



Republic of the Philippines
Department of Education
 SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

MEMORANDUM
 SGOD-2026-073

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

DATE: April 15, 2026

1. With reference to Memorandum DM-OUHROD-2026-0789 titled “Rescheduling of the FY 2025 National Assessment for School Heads (NASH) Batch 2,” this Office announces the **Updated Schedule of the FY 2025 National Assessment for School Heads (NASH) Batch 2** with the following activity details:

TYPE OF EXAM	ORIGINAL SCHEDULE	NEW SCHEDULE	NUMBER OF EXAMINEES	EXAMINATION SITE
Mock Test	March 22, 2026	May 10, 2026	80 (5 Examination Rooms)	Marinduque National High School, Isok I, Boac, Marinduque
Actual Test	March 29, 2026	May 17, 2026		

2. In view of this change in schedule, the NASH Task Force shall take note of the updated schedule of activities reflected in the Enclosure. Furthermore, they are reminded of the FY 2025 NASH Batch 2 dress code for easy identification:

- 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.

3. The school head and/or designated school coordinator(s) of the examination site shall provide necessary technical assistance to the members of the NASH Task Force.

4. An online orientation for the NASH Task Force members will be conducted on May 5, 2026 from 1:30 to 4:00 p.m. via the Microsoft Teams platform. The meeting link shall



Address: T. Roque St., Malusak, Boac, Marinduque
 Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
 Email: marinduque@deped.gov.ph
 Website: <https://depedmarinduque.com>

be sent at least an hour before the meeting through the NASH Task Force official communication channel.

5. 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.

6. All examinees are reminded to log in to the Learning Management System (LMS) and update their profiles to prevent any issues during enrollment in the NASH. The LMS can be accessed through <https://lms.deped.gov.ph> while the LMS user guide can be accessed through <https://tinyurl.com/NASH-LMS-GUIDE>.

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. Immediate dissemination of and strict compliance with the contents of this Memorandum are desired.

/SGOD-HRDS-KDA



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SCHEDULE OF ACTIVITIES

A. PREPARATION ACTIVITIES (MAY 9 & 16, 2026)

TIME	ACTIVITIES	
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 & coordination plan (RO & 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"> • The list of examinees is displayed outside the room • The room is clean and organized • Desks and chairs are arranged properly according to the recommended layout 	<p>Assessment Facilitator checks the following in their assigned room:</p> <ul style="list-style-type: none"> • The list of examinees is displayed outside the room • The room is clean and organized • Desks and chairs are arranged properly according to the recommended layout

B. MOCK AND ACTUAL EXAMINATION ACTIVITIES (MAY 10 & 17, 2026)

TIME	ACTIVITIES	
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>Assessment Facilitator:</p> <ol style="list-style-type: none"> 1. Verifies examinee credentials 2. Confirms assigned seating 3. Records attendance and readiness of examinee devices <p>Technical Officers</p> <ol style="list-style-type: none"> 1. Provide the access code to the Assessment Facilitators of the assigned rooms 	
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	EXAMINATION PROPER	
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