



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

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Office of the Schools  
Division Superintendent

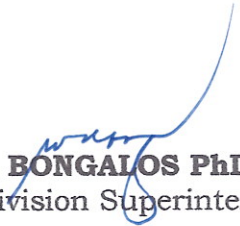
Division Memorandum  
No. 914, s. 2025

December 17, 2025

**NATIONAL ASSESSMENT FOR SCHOOL HEADS**

TO: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
All Public Elementary and Secondary Principals  
All Others Concerned

1. This Office through the Schools Governance and Operations Division disseminates the Guide for Applicants on the Online Application System (OAS) for the National Assessment for School Heads (NASH) as well as the preparatory and documentary requirements.
2. Applicants must strictly follow the online application.
3. Immediate and wide dissemination of this Memorandum is desired.

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

WDB/JAAL/SGOD/MCC/ftt



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Republic of the Philippines

**Department of Education**

INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE

# **NATIONAL ASSESSMENT FOR SCHOOL HEADS (NASH) Online Application System (OAS)**

**2025 | GUIDE FOR APPLICANTS**

## National Assessment for School Heads - Online Application System (NASH - OAS) Guide for Applicants

### I. Purpose

This guide aims to streamline and fast track the application process for prospective takers of the FY2025 National Assessment for School Heads (NASH) Batch 2.

### II. Scope


It applies to all prospective takers of NASH identified in Memorandum No. DM-OUHROD-2025-3318, titled *“Updates and Instructions on the Administration of the FY 2025 National Assessment for School Heads (NASH) - Batch 2”*.

#### NOTE:

*This User Guide provides a clear, step-by-step walkthrough for navigating the NASH -OAS. To fully appreciate the visual elements, it is recommended that you read this document on a computer or laptop screen.*

### How to navigate within this User Guide

For an easy reading experience, this User Guide uses the following format and icons to highlight important actions:

FORMAT/ICON	MEANING
<b>Bold Text</b>	Emphasizes important words or phrases.
<b>Bold + Blue Text</b>	Clickable links (e.g., websites, emails, or LMS locations).
<b>Bold + Red Text</b>	Indicates an action to be performed using a keyboard or mouse.
<div style="border: 2px solid red; padding: 5px; display: inline-block;">Parts in Red Boxes</div>	Highlights specific areas of a screenshot for attention.
<span style="color: red;">●</span> 1 <span style="color: red;">●</span> 2 <span style="color: green;">●</span> A <span style="color: green;">●</span> C	Reference numbers or letters used to label parts within an object.
Cursor Icon (  )	Shows where to click to access a link or perform an action.

## I. INTRODUCTION

Welcome to the National Assessment for School Heads - Online Application System (NASH - OAS). This User Guide provides a comprehensive manual to help you complete your application.

The **National Assessment for School Heads (NASH)**, formerly NQESH, is a requirement of the Department of Education (DepEd) for aspiring school principals. The NASH 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.

The **Online Application System (OAS)** provides a streamlined digital gateway for applicants to register, provide accurate information, and upload supporting documents. It also enables the Regional and Schools Division Human Resource Management Officers (HRMOs) to review, evaluate, validate, and track applications, ensuring a transparent and well-organized process.

## II. WHAT YOU NEED BEFORE YOU START

Before starting with the application, please ensure the following requirements are met to make navigating the OAS easier:

### A. Minimum Device Specification Requirements

- Operating System: Windows 10 (version 20H2 or later) or Windows 11 (Home or Enterprise) and macOS 10.15 (Catalina) or newer for macOS.
- Processor (CPU): Dual-core processor Intel Core i3/AMD Ryzen 3
- Memory (RAM): 4GB
- Storage: At least 500 MB free disk space
- Display: 1024x768
- Internet Connection: 5mbps upload/download

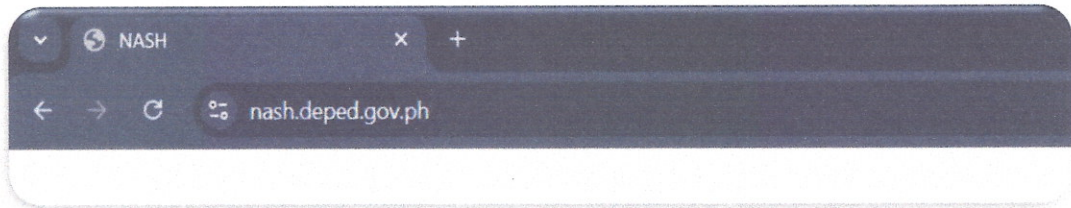
### B. Additional Requirements

- A Computer with any Pre-installed Internet Browser
- A Stable internet connection
- Your **own** official DepEd email account (active and currently being used)

