



Republic of the Philippines
Department of Education
CARAGA REGION

APRIL 30, 2026

REGIONAL MEMORANDUM
No. 0400, s. 2026

To: Schools Division Superintendents
All Others Concerned

ADDENDUM TO REGIONAL MEMORANDUM NO. 0274, S.2026: OFFICIAL LIST OF
REGIONAL TECHNICAL WORKING GROUP (RTWG) FOR THE ADMINISTRATION
OF THE NATIONAL ASSESSMENT FOR SCHOOL HEADS (NASH)
BATCH 2 FOR FY 2025

1. In reference to Regional Memorandum No.0274, s. 2026, the following addendum are issued:

a. Additional Provisions on Expenses. Item 4 is supplemented to authorize the following:

Expenses related to the activities of the RTWG—including board and lodging, transportation, per diem, meals during orientations, incidental expenses, and other operating costs—shall be charged to local funds, subject to existing government accounting and auditing rules and regulations. **In addition, expenses for T-shirts, printing, supplies and materials used during the activity, as well as meals and snacks during the mock and actual examinations of RTWGs and participants, together with honoraria and other related costs, shall be charged to the Registration Fees of Test Takers (Trust Funds).** The granting of honoraria is subject to the approval of the **Regional Director** and must strictly adhere to applicable budgeting, accounting, auditing, and procurement policies.

b. Additional Assessment Facilitators and Technical Officer: The following personnel are included in the list of Assessment Facilitator under Enclosure No. 1:

Fernando M. Calo, School Principal III, Agusan del Sur Division
Loinda A. Guerta, Division English Coordinator, Butuan City
Margeline C. Cabonce, Master Teacher II, Butuan City
John Philips F. Baynosa, Head Teacher I, Bayugan City

2. All other provisions of the aforesaid Memorandum not affected by this Memorandum remain in effect.

3. For immediate dissemination and guidance.

MARIA INES C. ASUNCION

Director IV
Regional Director

Encl.: None

Reference: DM-OUHROD-2025-3318

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

PROGRAM	TRAINING	WORKSHOP
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HRDD/aoh
02/12/2026