



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

April 13, 2026

DIVISION MEMORANDUM

No. 71, s. 2026

**SCHOOLS DIVISION OF BULACAN NASH BATCH 2
VOLUNTEER TECHNICAL WORKING GROUP**

To : Asst. Schools Division Superintendents
Public Schools District Supervisors
Elementary and Secondary School Heads
All others concerned

1. In line with Reproduction No. 019, s. 2026 titled, Rescheduling of the FY 2025 National Assessment for School Heads (NASH) – Batch 2 And Announcement of Final Testing Venues this Office announces the 15 SDO Bulacan NASH Batch 2 Volunteer Technical Working Group.
2. After careful evaluation and assessment of the submitted letter of intent with specified qualifications, here is the list of the **15 SDO Bulacan NASH Batch 2 Volunteer Technical Working Group**.

	NAME	POSITION	SCHOOL
1.	ROMANO T. LOPEZ	Master Teacher I	ALEXIS G. SANTOS NATIONAL HIGH SCHOOL
2.	JOHN NILCON M. ABOLENCIA	Teacher III	PARADA NATIONAL HIGH SCHOOL
3.	MICHELLE T. DELA CRUZ	Teacher III	KAPITANGAN NATIONAL HIGH SCHOOL
4.	MARK JOSEPH B. MONDA	Teacher II	KAMBUBUYUGAN ELEMENTARY SCHOOL
5.	SALLY DV. ABOLENCIA	Teacher III	PARADA NATIONAL HIGH SCHOOL
6.	VANESSA S. SEBASTIAN	Teacher III	STA. LUCIA NATIONAL HIGH SCHOOL
7.	RAYMOND P. PAJOTAGANA	Teacher I	STA. ROSA ELEMENTARY SCHOOL
8.	JONALD GRACE C. ZAFRA	Teacher II	CARLOS F. GONZALES HIGH SCHOOL
9.	GARRY M. GERONIMO	Teacher I	CALUMPIT NATIONAL HIGH SCHOOL
10.	DENNIS C. MATEO	Master Teacher I	RAMONA TRILLANA HIGH SCHOOL



Address: Provincial Capitol Compound, Brgy. Guinhawa,
City of Malolos, Bulacan

Website: <https://bulacandeped.com.ph>

Email: bulacan@deped.gov.ph



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

11.	REBETH B. IGNACIO	Teacher III	ENGR. VIRGILIO V. DIONISIO MHS
12.	MICAH JOY B. MIA	Teacher I	STA. MONICA NATIONAL HIGH SCHOOL
13.	CHRISTOPHER REY C. SAN JOSE	Teacher II	CARLOS F. GONZALES HIGH SCHOOL
14.	EMANUEL G. JACINTO	Teacher I	ASSEMBLYWOMAN FELICITA G. BERNARDINO MEMORIAL TRADE SCHOOL
15.	MAILA K. ROSALES	Teacher III	SULOK ELEMENTARY SCHOOL
16.	CECILIA E. VALDERAMA, PhD, CESO VI	Schools Division Superintendent	SDO Bulacan
17.	MARIA CELINA L. VEGA, CESO VI	ASDS	SDO Bulacan
18.	JAIME T. TUGADE, PhD, CESE, RGC	ASDS	SDO Bulacan
19.	REINELDA M. BLANCO, PhD	SGOD Chief	SDO Bulacan
20.	CECILIA S. CUSTODIO, PhD	CID Chief	SDO Bulacan
21.	JAY-ARR C. TAYAO, DBA, EdD	DEPSvr-SGOD	SDO Bulacan
22.	VICTORIA O. MADRIGAL	AO V	SDO Bulacan
23.	LORADEL B. PASCO	AO IV	SDO Bulacan
24.	MARCO PAOLO M. VICTORIANO	ITO 1	SDO Bulacan
25.	MARK JOVEN RAMOS	EPS II, SMME	SDO Bulacan
26.	MA. LOURDES J. PATAG	SEPS, SMME	SDO Bulacan
27.	CHRISTIAN PAUL DE GUZMAN	SEPS, HRDM	SDO Bulacan