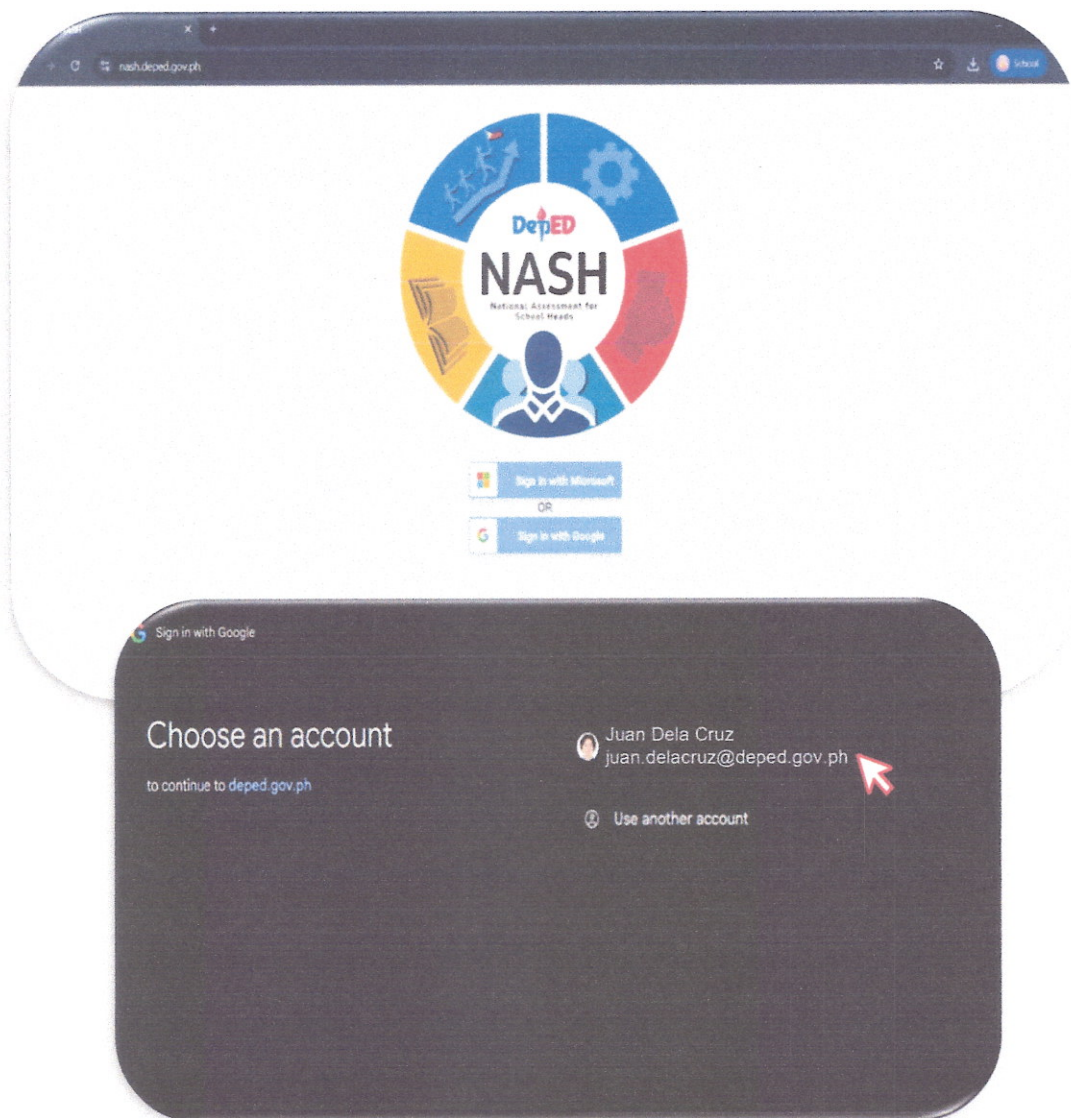
### III. REGISTRATION AND APPLICATION

#### A. Accessing the NASH-OAS for the First Time

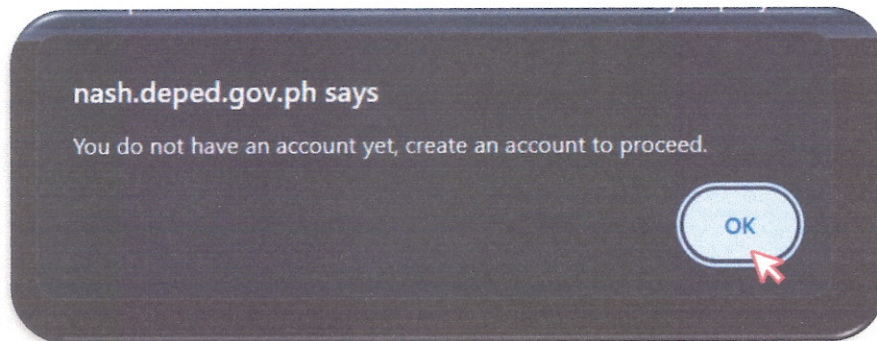
1. Open your preferred web browser (e.g., Chrome, Edge, Safari).
2. On the address bar, **type:** <https://nash.deped.gov.ph> and press the **Enter** key on your computer keyboard.



3. Upon reaching the **Landing** page, you are required to **sign in** using your own **DepEd Microsoft/Google account (preferably Google)**.



4. A **pop-up message** will appear stating: ***“You do not have an account yet, create an account to proceed”***. Click **“OK”** to proceed.



5. You will be directed to the **Privacy Notice** page. If you have read and agreed to the terms, **Click the blue underlined sentence** to move to the Create Account page.

**Privacy Notice**

This privacy notice discloses the privacy practices for the NASH Online Application System. This notice applies solely to information collected by this website.

The information collected in this site will be used to direct your application to your respective Schools Division/Regional Office.

It will also be used to process and update you on the status of your application.

It will be permanently stored in the NASH takers database.

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.

Only authorized DepEd Personnel who administer to and analyze the NASH are granted access to personally identifiable information, the exchange of which be facilitated through email and web application. The computers/servers in which we store personally identifiable information are kept in a secure environment.

You have the right to ask for a copy of any personal information DepEd holds about you, as well as the right for its correction.

If found erroneous on reasonable grounds, you may contact [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph)

