61

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

October 26, 2026

DIVISION MEMORANDUM
No. 49 s. 2026

CALL FOR APPLICATION FOR ASSISTANT SCHOOL HEAD DESIGNATE

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
Education Program Supervisors
HRMPSB Members
Secondary/Elementary Principals/OICs
Nash Batch 2 passers
All Others Concerned

1. In line with the Department of Education's continuing commitment to strengthening school leadership and promoting effective school management, the Schools Division Office of Bulacan announces the Call for Applications for Assistant School Head Designate among qualified personnel who have passed the National Assessment for School Heads (NASH-4 domains and 3 domains) and/or the National Qualifying Examination for School Heads (NQESH) and who have not yet been assigned to a school.

2. The designation aims to provide additional leadership support to public schools with an enrollment of more than 1,000 learners, subject to the needs of the Schools Division and applicable DepEd policies and guidelines.

3. Interested applicants must be bona fide DepEd Bulacan employees, NASH/NQESH passers without school assignment, and must submit the following documentary requirements:

    a. Letter of Intent addressed to the Schools Division Superintendent;
    b. Updated Personal Data Sheet (PDS) with supporting documents;
    c. NASH/NQUESH official rating (Certificate)
    d. Updated service record;
    e. Documents supporting educational qualifications and relevant training; and
    f. Latest available performance rating

4. Applicants shall be evaluated based on education, training, experience, performance, and NASH/NQESH rating, as supported by their submitted documents. No interview or written examination shall be conducted.

5. The following Qualification Standards shall be used in the evaluation:

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 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 a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	RA 1080, as amended (Teacher) *(NASH-4 AND 3 DOMAINS/ NQUESH PASSER)*

6. The designation shall not constitute an appointment or promotion to a higher plantilla position and shall not entitle the designee to additional compensation, honorarium, or other remuneration by reason of the designation.

7. Applications shall be submitted to the Personnel Unit, Schools Division Office of Bulacan, on or before November 5, 2026. The final selection and designation shall be subject to the approval of the Schools Division Superintendent and applicable DepEd policies and guidelines. Submission of an application does not guarantee designation.

8. Public Schools District Supervisors and school heads are directed to disseminate this Memorandum to all concerned personnel.

9. For information, guidance, and compliance.

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

HRMO/lbp