3. Schedule of NASH Batch 2 activities.

Activity	Schedule	Participants	Venue
Orientation Preparation of Assessment Rooms	May 9, 2026 Time: TBA	Assessment Personnel SDO Bulacan NASH Batch 2 TWG	Bulacan State University, Guinhawa, City of Malolos, Bulacan
Mock Assessment	May 10, 2026 Time: 6:00 AM – 3:00 PM	Assessment Personnel SDO Bulacan NASH Batch 2 TWG All Examinees	Bulacan State University, Guinhawa, City of Malolos, Bulacan
Orientation Preparation of Assessment Rooms	May 16, 2026 Time: TBA	Assessment Personnel SDO Bulacan NASH Batch 2 TWG	Bulacan State University, Guinhawa, City of Malolos, Bulacan
Actual Assessment	May 17, 2026 Time: 6:00 AM – 3:00 PM	Assessment Personnel SDO Bulacan NASH Batch 2 TWG All Examinees	Bulacan State University, Guinhawa, City of Malolos, Bulacan

4. All **15 SDO Bulacan NASH Batch 2 Volunteer Technical Working Group** are required to bring 1 DCP laptop with Safe Exam Browser (SEB) installed, extension cords, and pocket Wi-Fi (if available).



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

5. Please see attached Enclosure 1, ANNEX 3 of DM-OUHROD-2025-3318 titled, *Technical Working Group Composition and Responsibilities*.
6. Expenses to be incurred in the conduct of this activity such as meals are charged against the Schools Division of Bulacan MOOE, while transportation allowance and other incidental shall be taken from the local school funds subject to usual auditing and accounting rules and regulations.
7. Teacher-participants attending the said activity shall be granted service credits, while non-teaching personnel shall be entitled to Compensatory Time Off (CTO), pursuant to DepEd Order No. 53, s. 2023 (Guidelines on the Grant of Vacation Service Credits for Teachers) and CSC-DBM Joint Circular No. 2, s. 2004 (Non-Monetary Remuneration for Overtime Services).
8. For further inquiries and concerns, kindly contact Mr. Marco Paolo M. Victoriano, Information Technology Officer I, through ictsbulacan@deped.gov.ph.
9. This Memorandum serves as travel authority of the participants.
10. Wide dissemination of this Memorandum is desired.


CECILIA E. VALDERAMA, PhD, CESO VI
Schools Division Superintendent



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

Enclosure 1: ANNEX 3] DM-OUHROD-2025-3318



DepED

FY 2025

NATIONAL ASSESSMENT FOR SCHOOL HEADS

[ANNEX 3] DM-OUHROD-2025-3318

Page 1 of 5

TECHNICAL WORKING GROUP (TWG) COMPOSITION AND RESPONSIBILITIES

I. National Technical Working Group (NTWG)

A. The NTWG shall be comprised of the following:

1. The Chair of the NTWG shall be the Undersecretary for Human Resource and Organizational Development;
2. The Vice-Chair shall be the Director-in-Charge of the Bureau of Human Resource and Organizational Development (BHROD);
3. The National Program Manager (NPM) shall be the Project Development Officer V of the BHROD-Human Resource Development Division (BHROD-HRDD);
4. The National NASH coordinator/s shall be the designated Project Development Officer/s from the BHROD-HRDD;
5. The focal office for the administration shall be the BHROD - Human Resource Development Division (BHROD-HRDD);
6. The focal office for the Technical Support shall be the Information and Communication Technology Services (ICTS);
7. The focal office for the DepEd Learning Management System (LMS) shall be the Bureau of Learning Delivery (BLD);
8. The members shall include the Division Chiefs of ICTS (User Acceptance Division, Technology & Infrastructure Division, and Solutions Development Division), support team from the BHROD-HRDD, technical support team from the ICTS, Senior Education Program Specialist/s from the BLD.

