



Republic of the Philippines  
**Department of Education**  
 SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

**MEMORANDUM**

SGOD-2026-054

TO: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Public Schools District Supervisors  
 School Head, Marinduque National High School  
 NASH Batch 2 Test Takers  
 All Others Concerned

FROM: **LYNN G. MENDOZA, EdD**  
 OIC, Schools Division Superintendent

SUBJECT: **ADMINISTRATION OF THE FY 2025 NATIONAL ASSESSMENT FOR SCHOOL HEADS (NASH) BATCH 2**

DATE: March 16, 2026

1. Pursuant to Memorandum HRDD-2026-031 from the Office of the Regional Director, Dr. Nicolas T. Capulong, CESO III dated March 3, 2026 titled "*Final List of Qualified Examinees and Task Force Assignment for the Administration of FY 2025 National Assessment for School Heads (NASH) Batch 2,*" this Office announces the **Administration of the FY 2025 National Assessment for School Heads (NASH) Batch 2** with the following activity details:

TYPE OF EXAM	DATE	NUMBER OF EXAMINEES	EXAMINATION SITE
Mock Test	March 22, 2026	80 (5 Examination Rooms)	Marinduque National High School, Isok I, Boac, Marinduque
Actual Test	March 29, 2026		

2. In view of the increase in the number of qualified NASH Batch 2 examinees, the deployment of the NASH Task Force has been adjusted accordingly. The examination site task force for SDO Marinduque is reflected in the table below:

ROLE	NAME	OFFICE
CO Monitor	Arvin Doloque	CO-BLSS
RO Monitor	Mark Anthony Leido	RO-QAD
Assessment Supervisor	Robert B. Trajano	RO-HRDD
Assessment Facilitator (AF) 1	Dr. Ma. Shiela S. Saet	SDO-CID
AF 2	Dr. Nestor T. Rualo	SDO-CID
AF 3	Dr. Jennifer E. Monte	SDO-CID



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AF 4	Constancia R. Vasco	SDO-CID
AF 5	Dr. Ma. Corazon A. Borja	SDO-CID
Technical Supervisor	Engr. David M. Zoleta, Jr.	OSDS-ICT
Technical Officer	John Romie M. Matre	OSDS-ICT
SDO Support Staff	Kyle David V. Atienza	SGOD-HRDS

3. The NASH Task Force members are expected to attend the in-person orientation and preparation for the NASH Mock Examination on March 21, 2026, from 1:30 to 3:30 p.m. and the preparation for the actual NASH Administration on March 28, 2026, from 1:30 to 3:30 p.m. For easy identification, the following dress code is prescribed:
  - a. CO and RO Monitors – red polo shirt;
  - b. Assessment and Technical Supervisors – blue polo shirt; and
  - c. Assessment Facilitators, Technical Officers, and Support Staff – white polo shirt.
4. Furthermore, the school head and/or other designated school coordinator(s) of the examination site shall provide necessary technical assistance to the members of the NASH Task Force.
5. An online orientation for the NASH Task Force members will be conducted on March 19, 2026, from 1:30 to 4:00 p.m. via the Microsoft Teams platform (Link: [bit.ly/3N5rBSd](https://bit.ly/3N5rBSd)).
6. Qualified examinees are expected to arrive at the examination site on or before 6:00 a.m. on the day of the mock and actual tests. Furthermore, they are reminded to bring their own snacks, medical maintenance, laptops, chargers, extension cords, and other sources of internet connectivity.
7. Pursuant to CSC-DBM Joint Circular No. 002, s. 2016 dated November 25, 2015 otherwise known as "*Policy Guidelines on Overtime Services and Overtime Pay for Government Employees*," the policies governing overtime services and corresponding compensation are hereby applied.
8. The following documents are enclosed for reference:
  - a. Enclosure 1: List of Qualified Examinees
  - b. Enclosure 2: Schedule of Activities
9. Immediate dissemination of and strict compliance with the contents of this Memorandum are desired.

