



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

Office of the Schools Division  
Superintendent

August 18, 2025

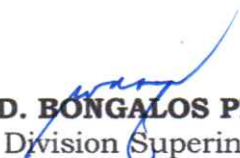
**DIVISION MEMORANDUM**

NO: 550 s. 2025

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

TO: Assistant Schools Division Superintendent  
All Public Elementary and Secondary School Heads  
All Others Concerned

1. This Office hereby disseminates DepEd Memorandum No. 069 s. RM. NO. 0770 s. 2025 titled “ **Administration of the National Assessment for School Heads, for Fiscal Year 2025**” the contents of which are self-explanatory.
2. Please see attached DepEd Memorandum No.069 s. 2025 for more details.
3. Immediate and wide dissemination of this Memorandum is desired.

  
**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent

WDB/JAAL/SGOD/MCC/ict



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Republic of the Philippines  
Department of Education


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BY  DATE: 8/12/2025

DepEd MEMORANDUM  
No. 069, s. 2025

AUG 11 2025

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8/12/25 @ 12:10 pm

**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 <sup>1</sup> , as amended (Teacher)

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

Examination		Date	Target Takers
<b>BATCH 1</b>	Mock Examination	August 31, 2025	<ul style="list-style-type: none"> <li>• Personnel who meet the amended CSC-Approved QS for Principal I, specifically:               <ul style="list-style-type: none"> <li>○ Head Teachers</li> <li>○ Assistant School Principals</li> <li>○ Teachers-in-Charge</li> </ul> </li> </ul>
	Actual Examination	September 07, 2025	

<sup>1</sup> Act Declaring the Bar and Board Examinations as Civil Service Examinations

Examination		Date	Target Takers
<b>BATCH 2</b>	Mock Examination	November 30, 2025	<ul style="list-style-type: none"> <li>• Head Teachers and Assistant School Principals (regardless of whether they meet the QS for School Principal I)</li> <li>• FY 2021 NQESH Category C takers</li> <li>• FY 2023 NQESH Category B and C takers</li> <li>• Other personnel who are qualified based on the new CSC-Approved QS</li> </ul>
	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:**

- a. 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);
- b. Individuals who meet the revised QS for the School Principal 1 position per DO No. 19, s. 2025; and
- c. 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](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. 1999<sup>2</sup>** – prohibiting government employees to engage in any private practice of profession without permit by the head of agency;
- b. **RA 6713<sup>3</sup>** – 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. 2023<sup>4</sup>** – outlining the signing authority for granting permission to practice one's profession outside official work hours.

<sup>2</sup> Additional Provisions and Amendments to CSC Memorandum Circular No. 40, s. 1998

<sup>3</sup> Code of Conduct and Ethical Standards for Public Officials and Employees in the Philippines

<sup>4</sup> 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](mailto: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

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