[Click here to indicate that you have read and agree to the Privacy Notice.](#)

## B. Creating Your NASH-OAS Account

1. **Fill out** the necessary details for the creation of your account.

The screenshot shows a web browser window with the URL 'nash.deped.gov.ph/CreateAccount'. The page title is 'NQESH ONLINE APPLICATION SYSTEM'. There are two main sections: 'Create Account' and 'APPLICANT INFORMATION'. The 'Create Account' section has an 'Email' field with a placeholder 'example@mail.deped.gov.ph'. The 'APPLICANT INFORMATION' section has fields for 'First Name', 'Middle Name', and 'Last Name', each with a placeholder. There are also 'Login' and 'Create Account' buttons on the left side.

**⚠ REFER TO THE DETAILS PROVIDED BELOW FOR GUIDANCE:**

**Applicant Information:**

- Enter your **First Name**
- Enter your **Middle Name** (Please leave BLANK if NOT applicable).
- Enter your **Last Name**
- Enter your **Name Extension** (Please leave BLANK if NOT applicable).
- Select the year, month, and day of your **Date of Birth** from the calendar.
- Select your **Sex** from the dropdown list.
- Enter your **Mobile Number** using this format: **09XXXXXXXXXX**.
- Enter your **Landline Number** (If available; include the area code).
- Enter the **Number of Times Test Was Taken**; Input 0 if first-time taker.
  - Enter **Years Taken** (If you entered a number of 1 and above in the previous question, enter the years taken based on the table below)

YEARS TAKEN	TYPE OF EXAM	DATE CONDUCTED
2016	2016 Principals' Test	April 09, 2017
2017	2017 Principals' Test	December 17, 2017
2018	2018 Principals' Test	December 09, 2018
2021	2021 NQESH	July 31, 2022
2023	2023 NQESH	May 26 & June 02, 2024
2021 Cat-B	2021 Cat-B Evaluation & Certification	September 27-28, 2024
2025 B1	2025 NASH Batch 1	September 14, 2025

