



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OFFICE OF DAVAO ORIENTAL

JAN 14 2026

DIVISION MEMORANDUM

No. 003, s. 2026

**COMPOSITION OF THE SCHOOLS DIVISION TECHNICAL WORKING GROUP
(SDTWG) FOR THE CONDUCT OF THE NATIONAL ASSESSMENT FOR SCHOOL
HEADS (NASH)-BATCH 2**

To : Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. With reference to DepEd Memorandum (DM) No. 69, s. 2025, entitled "Administration of the National Assessment for School Heads (NASH) for Fiscal Year 2025," this Office hereby designates the composition of the Schools Division Technical Working Group (SDTWG):

CHRISTIAN N. SANGO Assistant Schools Division Superintendent	Chairperson
EMMA O. RABUYS Administrative Officer V	Vice Chairperson
MARY GRACE Y. MERCADO Senior Education Programs Specialist	NASH Coordinator/Evaluator
FRANCIS VIC A. ALICANDO Information Technology Officer I	Member
RUIN G. UKAY Administrative Officer IV/Cashier	Member
CHONA L. ROJAS Administrative Officer IV/HRMO	Member/Evaluator
LOTIS P. LAPEZ Education Programs Specialist II	Member/Evaluator
RODEL V. WAUPAN Administrative Assistant II	Member/Evaluator

2. The Schools Division Technical Working Group (SDTWG) shall perform the following responsibilities:
 - a. Oversee the overall direction, administration, and supervision of the 2025 NASH – Batch 2 in the division, in accordance with the national policies and guidelines and regional issuances.

- b. The SDTWG Chairperson will be the official and authorized signatory of all division issuances and documents related to the conduct of the 2025 NASH – Batch 2. The SDTWG Vice Chairperson shall assume the function of the SDTWG Chairperson in the absence of the latter.
- c. The SDTWG shall do the proper coordination with the RTWG with regards to the directions, preparation, and supervision of the test.
- d. The SDTWG shall be in-charge of the information dissemination to all examinees and the conduct of division orientation to all personnel involved in the administration of the test. This shall be led by the Division PT Coordinator with the assistance of the Secretariat and Focal Office. The Division ITO shall provide the necessary technical support in the use and simulation of the NASH-OAS.
- e. The SDTWG, through the Division ITO, shall ensure that all participants are issued with an official DepEd email account prior to the online registration, and/or activate the DepEd email accounts in case of applicants with existing accounts.
- f. The SDTWG, through the SDO evaluator, shall evaluate the qualification of the applicants and the completeness and authenticity of the documents submitted by the applicant and issue the system generated COEs through the NASH-OAS.
- g. The SDTWG, through the SDO Cashier, shall receive the payment of Examination Fees from the qualified test takers.
- h. The SDTWG shall assist the RTWG and shall perform other tasks as may be assigned in aid of the successful conduct of the 2025 NASH-Batch 2.

3. For your information dissemination.



9:55 A.M


DR. JOSEPHINE L. FADUL
Schools Division Superintendent