



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

Office of the Schools Division Superintendent

**MEMORANDUM**  
SGOD-2026-110

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Public Elementary, Secondary, and Integrated School Heads  
All Others Concerned

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

SUBJECT: **SUBMISSION OF PHASE 1 PORTFOLIO FOR NATIONAL ASSESSMENT FOR SCHOOL HEADS (NASH) PROFESSIONAL DEVELOPMENT INTERVENTION (PDI) SCHOOL HEADS**

DATE: June 15, 2026

1. Pursuant to Memorandum DM-OULS-2026-090 from the Office of the Undersecretary for Learning Systems, dated March 6, 2026, titled "*Guidelines on the Conduct of the National Assessment for School Heads (NASH) Professional Development Intervention (PDI)*," and in support of the results of NASH Batch 1, as stipulated in DepEd Memorandum No. 097, s. 2025, the National Educators Academy of the Philippines (NEAP), through the School Governance and Operations Division – Human Resource Development Section (SGOD-HRDS), provides domain-based professional development interventions to NASH Batch 1 school heads corresponding to one or more Philippine Professional Standards for School Heads (PPSSH) domains identified in their Individual Development Report (IDR) from April 2026 to January 2027.
2. Relative thereto, **all NASH PDI Batch 1 school heads shall submit their Phase 1 Portfolio, as documentary evidence of participation and completion of the required online learning courses, to the SGOD-HRDS through the OSDS-Records Section on or before July 2, 2026.**
3. The Phase 1 Portfolio shall contain the following:
  - a. accomplished portfolio cover pages provided by the SGOD-HRDS;
  - b. certificates of completion of all prescribed online courses under the applicable PPSSH domains identified in the participant's IDR;
  - c. photo documentation, with captions, showing participation in the synchronous sessions conducted under the NASH PDI; and
  - d. photo documentation, with captions, showing participation and completion of the assigned LinkedIn Learning courses.



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>

4. **NASH PDI Batch 1 school heads shall utilize the official portfolio template, which may be downloaded through the Division L&D Repository via [bit.ly/LDRepositoryMdq](http://bit.ly/LDRepositoryMdq). The portfolio shall be printed on A4-size bond paper and submitted in hard copy.**

5. To facilitate scanning, validation, and consolidation of documents for reporting purposes, participants are advised not to have their portfolios permanently bound. Instead, documents shall be compiled using fasteners or similar means. After the completion of the reporting process, the portfolios shall be returned to the concerned participants for their records and future reference.

6. For clarifications, please contact Mr. Kyle David V. Atienza, Senior Education Program Specialist – Human Resource Development Section, through [kyledavid.atienza@deped.gov.ph](mailto:kyledavid.atienza@deped.gov.ph).

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

/SGOD-HRDS-KDA



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