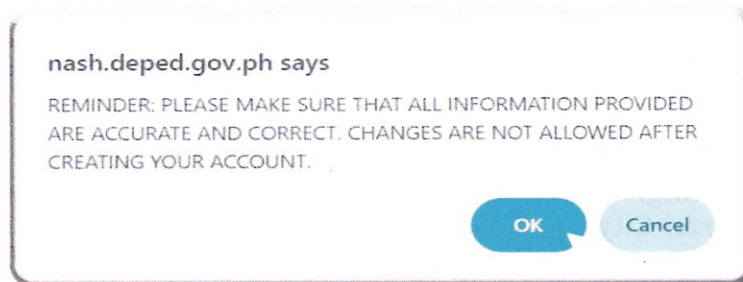
**Work Information:**

- Select your **Current Plantilla Position** from dropdown list. (If not in the list, select Other Position)
  - Enter your **Current Plantilla Position** (If you selected Other Position in the previous question, enter your Current Plantilla Position in the text box provided)
- Select your **Designation** from the dropdown list
- Select **Governance Level**; If **Central Office** is selected, type the Office Name; If **Regional Office**, select the Region and type the Office Name; If **Division Office**, select the Region, Division and type the Office Name; If **School**, select the Region, Division, and type the School Name.

2. Once all fields are filled, **click** the “**Create**” button below to proceed creating your account.

The screenshot shows a form titled "WORK INFORMATION". It contains three input fields: "\*Current Position:", "Designation:", and "\*Governance Level". The "Governance Level" field is a dropdown menu currently showing "Select Level". At the bottom left of the form is a blue "Create" button with a red mouse cursor pointing to it.

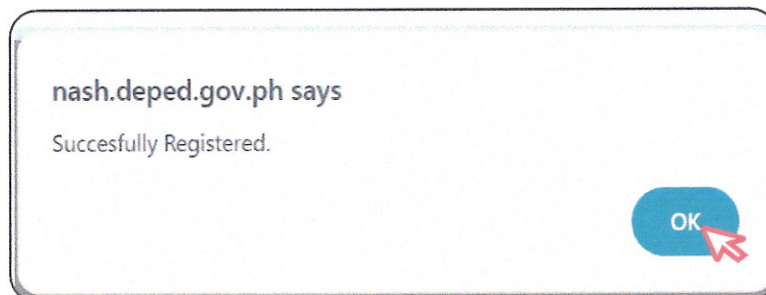
3. A **pop-up window** will appear prompting you to the details you entered. Once you have confirmed that all information is accurate, **click** “**OK**” to proceed.



**⚠ REMINDER:**

- Take your time when creating your account and review all details before submission.
- The information you provide will be used for enrollment in the **DepEd Learning Management System (LMS)**, as well as for taking the assessments and viewing your results.
- Once your account in the OAS is created, **ANY INCORRECT DETAILS CANNOT BE CHANGED**, so make sure to enter your information accurately and carefully.

4. After **successfully creating your NASH-OAS account**, a **pop-up message** will appear stating: “**Successfully Registered**”.



5. Once done, a **notification will be sent to your Official DepEd email address** as confirmation that your NASH-OAS account has been created successfully.

from: National Assessment for School Heads <noreply-nash@mail.deped.gov.ph>  
 To: Juan Dela Cruz <juan.delacruz@deped.gov.ph>  
 date: Dec 8, 2025, 8:46 AM  
 subject: National Assessment for School Heads (NASH)

Dear **JUAN DELA CRUZ**,

You have successfully created an account in the NASH Online Application System. To proceed with your application, **LOG IN to your account** using your DepEd email address and password.

Before you start with your application, please ensure that **YOU HAVE SAVED IN PDF FORMAT A CLEAR SCANNED COPY** of the following documentary requirements:

