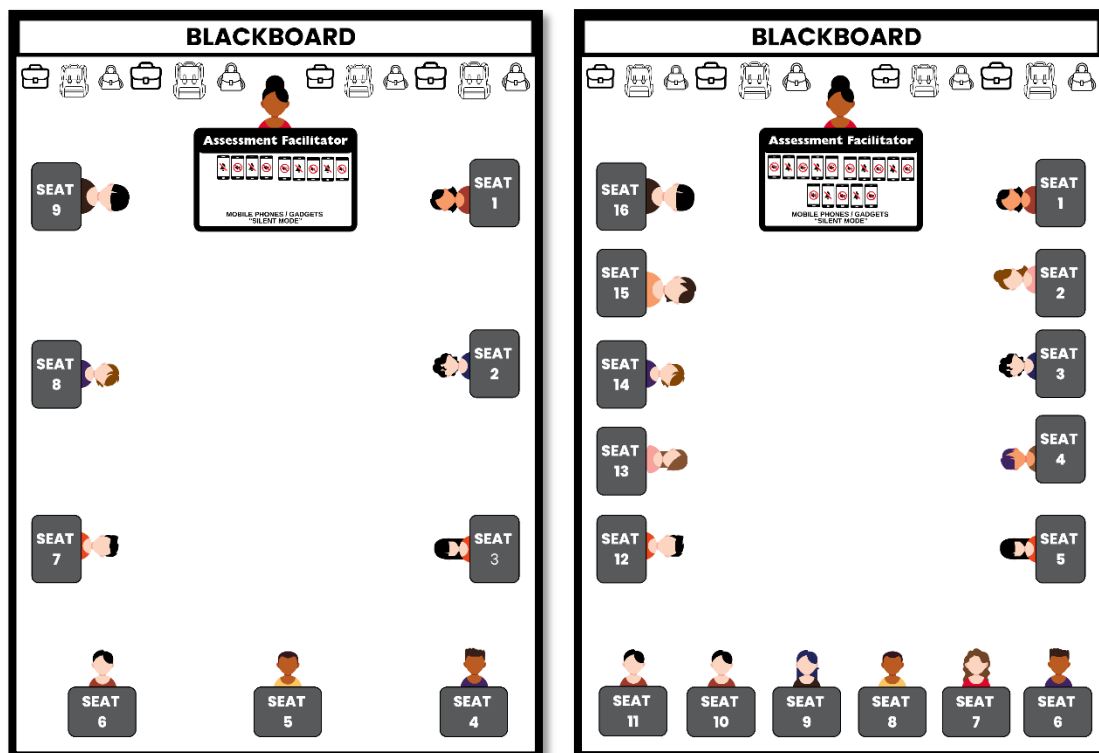
The examinees will be seated in the assessment room based on the conditions provided below:

1. The seating order will start from the left side (facing the examinees) of the Assessment Facilitator;
2. Examinees shall be arranged in alphabetical order, however, examinees with the same surname should not be seated together or maybe assigned to a separate examination room;
3. Examinees in the same Schools Division Office (SDO) may be in the same room;

D. Sample Layout of the Assessment Room



For the excess no. of examinees (not meeting the standard no. of 15)



Minimum no. of examinees (9)

Maximum no. of examinees (16)



II. ASSESSMENT SITE PERSONNEL

A. Identification of Assessment Site Personnel

The following qualifications and considerations must be followed in identifying the manpower who will facilitate the administration of the FY 2025 NASH:

1. CENTRAL OFFICE MONITORS

- Two (2) per Assessment Site
 - (Lead) Technical Staff from the Central Office;
 - (Assist) Technical or support staff from Central Office Personnel
- With previous experience in monitoring activities or assessment activities
- Must be adaptable, quick to respond, and detail-oriented;
- Willing to render services beyond working hours;
- Willing to travel on weekends without additional compensation;
- Willing to be assigned in a Regional Assessment Site and adjust to available nearby lodging facilities;
- NOT eligible to take the next batch of NASH;
- NOT affiliated with any review centers/groups in whatever form or capacity;
- Have proven competence and integrity.

2. REGIONAL OFFICE MONITOR/S

- At least one (1) per Assessment Site
- Preferably the Chief or Education Program Supervisor (EPS) from the Human Resource Development Division (HRDD) or Quality Assurance Division (QAD), the NASH Coordinator, or the Regional Information Technology Officer (RITO);
- NOT eligible to take the next batch of NASH;
- NOT affiliated with any review centers/groups in whatever form or capacity;
- Have proven competence and integrity.