/SGOD-HRDS-KDA



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**LIST OF QUALIFIED EXAMINEES**

Schools Division: **Marinduque**

No. of Examinees: **80**

NO.	EXAMINATION NUMBER	LAST NAME	FIRST NAME	MIDDLE NAME
1	2025B-6-4789414	Belda	Nemia	Olpot
2	2025B-6-4434647	Landoy	Cresencia	Limbo
3	2025B-6-5488754	Santelices	Rosa lea	Ramento
4	2025B-6-5446260	Rey	Meleah	Pineda
5	2025B-6-5709636	De luna	Carol	Revilloza
6	2025B-6-3676586	Pelobello	Marites	Recana
7	2025B-6-8894698	Solas	Maricel	Olaveria
8	2025B-6-3509164	Mirano	Girlie	Watiwat
9	2025B-6-4910637	Mantal	Ricky	Hermosa
10	2025B-6-9265489	Jamig	Clarissa	Profugo
11	2025B-6-8020962	Maderazo	Vincent	Lazo
12	2025B-6-6816984	Mingi	Rowena	Mendoza
13	2025B-6-1236844	Racelis	Rowena	Montenegro
14	2025B-6-9860970	Recaña	Christoper	Quarteros
15	2025B-6-3004839	Zoleta	Richard	Reforma
16	2025B-6-5236797	Alvarez	Guillerma	Pereda
17	2025B-6-3035577	Robles	Arnel	Ramos
18	2025B-6-3974773	Manoos	Maricon	Linga
19	2025B-6-2123651	Go	Mailyn	Marciano
20	2025B-6-4050700	Janda	Eva	Peregrin
21	2025B-6-8752047	Jinao	Marvin	Magturo
22	2025B-6-6378835	Villavicencio	Rona	Nabos
23	2025B-6-4106338	Rolloque	Gemadette	Mataac
24	2025B-6-4897942	Peñaroyo	Ariel	Mendoza
25	2025B-6-1773029	Cuello	Pinky	Jandusay
26	2025B-6-9843773	Piramo	Randy	Pastorfide
27	2025B-6-7046379	Romasanta	Cristino	Ordillano
28	2025B-6-7798615	Piguerra	Mandy	Rodil
29	2025B-6-9722212	Lagria	Delailah	Laririt
30	2025B-6-2417232	Pernia	Analiza	De luna
31	2025B-6-2661021	Regio	Babylyn	Belarmino
32	2025B-6-9960269	Rioveros	Maricel	Rocha
33	2025B-6-1544627	Rey	Noemi	Panielos
34	2025B-6-6539831	Rivamonte	Michelle	Labaguis
35	2025B-6-4641340	Ramento	Jonavell	Pelaez
36	2025B-6-1124043	Peñaredonda	Rundelle	De luna
37	2025B-6-3788801	Sapungan	Evangelyn	Sartillo
38	2025B-6-2297020	Motol	Dennis	Quindoza
39	2025B-6-6728038	Rodil	Lucila	Romasanta
40	2025B-6-9848854	Paulin	Analiza	Rodas
41	2025B-6-4354280	Dela Cruz	Helen	Lope
42	2025B-6-6556130	Sadim	Marijecel	Rolluque

43	2025B-6-2741696	Quijano	Larry	De Los Santos
44	2025B-6-6465942	Monsanto	Michael Lou	Liyag
45	2025B-6-9311552	Macdon	Ganny Rey	Metin
46	2025B-6-4555915	Morales	Marilou	Larga
47	2025B-6-7143801	Magcarang	Joanne Abeguey	Dela torre
48	2025B-6-8043326	Palomares	Franklin	Seño
49	2025B-6-1734656	Quindoza	Ma. Theresa	Plata
50	2025B-6-3726190	Logdat	Melvin	M.
51	2025B-6-7934243	Mercene	Eric	Mansalapus
52	2025B-6-2216007	Zulueta	Floro II	Regencia
53	2025B-6-6403625	Mercene	Roa	Salvacion
54	2025B-6-1357838	Pielago	Rea	Mercene
55	2025B-6-9147619	Ricohermoso	Jerrymie	Sosa
56	2025B-6-1129603	Rodenas	Geraldine	Robles
57	2025B-6-9002806	Marmol	Melvin	Angeles
58	2025B-6-6359730	Sumagui	Maria Teresa	Licon
59	2025B-6-1254935	Adaya	Nazaria	Magcamit
60	2025B-6-4457038	Villaruel	Susibeth	Magbuhos
61	2025B-6-5163009	Luto	Maylene	Nabos
62	2025B-6-7259520	Red	Ronald	Ricamara
63	2025B-6-2052686	Opis	Anita	Deloverges
64	2025B-6-2072205	Mercene	Enrico	Mansalapus
65	2025B-6-4530660	Janda	Daryl	Sena
66	2025B-6-3983803	Malabayabas	Florenil	Moreno
67	2025B-6-2261719	Villavicencio	Bobby	Clave
68	2025B-6-6324822	Lining	Carolyn	Adonis
69	2025B-6-5987225	Cruzado	Grace	Adonis
70	2025B-6-4139165	Vitto	Gener	Jamilla
71	2025B-6-4217435	Rivamonte	Maria Judhee	Soldivilla
72	2025B-6-7196943	Cabral	Maria Dolores	Aytona
73	2025B-6-7848172	Larracas	Maryjoy	Maderazo
74	2025B-6-5640457	Pilar	Darwin	Zulueta
75	2025B-6-3955114	Colopano	Cristina	Consolacion
76	2025B-6-9000896	Mutya	Michelle	Maapoy
77	2025B-6-9305827	Jao	Rafael John	Garcia
78	2025B-6-5650406	Panuculan	Fernando	Mangubat
79	2025B-6-9529426	Sanchez	Romel	Sol
80	2025B-6-7024454	Romasanta	Marie Antonette	Antolin