1. **Approved Results-Based Performance Management System (RPMS) Individual Performance Commitment and Rating Form (IPCRF)** with a rating of at least Very Satisfactory (VS) in the last two (2) consecutive rating periods duly certified by the authorized personnel in the SDO.
2. **Service Record** duly certified by the Administrative Officer V of the Schools Division Office.
3. **Certification(s) signed by the School Head**, indicating experience in any of the following areas: learning area coordination, subject area supervision, school management and operations, or instructional supervision
4. **Transcript of Records or Diploma** verifying completion of a relevant master's degree or a **certification from the school confirming completion of the MAEd program** for graduates of the Master of Arts in Education (MAEd) program whose Special Order (S.O.) from CHED is still pending (i.e., no S.O. number indicated on the TOR), must be secured for purposes of the NASH application.
5. **Certificate(s) of participation in training** related to any or a cumulative of the following areas acquired within the last 5 years: Curriculum, Pedagogy, School Management and Operations, and Instructional Leadership. **Certificates acquired through participation in Learning Action Cell (LAC) sessions and In-Service Training (INSET) duly signed by the Schools Division Superintendent or School Head are considered valid.**
6. **Valid and updated PRC License or Certificate of Eligibility / Rating.**
7. For applicants with prior teaching experience in a private school, a **Certificate of Employment** is required. The certificate should clearly state the position held and subject taught, the inclusive dates of service, employment status (full-time or part-time), and must bear the signature of the school head along with the official seal.
8. For applicants who are Teachers-In-Charge (TICs), Officers-In-Charge, or Head Teachers (HTs) acting as School Heads, the following documents are also required:
  - **Office Performance Commitment and Rating Form (OPCRF).**
  - **Designation or Special Order as School Head or TIC/OIC** of a public school duly signed by the Schools Division Superintendent.

To ensure the quality and acceptability of submitted documents, please be guided by the following in the document scanning:

- Use a scanner or mobile scanning application (e.g., Adobe Scan, Microsoft Lens, CamScanner);
- Scan documents at a minimum resolution of 300 DPI;
- Ensure documents are flat, well-lit, and free from shadow or glare;
- Save each document as a separate PDF file with clear filenames (e.g., IPCRF\_SY2023-2024.pdf);
- Verify that all texts are legible, complete, and not cropped or blurred.

As a precaution relative to the submission of documents, please be reminded that Civil Service Commission (CSC) clearly stipulates that **any falsification of qualifications and/or documents shall be subject to investigation on the grounds of grave dishonesty**, in accordance with its **Revised Rules on the Administrative Offense of Dishonesty** under CSC Resolution No. 2100079 dated January 27, 2021.

Thank you and stay safe.

Yours truly,

NASH National Technical Working Group

*This is an automatically generated email. Please do not reply to this message.*

*For any questions or concerns, you may call your respective Schools Division Office or Regional Office*



## C. Getting Your Documents Ready

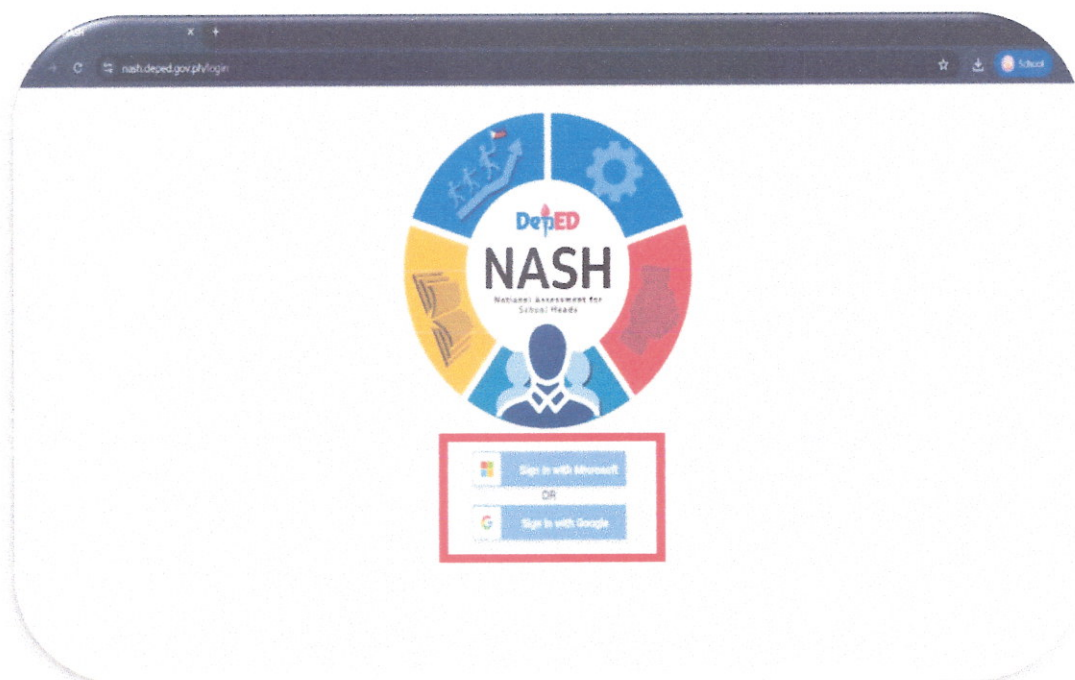
1. Secure the necessary documents indicated in the email notification (refer to Annex 1 of DM-OUHROD-2025-3318 for more details), and prepare them for scanning.
2. Scan and save the documents in **PDF format**. Ensure quality and acceptability by following these guidelines:
  - ✓ Use a scanner or mobile scanning app (e.g., Adobe Scan, Microsoft Lens, Cam Scanner).
  - ✓ Set a minimum resolution of 300 DPI for clear output.
  - ✓ Keep documents flat, well-lit, and free from shadows or glare.
  - ✓ Save each document as a separate PDF file with clear filenames (e.g., LASTNAME\_Firstname\_IPCRF.pdf).
  - ✓ Verify that all text is legible, complete, and not cropped or blurred.

