



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF ESCALANTE CITY



January 6, 2026

DIVISION MEMORANDUM

No. 005, s. 2026

DIVISION CAPACITY BUILDING FOR ASPIRING SCHOOL HEADS
PROJECT SHINE- Shaping, Honing, Inspiring, Nurturing and Empowering Aspiring School Heads

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Division Education Program Supervisors
Section Heads

1. This office shall conduct a **Division Capacity Building for Aspiring School Heads** a third year implementation of **PROJECT SHINE- Shaping, Honing, Inspiring, Nurturing and Empowering Aspiring School Heads** on February 4, 13, 20, 27, March 6, and 13, 2026 at the Gabriella Hall, SDO Old Site in preparation for the administration of the **National Assessment for School Heads (NASH)** on March 29, 2026 as per Department Memorandum No. OUHROD-3318, s. 2025
2. This activity aims to provide aspiring School Heads with:
 - a. reinforcement of their understanding of current DepEd policies, programs, and priorities;
 - b. enhancement of their knowledge on the compliance with financial, administrative, and instructional standards;
 - c. deeper understanding of the content of DO 24, s. 2020 the National Adoption and Implementation of the Philippine Professional Standards for School Heads;
 - d. skills and strategies on taking multiple and other types of assessments; and
 - e. holistic preparation for the **National Assessment for School Heads (NASH)**.
3. Attached in this memorandum are the schedule of activities and the list of facilitators on the conduct of **Division Capacity Building for Aspiring School Heads** a second year of implementation of **PROJECT SHINE- Shaping, Honing, Inspiring, Nurturing and Empowering Aspiring School Heads**.
4. There shall be a registration of Php 2,500.00 to cover the expenses for meals (2 snacks and lunch) of the participants chargeable against school MOOE subject to the accounting rules and regulations.
5. Immediate dissemination of this Memorandum is desired.

PETER J. GALIMBA
OIC- Schools Division Superintendent

Reference: DM-OUHROD-2025-3318

Enclosure: as stated

Allotment:

To be indicated in the Perpetual Index under the following subjects



Barangay Hacienda Fe, Escalante City, Negros Occidental
Telephone Nos. (034) 445-9704 / 445-2686
Email Add: escalante.city001@depd.gov.ph



DepEd Tayo Escalante City depd.escalantecity.weebly.com



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF ESCALANTE CITY

ASDS/ 01-06-2026
Enclosure to the Division Memorandum No. 005, s. 2026

Activity Schedule of Project SHINE for NASH 2026

Time	Activity	Resource Person/s
DAY 1 - February 4, 2026		
9:00 – 10:00	Opening Program and Leveling of Expectations	EDERICK C. MIANO Senior Education Program Specialist
10:00 - 12:00	Mock Exam (Pretest)	MARITES C. CAPILITAN, PhD OIC- Asst. Schools Division Superintendent
LUNCH		
1:00 – 1:15	Management of Learning	ANTONIO O. REBUTADA Senior Education Program Specialist
1:15 - 2:20	The Philippine Professional Standards for School Heads (PPSSH) (Overview)	MARITES C. CAPILITAN, PhD OIC-Assistant Schools Division Superintendent
2:25 - 3:25	Domain 1: Leading Strategically DepEd’s Vision, Mission, Core Values	PETER J. GALIMBA OIC-Schools Division Superintendent
3:25 - 4:40	Domain 1: Leading Strategically School Planning and Implementation	CYRUS YONEL D. LAO Planning Officer III
DAY 2 – February 13, 2026		
8:00 – 8:10	Management of Learning	ANTONIO O. REBUTADA Senior Education Program Specialist
8:15 – 10:30	Domain 1: Leading Strategically Research and Innovation Program Design and Implementation	JAY MIKO B. LESONDRA Master Teacher I MARGARETTE JOY R. ANIG-IG TIC/ Teacher III
10:30 – 11:40	Domain 1: Leading Strategically Policy Implementation and Review	RIZALINA P. MAXILOM Principal I-Dian-ay NHS
LUNCH		
1:00 – 1:10	Management of Learning	ANTONIO O. REBUTADA Senior Education Program Specialist
1:15- 2:20	Domain 1: Leading Strategically Monitoring and Evaluation Processes and Tools	JESSAH JAY B. CATANGLAN Education Program Specialist II
2:20 – 3:30	Domain 1: Leading Strategically Learner Voice	NORIELYN Z. PAUBAYA OIC-Youth Formation and Development
3:30 - 4:40	Domain 2: Managing School Operations and Resources	NERIELAINE FAY P. LOPEZ Administrative Officer IV - Records



