



Republic of the Philippines  
Department of Education  
REGION III  
SCHOOLS DIVISION OF BULACAN

December 23, 2025

DIVISION MEMORANDUM  
No. 611 s. 2025

**QUALIFICATION OF NATIONAL ASSESSMENT FOR SCHOOL HEADS (NASH)  
PASSEES FOR RECLASSIFICATION UNDER THE EXPANDED CAREER  
PROGRESSION (ECP)**

To: Assistant Schools Division Superintendent  
Division Chiefs  
Public Schools District Supervisors  
Education Program Supervisors  
HRMPSB Members  
Secondary/Elementary Principals/OICs  
All NASH Passers  
All Others Concerned

1. This is to inform all NASH passers that, having met the required competencies and standards are qualified for reclassification under the Expanded Career Progression (ECP), subject to existing rules and guidelines.
2. In line with this, all qualified NASH passers shall undergo the ranking process to determine eligibility and placement for reclassification.
3. The qualification standards for the position based on DO 19.s.2025 and DO 34.s.2025 are as follows:

POSITION	SG	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
School Principal I	19	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	RA 1080, as amended (Teacher)



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4. The evaluation of documents shall be based on DepEd Order No.7.s.2023.
5. All concerned are advised to prepare and submit the following documentary requirements to the Records Unit on or before January 14, 2026 and monitor official announcements from this Office for further instructions. No additional documents shall be accepted after the set deadline.
  - a. Letter of intent addressed to the SDS containing the following information:
    - i. Statement of Purpose/Expression of interest;
    - ii. Position applied for;
  - b. Duly accomplished PDS (*CS Form 212, Revised 2025*) with Work Experience Sheet;
  - c. Photocopy of valid and updated PRC License/ID;
  - d. Certificate of Competency Level issued by Authorized body (*if applicable*);<sup>22</sup>
  - e. Photocopy of scholastic/academic record (i.e., Special Orders, Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available);
  - f. Photocopy of duly signed Service Record;
  - g. Photocopy of certificate/s of completion of National Educators Academy of the Philippines (NEAP)-accredited professional development programs/ courses, or certificates of training issued by NEAP-accredited public and private institutions or Photocopy of certificate/s of relevant specialized trainings or professional development programs, if any;
  - h. Certificate of Rating (COR) in the School Head Assessment (*National Qualifying Examination for School Heads (NQESH) or Principal's Test or other school head assessment as may be administered by DepEd*);
  - i. Photocopy of latest appointment;
  - j. Photocopy of the Performance Rating with **at least Very Satisfactory** rating in the last rating period covering one (1) complete performance rating period in the current position prior to the deadline of submission;
  - k. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (*Data Privacy Act of 2012*), using the attached form (*Annex C-2*); and
  - l. Other documents as may be required by the HRMPSB for the Comparative Assessment, including but not limited to:
    - i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, Application of Learning and Development reckoned from the date of last issuance of appointment



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6. SDO Bulacan provides equal employment opportunity to all qualified applicants for the position who meet the Qualification Standards (QS) regardless of their gender, age, civil status, disability religion, ethnicity or political affiliations
7. Expenses incurred in this activity shall be charged against Division MOOE subject to the usual budgeting and auditing procedures.
8. Wide dissemination of this Memorandum is highly desired.

  
**CECILIA E. VALDERAMA, PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent



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Enclosure to the Division Memorandum No. s. 2025

Schedule of Activities

Date	Activity	Personnel In-Charge
January 14, 2026	Submission of documents listed in Item No. 5 to the Records Unit	Applicants
January 19, 2026	Initial Evaluation of documents based on DepEd Order No. 7, s. 2023, 19.s.2025 and 24.s.2025	HRMPSB
January 21, 2026	Emailing of qualified applicants	HRMPSB Secretariat
January 22, 2026	Assessment of documents based on DepEd Order Nos. 7, s. 2023, 19.s.2025 and 24.s.2025	HRMPSB
January 26, 2026	Submission of CAREeR to the SDS	HRMPSB Secretariat