3. ASSESSMENT SUPERVISOR (formerly Chief Examiner)

- One (1) pax per Assessment Site
- Preferably an incumbent Chief or EPS in the Regional Office;
- Must be adaptable, quick to respond, and detail-oriented;
- With prior experience in the conduct, coordination, or supervision of testing and assessment activities
- NOT eligible to take the next batch of NASH;
- NOT affiliated with any review centers/groups in whatever form or capacity;
- Have proven competence and integrity.



4. TECHNICAL SUPERVISOR (formerly Lead IT Support)

- One (1) per Assessment Site
- Preferably the RITO or the Schools Division (SD) ITO assigned by the RITO;
- NOT eligible to take the next batch of NASH;
- NOT affiliated with any review centers/groups in whatever form or capacity;
- Have proven competence and integrity.

5. ASSESSMENT FACILITATOR (formerly Room Examiner)

- One (1) for each Assessment Room
- Must be adaptable, quick to respond, and detail-oriented;
- With previous experience in administering or facilitating examinations or assessment activities
- Preferably an incumbent Principal, Education Program Supervisor, Public Schools Division Supervisor, or Chief;
- NOT eligible to take the next batch of NASH;
- NOT affiliated with any review centers/groups in whatever form or capacity;
- NOT be related to any of the examinees in the assigned room up to second degree of consanguinity or affinity and should sign a disclosure statement for this purpose, and
- Have proven competence and integrity.

6. TECHNICAL OFFICERS (Roving IT Support)

- At least one (1) per three (3) assessment rooms, however, in case of inadequate supply of manpower, one technical officer may be assigned to five (5) assessment rooms;
- Preferably SDITOs or IT personnel/staff in the Region;
- NOT eligible to take the next batch of NASH;
- NOT affiliated with any review centers/groups in whatever form or capacity;
- Have proven competence and integrity.

B. Roles and Responsibilities of Assessment Site Personnel

1. CENTRAL OFFICE MONITOR (Lead)

- Monitor the administration of the NASH (as the Central Office Representative) at the assigned assessment site to ensure adherence to national policies and guidelines;
- Coordinate with the Regional Monitor/s, Assessment Supervisor, and Technical Supervisor to safeguard the integrity and orderly administration of the FY2025 NASH in the assigned assessment site;
- Ensure synchronization of time that every NASH taker starts and ends at the same time; and
- Prepare monitoring report and submit it to BHROD-HRDD.



2. CENTRAL OFFICE MONITOR (Assist)

- Provide support to the Lead Central Office Monitor, as needed;
- Assist in safeguarding the integrity and overall administration process of the FY2025 NASH in the assigned Assessment Site.
- Assist in the preparation of monitoring report.

3. REGIONAL OFFICE MONITOR

- Monitor the administration of the NASH (as the Regional Office representative) at the assigned assessment site to ensure adherence to national policies and guidelines;
- Coordinate with the Central Office Monitor, Assessment Supervisor, and Technical Supervisor to safeguard the integrity and orderly administration of the FY2025 NASH in the assigned assessment site.
- Prepare monitoring report and submit it to the Regional HRDD.

4. ASSESSMENT SUPERVISOR

- Lead and manage the administrative operations at the assigned assessment site to ensure the orderly and systematic implementation of the FY 2025 NASH;
- Coordinate with the Central Office Monitor, Regional Office Monitor, and Technical Supervisor to safeguard the integrity and orderly administration of the FY2025 NASH in the assigned assessment site;
- Facilitate the orientation, briefing, and debriefing sessions for all personnel in the assigned assessment site to ensure they understand and effectively carry out their respective roles;
- Resolves immediate issues during the assessment;
- Consolidate all reports from the Assessment Facilitators and submit it to the Regional Office Monitor.

