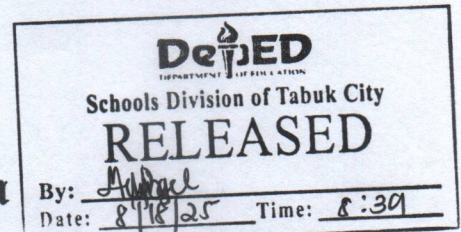




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Tabuk City**  
**Tabuk City, Kalinga**



**August 18, 2025**

**Division Memorandum**

No. 349, s. 2025

**REGISTRATION TO THE NATIONAL ASSESSMENT  
FOR SCHOOL HEADS FOR FISCAL YEAR 2025**

To: Asst. Schools Division Superintendent  
Members of the NASH Validating Team  
All Head Teachers  
All Teacher In-charge  
All Assistant Principal  
All Concerned Personnel

1. The Schools Division of Tabuk City pursuant to DepEd Memorandum No. 69, s. 2025 (Administration of the National Assessment for School Heads for Fiscal year 2025) announces the Registration of all interested personnel to the National Assessment for School Heads (NASH).

2. Head Teachers, Teacher In-charge, Assistant Principal whose names are included in Annex A are directed to submit the following documentary requirements in a properly labeled long white folder not later than 3:00 p.m. of August 19, 2025 through the Records Section:

- a. Fully accomplished Registration Form (Annex B),
- b. Photocopy of the Approved OPCRf with at least a Very Satisfactory rating for the last two (2) consecutive rating periods (SY 2023-2024 and SY 2024-2025),
- c. Photocopy of Transcript of Records or Diploma stating the graduate school degree and specialization,
- d. Original copy of Service Records duly Certified by the Administrative Officer V
- e. Photocopy of the Designation or Special Order as School Head or TIC/OIC duly signed by the Schools Division Superintendent (For Teacher In-charge Only)

3. Head Teachers, Teacher In-charge, Assistant Principal whose names are NOT included in Enclosure 1 are also encouraged to submit the aforementioned documentary requirements in a properly labeled long green folder on the date and time stipulated in this memorandum.

4. Likewise, Master Teachers who are interested to take the NASH are also encouraged to submit the following documentary requirements in a properly labeled red long folder on the date and time stipulated in this issuance:

- a. Fully accomplished Registration Form (Annex B),
- b. Photocopy of the Approved IPCRF with at least a Very Satisfactory rating for the last two (2) consecutive rating periods (SY 2023-2024 and SY 2024-2025),
- c. Photocopy of Transcript of Records or Diploma stating the graduate school degree and specialization,
- d. Original copy of Service Records duly Certified by the Administrative Officer V
- e. Photocopy of the Designation or Special Order as learning area coordinator, or subject area coordinator specifying the duties and responsibilities, with action plan for at least one (1) year.



**Address:** Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga

**Email:** tabuk.city@deped.gov.ph

**Website:** <https://www.depedtabukcity.com>



DepEd Tayo Tabuk Cit



5. The documents of all interested personnel shall be validated using the Qualification Standards stipulated in DepEd Order No. 19, s. 2025 (Amended Qualification Standards for Teachers I-III, Master teacher I-IV, and Schools Principal I-IV Positions...) as follows:

Criteria for Assessment	Qualification Standards	Means Of Verification
Education	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	Copy of the Official Transcript of Records (TOR); or Diploma showing the relevant post-graduate degree and specialization
Experience	Five (5) years teaching experience and one (1) year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision	Original copy of Service Records duly signed by the Administrative Officer V  Photocopy of Designation Order as School Head/Teacher In-charge/OIC duly signed by the Schools Division Superintendent (For TIC Only)  Photocopy of Designation as learning area coordinator, or subject area coordinator stating the duties and responsibilities with Action Plan and Accomplishment Report (For MTs Only)
Performance	At least Very Satisfactory rating in two (2) consecutive rating periods	Approved OPCRf or IPCRF whichever is applicable

6. The Human Resource Merit, Promotion, and Selection Board (HRMPSB) shall serve as the validator of the submitted documents.

7. Individuals who failed to submit the complete and fully accomplished documentary requirements on the set deadline indicated in this memorandum shall not be included in the pool of official applicants. No additional documents shall be accepted after the set deadline.