B. The BHROD-HRDD shall:

1. provide the overall supervision of the administration of NASH;
2. ensure that the issued policy and guidelines containing the assessment objectives, standards, structures, procedures, and schedule are adhered to accordingly;
3. establish the necessary systems and processes that will warrant efficient, effective, and timely administration of the FY2025 NASH;
4. oversee preparation for the administration, including the development and review of assessment items, validation process, and online assessment platform;
5. disseminate information and facilitate the conduct of the Central, Regional, and Schools Division orientations for all personnel involved in the preparation and administration of the assessment;



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



DepED

FY 2025

NATIONAL ASSESSMENT FOR SCHOOL HEADS

[ANNEX 3] DM-OUHROD-2025-3318

Page 2 of 5

6. conduct a post-evaluation activity in aid of the future conduct of the NASH;
7. ensure integrity and confidentiality of the FY2025 NASH;
8. perform other tasks as may be assigned towards the successful administration of the FY2025 NASH.

C. The ICTS shall:

1. prepare and distribute easy-to-follow user guides that explain the entire online application and assessment process, and assist field technical personnel in resolving issues related to the DepEd Online Application System (OAS) and the DepEd Learning Management System (LMS);
2. provide real-time support at national, regional, and division levels, and use a ticketing system to log and resolve incidents;
3. ensure server capacity, and smooth content access before and during the assessment;
4. review reported breaches or irregularities in the DepEd OAS & LMS, recommend appropriate actions, and notify concerned parties, ensuring adherence to data protection policies;
5. ensure system security to maintain integrity and confidentiality of the National Assessment for School Heads (NASH);
6. perform other tasks as may be assigned towards the successful administration of the NASH.

D. The BLD shall:

1. provide the overall supervision of the DepEd LMS;
2. coordinate with BHROD-HRDD to ensure assessment materials are correctly uploaded, organized, and accessible on the DepEd LMS;
3. manage the enrollment of the validated user accounts in coordination with BHROD, ensuring proper roles and permissions are assigned.
4. oversee LMS operations during mock and actual assessments, addressing content-related concerns and coordinating with ICTS for technical issues.
5. gather and compile feedback from regions and divisions, record LMS performance, and propose enhancements for future assessments in coordination with ICTS-USD;
6. ensure DepEd LMS security to maintain system integrity and confidentiality of the FY2025 NASH;
7. perform other tasks as may be assigned towards the successful administration of the FY2025 NASH.



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



DepED

FY 2025

NATIONAL ASSESSMENT FOR SCHOOL HEADS

[ANNEX 3] DM-OUHROD-2025-3318

Page 3 of 5

II. Regional Technical Working Group (RTWG)

A. The RTWG shall be comprised of the following:

1. The Chair of the RTWG shall be the Regional Director;
2. The Vice-Chair shall be the Assistant Regional Director;
3. The Regional Program Manager (RPM) shall be the Chief Education Supervisor of the Human Resource Development Division (CES-HRDD);
4. The Regional NASH coordinator shall be the designated Education Program Supervisor (EPS) from the Regional HRDD;
5. The Regional IT Lead Manager shall be the Regional Information Technology Officer (RITO);
6. The focal office shall be the Regional HRDD;
7. The members shall include the Chief Administrative Officer of the Administrative Services Division (CAO - ASD), Chief Administrative Officer of the Finance Division (CAO - FD), and other personnel identified by the RTWG Chair;

B. The RTWG Chair shall:

1. provide overall directions and supervision of the FY2025 NASH administration in the region, in accordance with the national policies and guidelines;
2. ensure that the issued policy and guidelines containing the assessment objectives, standards, structures, procedures, and schedule are adhered to accordingly.

C. The RTWG Vice-Chair shall:

1. provide assistance to the RTWG chair in the supervision of the FY2025 NASH administration in the region to ensure that the issued that the issued policy and guidelines containing the assessment objectives, standards, structures, procedures, and schedule are adhered to accordingly;
2. assume the function of the RTWG chair in the absence of the Regional Director.