5. TECHNICAL SUPERVISOR

- Manage all technical operations related to the DepEd Learning Management System (LMS) at the assigned assessment site;
- Coordinate with the Central Office Monitor, Regional Office Monitor, and Assessment Supervisor to safeguard the integrity and orderly administration of the FY2025 NASH in the assigned assessment site;
- Provide technical guidance and support to Technical Officers and site personnel to ensure the smooth and uninterrupted administration of the FY 2025 NASH;
- Act as the primary point of contact for all major technical issues, coordinating with the central ICTS Technical Working Group (TWG) for advanced troubleshooting;
- Troubleshoots technical issues related to the administration of the assessment.
- Securely store the assessment access code and ensure it is provided to the designated Technical Officers on the day of the assessment.



6. ASSESSMENT FACILITATORS

- Ensure the proper administration of the NASH in the assigned Assessment Room, strictly following the procedures outlined in the Facilitator's Guide;
- Ensure all examinees are properly logged into the DepEd Learning Management System (LMS);
- Provide assistance to examinees while ensuring strict adherence to assessment protocols and maintaining a secure, organized, and confidential testing environment;
- Report to the Assessment Supervisor any technical issues, irregularities, or incidents that may affect the integrity of the FY2025 NASH, along with the actions undertaken;
- Submit the accomplished Examinee Attendance & Monitoring Report and all required documents to the Assessment Supervisor.
- Grants initial access to the Secure Examination Browser (SEB) by entering the required access code for examinees at the start of the assessment. In cases of unexpected log-out or disconnection, **any further access requests must be escalated to and approved by the Assessment Supervisor**, in line with established assessment process and security protocols.
- (For ALTERNATE Assessment Facilitator) Temporarily assume the duties of the Assessment Facilitator in the assigned room in case of the latter's absence or when attending to personal necessities.

7. TECHNICAL OFFICERS

- Provide immediate, hands-on technical support to examinees in the assigned assessment rooms for any issues that arise;
- Troubleshoot common technical problems, such as login failures, network disconnections, browser errors (e.g., SEB), and hardware malfunctions;
- Escalate unresolved or major technical issues to the Technical Supervisor in a timely manner.
- Provide the secure access code to the Assessment Facilitators for input into each examinee's device, enabling access to the assessment platform.

8. ADMINISTRATIVE SUPPORT

a. Medical Staff

- Provide medical assistance where necessary; and
- Ensure that Over the Counter (OTC) drugs are available for emergency cases.

b. Security Staff

- Take charge of the safety and security of the examination site;
- Move around to ensure peace and orderliness of the surroundings;
- Assist the companion/s of the examinees to the waiting area.

c. Sanitation & Maintenance Staff

- Keep the vicinity clean and conducive to the activity;
- Ensure that the assessment rooms are clean and well-lit with proper ventilation;
- Keep the restrooms clean and ensure availability of tissue/soap;
- Assist in the posting of signages and locator charts in proper areas for the guidance of the examinees;
- Ensure that there are no communication devices or pieces of paper in the restroom.

d. Financial Staff (Accounting/Budget/Cash)

- Manages all financial matters related to the administration of the FY 2025 NASH at the assigned assessment site;
- Keeps all documents related to the financial operations of the NASH.

e. Help Desk and Secretariat Staff

- Assist in the distribution of forms and meals;
- Take charge of the Help Desk located strategically near the entrance of the examination site;
- Respond to concerns regarding master list of examinees and room numbers.

III. MONITORING TOOLS AND REPORTS

ROLES	TOOLS/REPORTS
Central Office Monitor	Monitoring Report
Regional Office Monitor	
Assessment Supervisor	Assessment Supervisor's Kit, should contain: • Orientation materials • NASH Personnel Attendance Sheet • List & assigned rooms of all Assessment Facilitators • List of all personnel in the assigned site • Box for the Assessment Facilitator's gadgets
Assessment Facilitator	Assessment Facilitator's Kit, should contain: • Rooming List with Seat No • Validation Form submitted by the NASH taker • Assessment Facilitator's Guide • Examinee Attendance & Monitoring Report
Technical Supervisor and Officers	Technical Assistance Report



IV. COLOR CODING UNIFORM

For easy recognition of roles in the Assessment Site, color coding shirts as uniform is preferred. The assignment of color as follows:

Roles	Assigned Color
Central Office Monitor	Red
Regional Office Monitor	
Assessment Supervisor	same color (to be determined by the RTWG)
Technical Supervisor	
Assessment Facilitator	color shall vary for each role (to be determined by the RTWG)
Technical Officer	
Administrative Support	



