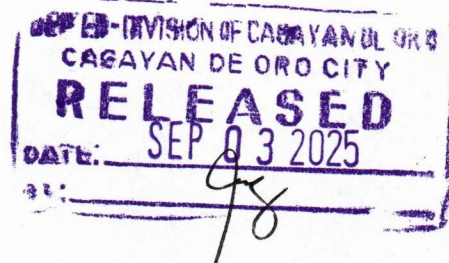




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

2 Sept 2025

DIVISION MEMORANDUM

No. 743 s.2025

NATIONAL ASSESSMENT FOR SCHOOL HEADS (NASH) – 2ND BATCH

TO: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Concerned Curriculum Implementation Division Personnel
Concerned School Governance and Operations Division Personnel
Concerned Office of the Schools Division Superintendent Personnel
Concerned Elementary and Secondary Public-School Heads and Principals
This Division

1. Pursuant to the directive of the Department of Education through the Bureau of Human Resource and Organizational Development – Human Resource Development Division (BHROD-HRDD), this Division shall facilitate the **submission of the Official List of Takers for the FY 2025 NASH – Batch 2** on or before **September 26, 2025 (Friday)**.

2. **Batch 2 Takers** include the following:

- Other Head Teachers (HTs), Assistant School Principals (ASPs), Teacher-In-Charge (TIC), and Officer-In-Charge (OIC) regardless of whether they meet the new QS for SP I;
- FY 2021 NQESH Category C takers;
- FY 2023 NQESH Category B and C takers;
- Other personnel who meet the new QS for SP I.

3. For submission purposes, individuals who are still pursuing their master's degree—whether completing their thesis or with CAR status—shall fall under this **Batch 2**.

4. The following documents must be submitted:

- ✓ Photocopy of IPCRF (last 2 consecutive periods, at least Very Satisfactory), certified by DO;
- ✓ Original Service Record, certified by SDO AO V;
- ✓ Photocopy of TOR or Diploma of relevant master's degree;



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@depd.gov.ph
Website: <https://depdcdo.net/>

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- ✓ Two (2) passport-size photos with name tag, signed at the back (taken within the last 6 months);
 - For Acting School Heads (TIC/OIC):
 - Photocopy of OPCRf;
 - Photocopy of Designation/Special Order as School Head/TIC signed by SDS.
5. One (1) soft copy of the accomplished Registration Form and complete documentary requirements shall be **uploaded in PDF format** to this link: **link.depedcdo.online/dTYwMs**
- Filename must follow this format: **[Applicant's Name].pdf**
 - Additionally, **one (1) hard copy** shall be submitted to the Division Office on or before the deadline.
6. For inquiries or clarifications, you may coordinate with the Division HRDS through SEPS Derrold Marl S. Aves and EPS II Mary Caress Tagud-Galono.
7. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
8. This Office directs immediate and wide dissemination of this Memorandum.


ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated

Reference: N o n e

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

PROMOTION
ASSESSMENT

DM068-SGOD-HRDS-MCTG / NATIONAL ASSESSMENT FOR SCHOOL HEADS (NASH) – Batch 2
September 2, 2025



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