### **⚠ REMINDER:**

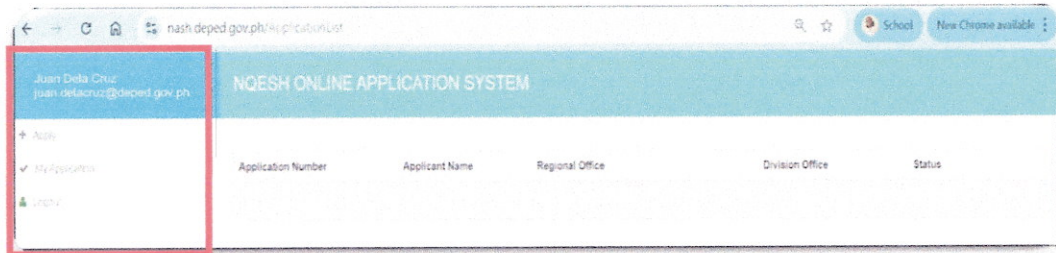
***Falsifying qualifications or submitting fake documents is a serious offense under Civil Service Commission (CSC) Resolution No. 2100079, Section 3, classified as **Serious Dishonesty**. This can lead to dismissal from service, cancellation of civil service eligibility, perpetual disqualification from public office, forfeiture of retirement benefits, and a ban on taking civil service examinations. Always ensure that all information and documents you provide are accurate and authentic.***

## D. Uploading and Submitting Your Documents

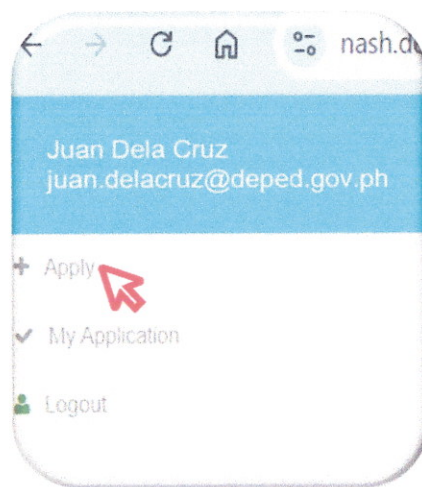
1. **Sign-in** again using your **Microsoft/Google account** (preferably Google).