8. For queries and clarifications, please send to HRMPSB email at [hmpsbstabuscity@gmail.com](mailto:hmpsbstabuscity@gmail.com)

9. Immediate dissemination of and compliance to this memorandum is desired.


**BENEDICTA B. GAMATERO PhD, CESO V**  
Schools Division Superintendent

For the authority of the  
Schools Division Superintendent

  
**JAN NOVEL E. PEÑA**  
Asst. Schools Division Superintendent



**Address:** Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga  
**Email:** [tabuk.city@deped.gov.ph](mailto:tabuk.city@deped.gov.ph)  
**Website:** <https://www.depedtabukcity.com>

 DepEd Tayo Tabuk City



## ANNEX A

Name of Personnel	Designation
1. Rodriguez, Jerry Maggay	Head Teacher I
2. Cabanes, Rowena Galamgam	Head Teacher III
3. Donggayao, Cresilda Banan	Teacher III
4. Gamon, Susette Gamongan	Head Teacher I
5. Cabannag, Prudencio Pinading	Head Teacher III
6. Delgado, Edgar Flores	Head Teacher III
7. Alison, Cherilyn Bannoya	Head Teacher VI
8. Blaza, Elizalde Soriano	Head Teacher I
9. Banatao, Romeo Balocnit	Head Teacher III
10. Bongalon, Evelyn Catapang	Head Teacher II
11. Aduca, Jayson Barlolong	Head Teacher III
12. Pasingan, Annabelle Cangyas	Teacher III
13. Kissob, Linda Wigan	Head Teacher I
14. Simangan, Ricky Dalere	Teacher III
15. Quanso, Jose Rimando	Head Teacher III
16. Gallardo, Judy Songgadan	Head Teacher III
17. Clemencia, Nelyn Bangsoy	Head Teacher I
18. Dangatag, Jodylyn Laigo	Head Teacher I
19. Gollingoy, Sylvia Dalauidao	Teacher III
20. Longan, Yolanda Wingnga	Head Teacher III
21. Alatan, Trifona Gulingan	Head Teacher I
22. Cabanes, Ernesto Jr. Addamag	Head Teacher III
23. Layugan, Melchor Guyao	Head Teacher VI
24. Balunggay, Lewis Johnson Walding	Head Teacher II
25. Gumabol, Maryjane Guyao	Teacher III
26. Baculi, Jocelyn Basungit	Head Teacher I
27. Gonayon, Rafael Salocan	Teacher III
28. Adop, Melba Dela Peña	Teacher III
29. Gunaban, Everlyn Cabudol	Head Teacher I
30. Ismael, Annette Bag-ay	Head Teacher VI
31. Abannag, Rey Balnawe	Head Teacher I
32. Assayco, Grace Babate	Head Teacher VI
33. Bangayan, Gemmalyn Dacio	Head Teacher III
34. Buslig, Petronila Guerzo	Head Teacher VI
35. Dawagan, Efrenia Ao-wing	Head Teacher III
36. Galinggan, Raymar Manarpaac	Head Teacher I
37. Lambayong, Evangeline Manaing	Head Teacher III
38. Licudine, Bobby Sallidao	Head Teacher III
39. Malamnao, Mark Ban-o	Head Teacher III
40. Odan, Isabel Catriz	Head Teacher III
41. Odan, Sirikit Belgica	Head Teacher VI
42. Salida, Anabelle Dulliyao	Head Teacher III
43. Sarmiento, Zaldy Verano	Head Teacher VII
44. Pattiyao, Sonia Basbasan	Head Teacher III
45. Valdez, Edgar Espita	Head Teacher VI





## 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. \_\_\_\_\_

Attach your most recent passport-size ID photo here

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. \_\_\_\_\_

Attach your most recent passport-size ID photo here

Schools Division Office \_\_\_\_\_ School \_\_\_\_\_  
Current Position \_\_\_\_\_ Designation \_\_\_\_\_  
no. of years in Current Position \_\_\_\_\_ no. of years of Teaching Experience \_\_\_\_\_ Highest 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)**
- ☐ OPCR (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 \_\_\_\_\_



**Address:** Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga  
**Email:** tabuk.city@deped.gov.ph  
**Website:** <https://www.depedtabukcity.com>

DepEd Tayo Tabuk City