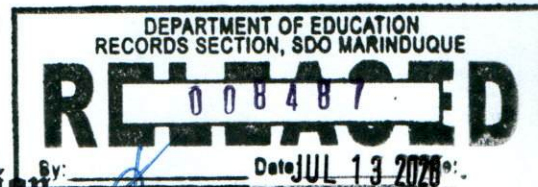




Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

MEMORANDUM
SGOD-2026-130

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 2 PORTFOLIO FOR NATIONAL ASSESSMENT FOR SCHOOL HEADS (NASH) PROFESSIONAL DEVELOPMENT INTERVENTION (PDI) SCHOOL HEADS**

DATE: July 8, 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 2 Portfolio, as documentary evidence of completion of the coaching and workplace application requirements of the Professional Development Interventions, to the SGOD-HRDS through the OSDS-Records Section on or before August 7, 2026.**
3. The Phase 2 Portfolio shall contain the following:
 - a. accomplished portfolio cover pages provided by the SGOD-HRDS;
 - b. accomplished and signed Coaching Schedule;
 - c. accomplished rubric for domain-based outputs;
 - d. accomplished rubric for reflection papers;
 - e. signed Workplace Application Plan (WAP);
 - f. accomplished rubric for the Workplace Application Plan (WAP); and



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g. photo documentation, with captions, showing the conduct of coaching and mentoring sessions.

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. 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.

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

/SGOD-HRDS-KDA



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