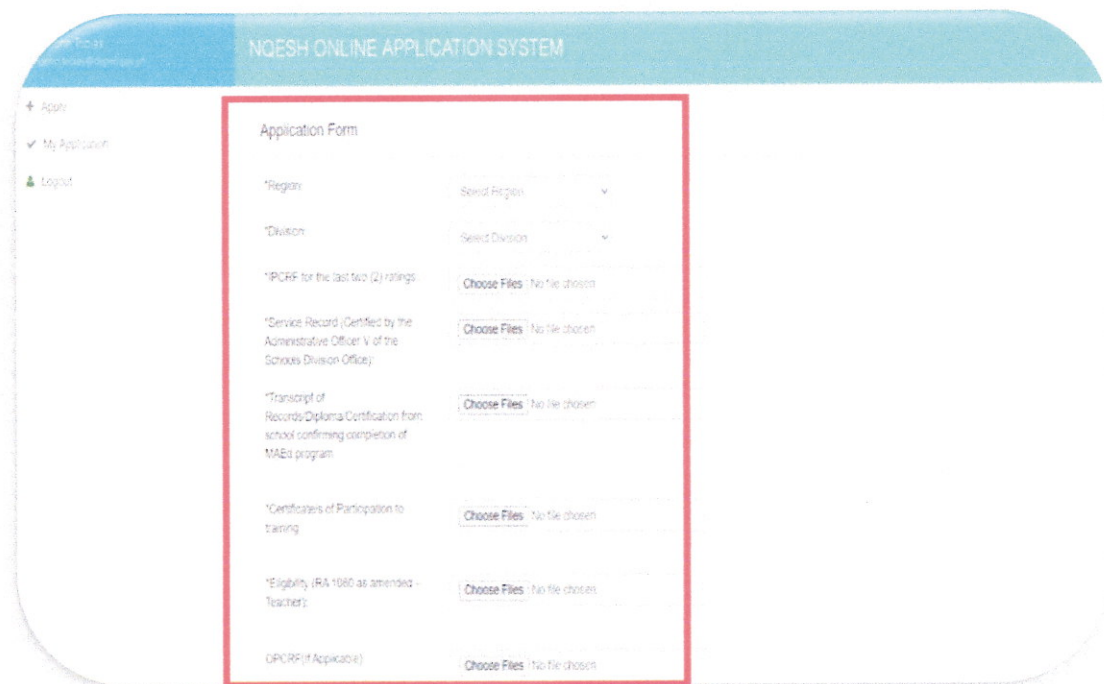
2. After **signing-in**, you will be redirected to the home page of the NASH-OAS.
3. **Navigate** to the menu on the **left side** of the home page.



4. **Click** on the “+ **Apply**” button to fill out your application.



5. **Fill in** all the **required fields** and **upload** the **necessary documents** through the NQESH-OAS.

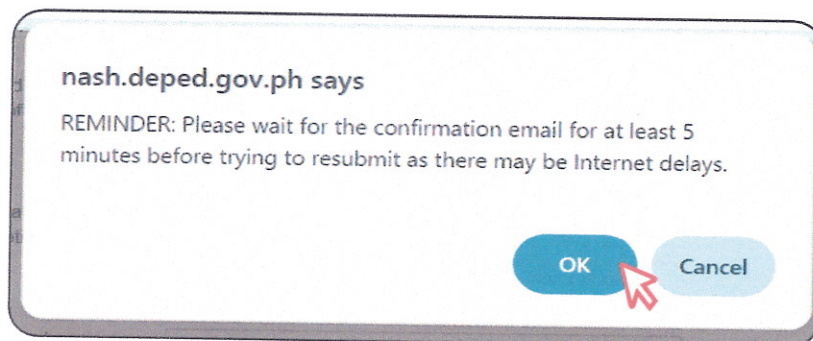


- After accomplishing all the required information. You can **submit** your application by **clicking** the “**Submit Application**” button.

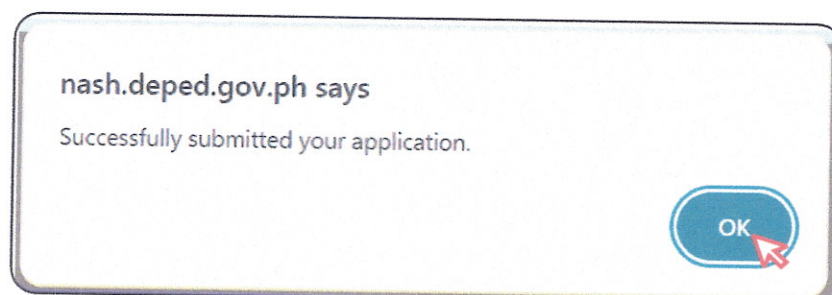
**⚠ REMINDER:**

Before submitting your application, confirm that you have selected the correct Region and Schools Division Office. Incorrect selection may result in your application being sent to the wrong office, causing delays and leading to extra processes for proper handling.”