[ENCLOSURE 5] DepEd Memorandum No. 69, s. 2025

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SCHEDULE AND COMPENSATION

I. SCHEDULE OF ACTIVITIES

A. SCHEDULE OF ACTIVITIES (SATURDAY)

TIME	<u>MOCK EXAMINATION</u> August 30, 2025	<u>ACTUAL ADMINISTRATION</u> September 06, 2025
MORNING	Travel Time	
1:30 – 3:30 PM	In-person orientation conducted by the Assessment Supervisor to guide Assessment Facilitators on the procedures and protocols for administering the NASH	A. TWG/Organizing team briefing session & coordination plan (RO & CO Monitor, Assessment Supervisor, Technical Supervisor and Officers)
3:30 – 4:00 PM	C. TWG/Organizing team briefing session & coordination plan (RO & CO Monitor, Assessment Supervisor, Technical Supervisor and Officers) D. Assessment Facilitator checks the following in their assigned room: • The list of examinees is displayed outside the room • The room is clean and organized • Desks and chairs are arranged properly according to the recommended layout	B. Assessment Facilitator checks the following in their assigned room: • The list of examinees is displayed outside the room • The room is clean and organized • Desks and chairs are arranged properly according to the recommended layout

B. SCHEDULE OF ACTIVITIES (SUNDAY)

MOCK ASSESSMENT (August 31, 2025) & ACTUAL ASSESSMENT (September 07, 2025)	
6:00 - 7:00 AM	- Arrival and Assembly of Personnel - Registration and Gadget Submission/Surrender - Distribution of Assessment Facilitators Kits - Examinees may be allowed to enter the room, proceed to the assigned seat and set up the devices (laptop, wifi, mobile hotspot, mini electric fan etc)
7:00 – 7:30 AM	Assessment Supervisor, with the assistance of CO/RO monitors and Technical Supervisor, to conduct final briefing/instruction to Assessment Facilitators and Technical Officers
7:30 – 8:00 AM	Assessment Facilitator: - Verifies examinee credentials - Confirms assigned seating - Record attendance and readiness of examinee’s devices Technical Officers provide access code to the Assessment Facilitators of assigned rooms
8:00 – 8:30 AM	Assessment Facilitator gives instructions/reminders to the examinees as contained in the NASH Facilitator’s Guide.
8:30 – 9:00 AM	The Assessment Facilitator enters the password on each examinee’s laptop to grant them access to the assessment platform
9:00 AM	In-charge rings the bell to signify the <i>START</i> of the Assessment
9:00 – 12:00 NN	EXAMINATION PROPER
12:00 NN	In-charge rings the bell to signify the <i>END</i> of the Assessment
12:00 NN– 12:30 PM	The Assessment Facilitator ensures that all examinees in the assigned room have successfully clicked the “Submit” button to complete their assessment, and records it in the Examinee attendance and monitoring form.
12:30 – 1:30 PM	Lunch
1:30 – 3:00 PM	- Retrieval of Assessment Facilitator’s Guide and Accomplished Forms - Debriefing session



II. COMPENSATION

A. Payment of Honorarium

The following shall be considered in the payment of Honoraria to personnel from DepEd Central Office, Regional Office, Schools Division Office, Schools, and other personnel involved in the administration of the FY 2025 NASH:

1. These personnel shall be required to render services beyond their regular duties and responsibilities;
2. The activities will be conducted during weekends/non-working days;
3. The computation of the honorarium for the FY 2025 NASH shall be based on the DBM Circular No. 2007-2 dated October 1, 2007, entitled "Guidelines on the Grant of Honoraria Due to Assignment in Government Special Projects"; and
4. The authority is **subject to the approval of the Regional Director, in accordance with the existing budgeting, accounting, auditing, and procurement rules and regulations.**

B. Payment of Overtime Services

Payment of Overtime Services shall be **in accordance with the provisions in DepEd Order No. 30, s. 2016**, entitled "Policies and Guidelines on Overtime Services and Payment in the Department of Education", as amended by DepEd Order No. 005, s. 2019. This applies to:

1. Schools Division Office personnel who served as SDO evaluators during the evaluation and validation process for the FY2025 NASH Batch 1;
2. Personnel from the Regional Office, Schools Division Office, and Schools who served during the Mock and Actual administration of FY 2025 NASH

In case of non-availment of overtime pay or unavailability of funds, a Compensatory Time Off (CTO) or Service Credits may be granted to DepEd personnel.