**SCHEDULE OF ACTIVITIES**

**A. PREPARATION ACTIVITIES (MARCH 21 AND 28, 2026)**

<b>TIME</b>	<b>ACTIVITIES</b>	
1:30 – 3:30 PM	In-person orientation conducted by the Assessment Supervisor to guide Assessment Facilitators on the procedures and protocols for administering the NASH.	TWG/Organizing team briefing session & coordination plan (RO & CO Monitor, Assessment Supervisor, Technical Supervisor, and Officers).
3:30 – 4:00 PM	<p>TWG/Organizing team briefing session &amp; coordination plan (RO &amp; CO Monitor, Assessment Supervisor, Technical Supervisor, and Officers).</p> <p>Assessment Facilitator checks the following in their assigned room:</p> <ul style="list-style-type: none"> <li>• The list of examinees is displayed outside the room</li> <li>• The room is clean and organized</li> <li>• Desks and chairs are arranged properly according to the recommended layout</li> </ul>	<p>Assessment Facilitator checks the following in their assigned room:</p> <ul style="list-style-type: none"> <li>• The list of examinees is displayed outside the room</li> <li>• The room is clean and organized</li> <li>• Desks and chairs are arranged properly according to the recommended layout</li> </ul>

**B. MOCK AND ACTUAL EXAMINATION ACTIVITIES (MARCH 22 AND 29, 2026)**

<b>TIME</b>	<b>ACTIVITIES</b>	
6:00 – 7:00 AM	Arrival and Assembly of Personnel Registration and Gadget Submission/Surrender Distribution of Assessment Facilitators Kits Examinees may enter the room, proceed to their assigned seat, and set up devices (laptop, WiFi, mobile hotspot, mini electric fan, etc.)	
7:00 – 7:30 AM	Assessment Supervisor, with the assistance of CO/RO monitors and Technical Supervisor, conducts a final briefing to Assessment Facilitators and Technical Officers	
7:30 – 8:00 AM	<p><b>Assessment Facilitator:</b></p> <ol style="list-style-type: none"> <li>1. Verifies examinee credentials</li> <li>2. Confirms assigned seating</li> <li>3. Records attendance and readiness of examinee devices</li> </ol> <p><b>Technical Officers</b></p> <ol style="list-style-type: none"> <li>1. Provide the access code to the Assessment Facilitators of the assigned rooms</li> </ol>	
8:00 – 8:30 AM	Assessment Facilitator gives instructions/reminders to the examinees as contained in the NASH Facilitator’s Guide	
8:30 – 9:00 AM	Assessment Facilitator enters the password on each examinee’s laptop to grant access to the assessment platform	
9:00 AM	In-charge rings the bell to signify the START of the Assessment	
9:00 – 12:00 NN	<b>EXAMINATION PROPER</b>	
12:00 NN	In-charge rings the bell to signify the END of the Assessment	

12:00 NN – 12:30 PM	Assessment Facilitator ensures all examinees clicked the 'Submit' button and records completion in the Examinee attendance and monitoring form
12:30 – 1:30 PM	Lunch
1:30 – 3:00 PM	Retrieval of the Assessment Facilitator's Guide and accomplished forms Debriefing session



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