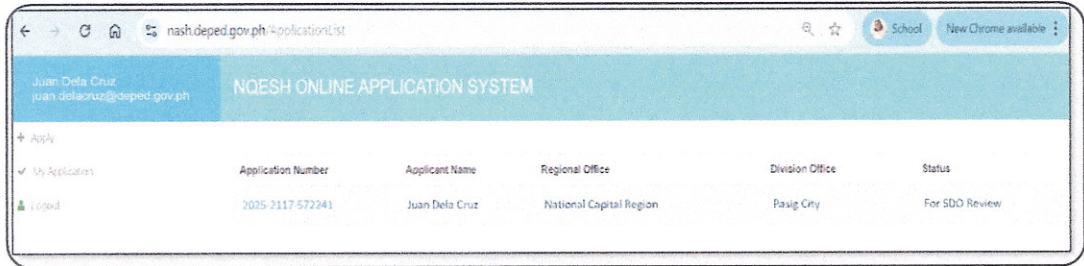
- Upon **submitting** your application, a **message** will appear reminding you to wait at least 5 minutes for the confirmation email before trying to resubmit your application. **Click** “**OK**” to proceed.



- A **pop-up message** will appear stating: “**Successfully submitted your application**”. **Click** “**OK**” to continue.



- After **submitting** your application, you will be **redirected** to the **dashboard page**, where you can **track** the status of your application.



**- End of First Part -**

### Congratulations!

You have successfully created your NASH-OAS account and submitted your documents for review. This is an important milestone toward your participation in the National Assessment for School Heads (NASH).

The second part of this guide, to be released soon, will lead you through the next steps—evaluation, validation, and issuance of your assessment permit.

The NASH-OAS is designed to make your application process smooth and efficient, ensuring you are well-prepared for the upcoming assessment.

Should you have any questions or encounter any concerns, please contact the PD-LMS support team at [support.usdlms@deped.gov.ph](mailto:support.usdlms@deped.gov.ph).

Thank you, and keep moving forward toward your goal!



**BUREAU OF HUMAN RESOURCES  
AND ORGANIZATIONAL DEVELOPMENT**





## PREPARATORY & DOCUMENTARY REQUIREMENTS

Takers of the National Assessment for School Heads Batch 2 may refer to and be guided by the following preparatory and documentary requirements:

### **I. DepEd email account**

Ensure that your **DepEd email account is active**, as it will be used for accessing the application and assessment portals. For any access issues, please coordinate with your respective Schools Division Information Technology Officer (SDITO) for technical assistance.

### **II. Familiarity with the PPSSH**

As recommended in Item no. 13 of DM No. 69, s. 2025, prospective takers are encouraged to prepare themselves for the assessment by actively participating in coaching and mentoring sessions with experienced and proficient school principals to gain valuable insights into how the competencies outlined in the **Philippine Professional Standards for School Heads (PPSSH)** are demonstrated in practice.

### **III. Documentary requirements preparations**

A. Ensure that you have **SAVED IN PDF FORMAT A CLEAR SCANNED COPY** of the following documentary requirements:

1. **Approved Results-Based Performance Management System (RPMS) Individual Performance Commitment and Rating Form (IPCRF)** with a rating of at least Very Satisfactory (VS) in the last two (2) consecutive rating periods duly certified by the authorized personnel in the SDO, as follows:
  - SY 2023-24 & SY 2024-25 for School-Based performance rating
  - FY 2023 & FY 2024 for Non School-Based performance rating
2. **Service Record** duly certified by the Administrative Officer V of the Schools Division Office (SDO).
3. **Certificate of Employment** for applicants with prior teaching experience in a private school. The certificate should clearly state the position held and subject taught, the inclusive dates of service, employment status (full-time or part-time), and must bear the signature of the school head along with the official seal.
4. **Certification(s) signed by the Schools Division Superintendent or School Head**, indicating experience in any of the following areas: *learning area coordination, subject area supervision, school management and operations, or instructional supervision*



5. **Transcript of Records or Diploma** verifying completion of a relevant master's degree or a **certification from the school** confirming completion of the MAEd program for graduates of the Master of Arts in Education (MAEd) program whose Special Order (S.O.) from CHED is still pending (i.e., no S.O. number indicated on the TOR), must be secured for purposes of the NASH application.
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  - Verify that all texts are legible, complete, and not cropped or blurred.
- C. As a precaution, please be reminded that **falsifying qualifications or submitting fake documents is a serious offense under Civil Service Commission (CSC) Resolution No. 2100079, Section 3, classified as Serious Dishonesty**. This violation can result in dismissal from service, cancellation of civil service eligibility, perpetual disqualification from public office, forfeiture of retirement benefits, and a ban on taking civil service examinations. **Always ensure that all information and documents you provide are accurate and authentic.**