



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

22 October 2025

DIVISION MEMORANDUM
No. 505 , s. 2025

**SUBMISSION OF APPLICATION FOR THE NATIONAL ASSESSMENT FOR
SCHOOL HEADS FOR FY 2025 – BATCH 2**

To: Assistant Schools Division Superintendent
Public Schools District Supervisors/District-In-Charge
OIC-Administrative Officer V
Elementary and Secondary School Heads
Administrative Officers and Administrative Assistants
All Others Concerned

1. In reference to DepEd Memorandum No. 069, s.2025, titled “*Administration of the National Assessment for School Heads (NASH) for Fiscal Year 2025*”, and in anticipation of the upcoming submission of list of those who are qualified to take the next batch of NASH, this office would like to inform the field of the submission of application of interested applicants to take the **NASH Batch 2** at the Human Resource Management Office through the Record Section on or before **October 27, 2025 at exactly 5:00PM.**

2. Anent this, all applicants are advised to submit the following documents for the initial evaluation:

- a. Accomplished Registration Form (*see attached document*)
- b. **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;
- c. **Original** copy of Service Record duly certified by the Administrative Officer V of the Schools Division Office;
- d. **Photocopy** of the Transcript of Records or Diploma certifying the attainment of relevant master’s degree;
- e. **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.

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



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya, 3700
Cellphone No: • +63 962 681 4945 • +63 992 035 2123
Email Address: nuevavizcaya@deped.gov.ph
Website: <https://sdonuevavizcaya.com/>

- a. **Photocopy** of Office Performance Commitment and Rating Form (OPCRF); and
 - b. **Photocopy** of Designation of Special Order as School Head or TIC/OIC of a public school duly signed by the Schools Division Superintendent.
3. It should be noted that the following prioritization parameters shall be the basis for possible inclusion in the list:
 - a. Head Teachers and Assistant Principals (regardless whether they meet the Qualification Standards for School Principal I)
 - b. FY 2021 Category C Takers
 - c. FY 2023 NQESH Cat B and C Takers
 - d. Other personnel who are qualified based on the new CSC-approved Qualification Standards
4. Late submission of application will no longer be accepted.
5. For information, guidance and compliance.


ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent
10-2025-563