D. The Regional Project Manager (RPM) shall lead in the:

1. coordination with the NTWG and preparatory work relative to the administration of FY2025 NASH (i.e. preparation and submission of the final list of examinees);
2. dissemination of relevant information relative to the preparation for the mock, actual and post assessment;



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



DepED

FY 2025

NATIONAL ASSESSMENT FOR SCHOOL HEADS

[ANNEX 3] DM-OUHROD-2025-3318

Page 4 of 5

3. conduct of regional training/orientation on the FY2025 NASH for the region and SDO personnel involved in administration;
 4. management of the assessment sites (identification and recommendation of assessment sites, consolidation of incident reports per assessment site);
 5. monitoring of the conduct of the Mock Assessment and Actual administration of FY2025 NASH;
 6. post assessment report requirements (i.e regional capability building completion, site assessment and liquidation report)
- E. The Regional NASH coordinator shall provide support to the RPM, as needed.
- F. The Regional IT Lead Manager shall:
1. assist the RPM in the identification and recommendation of assessment sites;
 2. provide the necessary technical assistance for DepEd Online Application System (OAS) & the Learning Management System (LMS);
 3. identify, recommend, and supervise Technical Supervisors and Officers assigned to assessment sites;
- G. The CAO of the Finance Division shall ensure that:
1. all funds for the purpose are utilized in accordance with the existing budgeting, accounting, auditing, and procurement rules and regulations;
 2. the necessary financial documents are prepared, submitted to the proper authority, and a copy are securely stored;
- H. The CAO of the Administrative Division shall:
1. lead the online validation of documents of applicants;
 2. ensure that payment for eligible expenses is disbursed/reimbursed on time, in accordance with the existing budgeting, accounting, auditing, and procurement rules and regulations;
 3. ensure that the request for overtime and/or Compensatory Time Off (CTO) are processed on time.
- I. The RO HRMO and other personnel authorized by the RTWG Chair shall serve as the RO Validator/s.
- J. The RTWG shall perform other tasks assigned to aid the successful conduct of the FY 2025 NASH.



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



DepED

FY 2025

NATIONAL ASSESSMENT FOR SCHOOL HEADS

[ANNEX 3] DM-OUHROD-2025-3318

Page 5 of 5

III. Schools Division Technical Working Group (SDTWG)

A. The SDTWG shall be comprised of the following:

1. The Chair shall be the Schools Division Superintendent (SDS);
2. The Vice-Chair shall be the Assistant Schools Division Superintendent (ASDS);
3. The Schools Division NASH Coordinator shall be the Chief Education Supervisor of the School Governance and Operations Division (SGOD);
4. The Focal Office shall be the SGOD.
5. The members shall include the Administrative Officer V, SDO Information Technology Officer (ITO), Senior Education Program Specialist/Education Program specialist II in the HRDS & SMME, Human Resource Management Officer (HRMO) and other personnel identified by the Chair of the SDTWG.

B. The SDTWG shall oversee the overall direction, administration, and supervision of the FY 2025 NASH in the division, in accordance with the national policies and guidelines and regional issuances.

C. The SDTWG Chair shall be the official and authorized signatory of all division issuances and documents related to the conduct of the FY2025 NASH. The SDTWG Vice-Chair shall assume the function of the SDTWG Chair in the latter's absence. If the SDO has more than one ASDS, the SDS shall designate one of the ASDSs to be the SDTWG Vice-Chair.

D. The Schools Division NASH Coordinator shall coordinate with the RTWG regarding the directions, preparation, and administration of the assessment.

E. The SDTWG shall be in-charge of the information dissemination to all examinees.

F. The SDO ITO shall provide the necessary technical support.

G. The SDO HRMO and other personnel authorized by the SDTWG Chair shall serve as the SDO Evaluator/s.

H. The SDTWG shall assist the RTWG and perform other tasks assigned to aid the successful conduct of the FY2025 NASH.