

e. Two passport-size photos with name tag, signed at the back (taken within the last 6 months)

For Acting School Heads:

f. Photocopy of OPCRf

g. Photocopy of Designation/Special Order as School Head/TIC signed by the SDS

The final list of test takers, duly signed and approved by the Schools Division Superintendent, shall be submitted by the SDO Human Resource Management Officer (HRMO) or authorized personnel to the DepEd Regional Office, through the Human Resource Development Division (HRDD), on or before **August 20, 2025**.

4. Validation and Disapproval Protocol

The SDO HRMO and designated evaluators shall validate all submissions based on the prioritization parameters outlined in the DM. Applications that do not meet the criteria shall be disapproved accordingly.

5. Separate Issuance of Official List

The official list of Batch 1 test takers will be released through a separate issuance by this Office.

6. Equal Opportunity Compliance

All SDOs are reminded to uphold the principles of the DepEd Caraga Equal Opportunity Principle (EOP) Policy per Regional Order No. 16, s. 2019, ensuring that no applicant is discriminated against based on sex, gender, age, civil status, religion, belief, ethnicity, or any other legally protected characteristic.

7. Attached is DM 069, s. 2025, which serves as the basis for this issuance and provides the national policy framework and guidelines for the conduct of the NASH.

8. For clarifications, please coordinate with the following HRDD Education Program Supervisors:

Ms. Analou O. Hermocilla

Mr. Jimuel A. Diva

Ms. Isidra C. Moral

via email at rneap@deped.gov.ph.

9. For immediate dissemination and strict compliance.

MARIA INES C. ASUNCION

Regional Director

Encl.: None

Reference: DepEd Memorandum 069, s. 2025

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

ASSESSMENT PROGRAMS PRINCIPALS QUALIFICATIONS

HRDD/aoh
08/15/2025



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	- Personnel who meet the amended CSC-Approved QS for Principal I, specifically: - Head Teachers - Assistant School Principals - Teachers-in-Charge
	Actual Examination	

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



[ENCLOSURE 2] DepEd Memorandum No. 69, s. 2025

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EVALUATION AND VALIDATION PROCESS OF FY NASH 25 APPLICATION

To ensure that only qualified applicants will take the National Assessment for School Heads (NASH) FY 2025, all interested applicants shall go through the evaluation and validation process below:

1. Submission of Application

- a. Candidates are required to submit their duly accomplished **Registration Form** to the **SDO Human Resource Management Office and other authorized personnel** assigned by the Schools Division Superintendent (SDS) who shall serve as the **SDO Evaluator/s**. The template for the Registration Form may be downloaded through this link: https://bit.ly/DM_FY2025NASH_Enclosures.
- b. The submission of application must be accompanied by **clear and readable** documentary requirements confirming the applicant's attainment of the newly Civil Service Commission (CSC) - approved Qualification Standards and eligibility as FY 2025 NASH Batch 1 Taker:
 - i. **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;
 - ii. **Original** copy of Service Record duly certified by the Administrative Officer V of the Schools Division Office;
 - iii. **Photocopy** of the Transcript of Records or Diploma certifying the attainment of relevant master's degree;
 - iv. **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.
- c. For applicants who are **acting as School Heads**, the following documents are also required:
 - i. **Photocopy** of Office Performance Commitment and Rating Form (OPCRF); and
 - ii. **Photocopy** of Designation or Special Order as School Head or TIC/OIC of a public school duly signed by the Schools Division Superintendent.
- d. Eligible FY 2025 NASH Batch 1 takers who meet the new CSC Qualification Standards in Item 7 of DM No. 69, s. 2025 but are **not included the initial**



[ENCLOSURE 2] DepEd Memorandum No. 69, s. 2025

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list of takers may submit the required documents for eligibility verification. The SDO Evaluator shall then add these unlisted candidates to the SDO's Validation Tool.

2. Verification of Submitted Application

- a. The SDO Evaluator shall assess the application based on the order of priority and profile of Batch 1 takers as stipulated under Item 6 of DepEd Memorandum No. 69, s. 2025 on the Administration of the NASH for Fiscal Year 2025.
- b. The SDO Evaluator shall verify the documents, particularly its completion and authenticity. They shall likewise evaluate and respond to the application, whether it is:
 - i. **APPROVED:** For issuance of Assessment Permit
 - ii. **FOR COMPLIANCE:** Notification to the applicant in cases of invalid or lacking documents for submission to the SDO; and
 - iii. **DISAPPROVED:** Disqualification of the applicant based on the criteria of eligibility for FY 2025 NASH found in **Item 7** of DepEd Memorandum No. 69, s. 2025 on the Administration of the NASH for Fiscal Year 2025.