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF ESCALANTE CITY

	Records Management	
DAY 3 – February 20, 2026		
8:00 – 8:10	Management of Learning	ANTONIO O. REBUTADA Senior Education Program Specialist
8:20 - 9:30	Domain 2: Managing School Operations and Resources School Safety for Disaster Preparedness, Mitigation, and Resilience	GIL C. CASTRO Project Development Officer II
9:30 - 10:30	Domain 2: Managing School Operations and Resources Emerging Opportunities and Challenges	ALICIA A. OLID, EdD OIC-Chief SGOD
10:30 – 11:40	Domain 2: Managing School Operations and Resources Financial Management	LEIZZAMAR V. BAYADOG Accountant III HARRY JOHN C. JARINA Administrative Officer IV
	LUNCH	
1:00 – 1:10	Management of Learning	ANTONIO O. REBUTADA Senior Education Program Specialist
1:15 – 2:20	Domain 2: Managing School Operations and Resources School Facilities and Equipment	DESIREE L. MIANO Administrative Officer IV - Supply
2:25 - 3:30	Domain 2: Managing School Operations and Resources Management of Staff	PETER JULIUS B. PELLOTAS Administrative Officer IV - Personnel
3:30 – 4:40	Domain 3: Focusing on Teaching and Learning Contextualization and Implementation of Learning Standards	IVY JOY A. TORRES, PhD Chief Education Supervisor, CID
Day 4, February 27, 2026		
8:00 – 8:10	Management of Learning	ANTONIO O. REBUTADA Senior Education Program Specialist
8:10 - 9:30	Domain 3: Focusing on Teaching and Learning Teaching Standards and Pedagogy	MA. THERESA L. TABOTABO, PhD Chief Education Supervisor, CID
9:30 – 10:30	Domain 3: Focusing on Teaching and Learning Teacher Performance Feedback	ANJEANETTE A. CALUMPITA Principal II- Escalante ES
10:30 - 11:40	Domain 3: Focusing on Teaching and Learning Learner Achievement and Other Performance Indicators	MAE JOY M. TAN, PhD Education Supervisor Program Supervisor
	LUNCH	
1:00 – 1:10	Management of Learning	ANTONIO O. REBUTADA Senior Education Program Specialist
1:15 – 2:20	Domain 3: Focusing on Teaching and Learning Career Awareness and Opportunities	ROSALINDA G. ORBESO Teacher-in Charge Japitan NHS
2:20 - 3:30	Domain 3: Focusing on Teaching and	ANNABELLE V. RAMOS

Barangay Hacienda Fe, Escalante City, Negros Occidental
Telephone Nos. (034) 445-9704 / 445-2686
Email Add: escalante.city001@deped.gov.ph

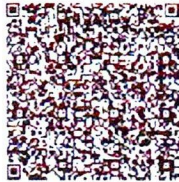
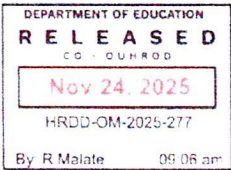


DepEd Tayo Escalante City  deped.escalantecity.weebly.com



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF ESCALANTE CITY

	Learning Learner Discipline	Master Teacher II- Escalante Central School
3:30 – 4:30	Domain 3: Focusing on Teaching and Learning Learning Assessment	PRILYN S. ALBARICO, PhD Education Program Supervisor – Math
DAY 5 – March 6, 2026		
8:00 – 8:10	Management of Learning	ANTONIO O. REBUTADA Senior Education Program Specialist
8:10 - 9:30	Domain 3: Focusing on Teaching and Learning Environment	CHONA M. PRIETOS, PhD Education Program Supervisor - SNED
9:30 – 10:30	Domain 4: Developing Self and Others Personal and Professional Development Professional Reflection and Learning Professional Networks	EDERICK C. MIANO Senior Education Program Specialist
10:30 – 11:30	Domain 4: Developing Self and Others Performance Management	WARLITO G. EBEN Education Program Specialist
	LUNCH	
1:00 – 2:30	Domain 4: Developing Self and Others Professional Development of School Personnel	SHEILA M. CARAMBACAN ASP II- Floro T. Bongco Farm School
2:30 - 3:30	Domain 4: Developing Self and Others Rewards and Recognition Mechanisms	EDERICK C. MIANO/ ANTONIO O. REBUTADA Senior Education Program Specialist
3:30 – 4:30	Domain 4: Developing Self and Others Leadership Development in Individuals and Teams	GLICERIO C. ALIGATO Principal IV- Escalante Central School
DAY 6 – March 13, 2026		
8:00 – 8:10	Management of Learning	ANTONIO O. REBUTADA Education Program Specialist
8:10 – 9:30	Domain 4: Developing Self and Others General Welfare of Human Resources	ANTHONY JESS O. ANONUEVO ASP I- Malasibog IS
9:30 – 10:30	Domain 5: Building Connections Management of Diverse Relationships	GLENN A. GABRIEL Principal II Mabini NHS
10:30 - 11:30	Domain 5: Building Connections Management of School Organizations & Inclusive Practice	JESUS V. TABELINO Principal IV -Escalante NHS
	LUNCH	
1:00 - 2:00	Domain 5: Building Connections Communication & Community Engagement	ALNE MELINDA S. CAUSAPIN Senior Education Program Specialist
1:00 – 2:00	Multiple Choice Test-taking Strategies and Test Preparations	RIZALINA P. MAXILOM Education Program Specialist II
2:00 – 3:00	Mock Exam (Posttest)	MARITES C. CAPILITAN, PhD OIC- Asst. Schools Division Superintendent
4:00 - 5:00	Ways Forward & Closing Program	PETER J. GALIMBA OIC-Schools Division Superintendent



Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

DepEd Regional Office No. 02



DOCS ID No.
112825003

Created by: Records
Date Created: 11/28/2025



MEMORANDUM
DM-OUHROD-2025-3318

**TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL HRDD CHIEFS
REGIONAL NASH COORDINATORS
REGIONAL HRMOs
ALL OTHERS CONCERNED**

FROM : WILFREDO E. CABRAL
*Undersecretary
Human Resource and Organizational
Development and Infrastructure*

E-signed by
Wilfredo Cabral
11/22/2025, 10:36:11 PM

**SUBJECT : UPDATES AND INSTRUCTIONS ON THE ADMINISTRATION OF
THE FY 2025 NATIONAL ASSESSMENT FOR SCHOOL HEADS
(NASH) - BATCH 2**

DATE : 17 November 2025

In reference to DepEd Memorandum (DM) No. 69, s. 2025, titled “Administration of the National Assessment for School Heads (NASH) for Fiscal Year 2025”, please be informed that the **administration of the FY 2025 NASH Batch 2 shall be rescheduled to March 29, 2026**. This adjustment is intended to provide Regional and Schools Division Offices with sufficient time for the evaluation of the applications and administrative preparations.

The schedule of activities prior to the conduct of the NASH are as follows:

DATE	ACTIVITY
December 08, 2025 – January 05, 2026 (5:00 PM)	Registration and Application through the Online Application System (OAS)
January 06 - 20, 2026	Evaluation and Validation of Documents
January 26, 2026 (5:00 PM)	End of Submission of requirements for those applicants tagged as RE-APPLY
January 30, 2026 (5:00 PM)	Last day of Payment of Assessment Fee
on or before February 03, 2026	Submission of Final List of Examinees by RO-HRMO to RO-HRDD
on or before February 06, 2026	Submission of the Final List of Examinees to by RO-HRDD to BHROD-HRDD
on or before February 06, 2026	Release of the Final List of Examinees and Examination Sites through a Regional Memorandum



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 86337206, (+632) 86318494
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	CO-OUHROD-F003	Rev	00
Effectivity	03.23.23	Page	1 of 3



In preparation for the actual assessment, a **mock assessment** will be conducted on March 15, 2025 to give participants the opportunity to test their devices and become familiar with the assessment platform and procedures.

In this light, an assessment fee amounting to **Php 720.00 shall be collected** to cover eligible expenses related to operations, logistical and administrative arrangements, orientations/capacity-building activities, and other requirements for the administration of FY 2025 NASH Batch 2.

The following guidelines relative to the administration of FY 2025 NASH Batch 2 may be accessed through this link: <https://tinyurl.com/NASH2Batch2Enclosure>:

- Annex 1 - Preparatory & Documentary Requirements
- Annex 2 - Online Submission, Evaluation & Validation of Documents
- Annex 3 - Technical Working Group (TWG) Composition & Responsibilities
- Annex 4 - Assessment Site Requirements
- Annex 5 - Assessment Fee & Compensation

Furthermore, it is clarified that the following NASH takers identified in Item 6 of DM No. 69, s. 2025 may participate in NASH Batch 2 regardless of whether they meet the Qualification Standards (QS) for the School Principal I:

- a. Head Teachers
- b. Assistant School Principals
- c. FY 2021 NQESH takers under category C
- d. FY 2023 NQESH takers under category B
- e. FY 2023 NQESH takers under category C

As stipulated in Item 6 of DM No. 97, s. 2025, Head Teachers and Assistant School Principals whose competency level is classified as “With Developmental Areas” may also opt to take the FY 2025 NASH – Batch 2

On the other hand, other personnel who are interested to take the Batch 2 assessment, provision of Item 5 of DM No. 69, s. 2025 shall apply and reiterating that they shall meet the new CSC-Approved QS 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. 10801, as amended (Teacher)

- Act Declaring the Bar and Board Examinations as Civil Service Examinations

This is to ensure that the application and document review follow the prescribed process.

For further inquiries, all concerned may contact the Human Resource and Development Division through:

Email Address: bhrod.hrdd@deped.gov.ph

Facebook Group: <https://www.facebook.com/DepEdBHROD>

For immediate and widest dissemination.



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 86337206, (+632) 86318494
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	CO-OUHROD-F003	Rev	00
Effectivity	03.23.23	Page	3 of 3