3. Issuance of Assessment Permit

- a. Once the applicant is deemed qualified, he/she must be notified by the SDO Evaluator/s via phone and email.
- b. The SDO Evaluator(s) shall sign in the designated spaces in the validation form and Assessment Permit. Once signed, the Assessment Permit may be issued to the candidate. For **disapproved applications**, the SDO evaluator shall return the application form without the assessment permit.
- c. With reference to Section 09 of DM 69, s.2025, SDO HRMO can **replace, add and mark applicants as 'For Removal' in the final list of takers** subject to eligibility and assessment guidelines. Any increase in numbers of takers within specific SDO shall be subject to the approval of the Regional Office based on the added operational cost due to the increase of takers in the final Regional list.



[ENCLOSURE 2] DepEd Memorandum No. 69, s. 2025

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4. Reporting to Regional Office

- a. The final list of examinees shall then be reported by SDO HRMO in the respective online **Validation Tool of List of Takers** for monitoring and consolidation of the DepEd – ROs. The final list of takers signed and approved by the SDS must be submitted to the DepEd – RO through Human Resource Development Division (HRDD), alongside the physical copies of the completed **Validation Form (Regional Copy)**, which shall serve as reference for the assigned Facilitators during the administration of the assessment.

5. Issuance of Final List of Takers

- a. The DepEd - RO shall release a memorandum containing the **Master List of Qualified Examinees** signed by Regional Director. The DepEd - RO will decide on the inclusion of additional candidates, noting that such inclusion will entail budgetary requirements and that operations shall remain within the existing budget downloaded to the regions.
- b. DepEd - ROs must report the final list of takers with assessment number through the online **Validation Tool of List of Takers** deployed by the BHROD-HRDD. Also, a copy of the master list in **.PDF** must be transmitted via email to ouhrod@deped.gov.ph copy furnished bhrod.hrdd@deped.gov.ph on or before **August 22, 2025, Friday**.



REGISTRATION FORM

INSTRUCTIONS: Please fill out all required information completely and legibly.
(To be accomplished by the Candidate)

Last Name _____

Given Name _____

Middle Name _____

Name Extension _____

Date of Birth _____ Sex ☐Female ☐Male
month / day / year

Email Address _____ Mobile No. _____



The undersigned hereby confirms that all documents I submitted are true, correct, and authentic to the best of my knowledge. Any misrepresentation, falsification, or omission of facts may be grounds for disqualification, withdrawal of any granted privilege, or the filing of appropriate legal action.

Signature Over Printed Complete Name



VALIDATION FORM
- Copy for the Regional Office -

(To be accomplished by the Candidate)

Last Name _____

Given Name _____

Middle Name _____

Name Extension _____

Date of Birth _____ Sex ☐Female ☐Male
month / day / year

Email Address _____ Mobile No. _____



Schools Division Office _____ School _____

Current Position _____ Designation _____

no. of years in no. of years of Highest
Current Position _____ Teaching Experience _____ Educational Attainment _____

To be accomplished by the SDO Validator
DOCUMENTARY REQUIREMENTS
(Check based on submitted document/s.)

☐ approved IPCRF (Photocopy)
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

☐ Service Record (Original copy)
duly certified by the Administrative Officer V of the Schools Division Office

☐ Transcript of Records or Diploma (Photocopy)
certifying the attainment of relevant master's degree

☐ *Additional for Acting School Heads (TIC/OIC)
☐ OPCRf (Photocopy)

☐ Designation or Special Order as School Head or TIC/OIC of a public school (Photocopy)
duly signed by the Schools Division Superintendent

☐ APPROVED

☐ DISAPPROVED due to: _____

VERIFIED BY: _____

Signature _____ Date _____

Name _____

Position _____



ASSESSMENT PERMIT

This permit must be presented to the Assessment Facilitator together with your DepEd ID on the day of the NASH

(To be accomplished by the Candidate)

Last Name _____

Given Name _____

Middle Name _____

Name Extension _____

Date of Birth _____ Sex ☐Female ☐Male
month / day / year

After careful evaluation of the submitted documents, it is hereby certified that the candidate has met the criteria and complied with all the documentary requirements for the FY2025 National Assessment for School Heads (NASH) Batch 1.

CERTIFIED BY:

Signature _____ Date _____

Name _____

Position _____