



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

7 May 2026

DIVISION MEMORANDUM

No. 249, s. 2026

ADMINISTRATION OF THE FY 2025 NATIONAL ASSESSMENT FOR SCHOOL HEADS (NASH) – BATCH 2 AND THE OFFICIAL LIST OF MEMBERS OF THE REGIONAL TECHNICAL WORKING GROUP FROM THE SCHOOLS DIVISION OF DAPITAN CITY

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Education Program Supervisors
Public Schools District Supervisors/PICDs
Public Elementary and Secondary School Heads
This Division

1. Relative to Regional Memorandum No. 110, s. 2026 titled Administration of the FY 2025 National Assessment for School Heads (NASH) – Batch 2 and the Official List of Regional Technical Working Group (RTWG) Members per Testing Center, all members of the RTWG from the Schools Division of Dapitan City are advised to report to Zamboanga del Norte National High School - Turno, Dipolog City based on the following schedule:

Date	Activities
May 9, 2026	8:00 AM – 12 Noon – Travel Time 1:00 PM – 5:00 PM – In-person Orientation, RTWG Briefing, Coordination and Planning Session and other activities
May 10, 2026	Mock Examination
May 16, 2026	8:00 AM – 12 Noon – Travel Time 1:00 PM – 5:00 PM – In-person Orientation, RTWG Briefing, Coordination and Planning Session and other activities
May 17, 2026	Actual FY 2025 NASH Assessment (Batch 2)

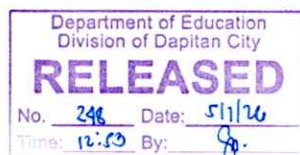
2. All RTWG members are expected to be present at their respective testing centers by 6:00 AM during both the Mock Examination (May 10, 2026) and the Actual FY 2025 NASH Assessment – Batch 2 (May 17, 2026).



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

3. All identified participants are advised to prepare Authority to Travel.
4. Board and lodging, meals, communication and travelling expenses, honoraria, uniforms of RTWG members, and other related expenses shall be charged against the RO Trust Fund subject to its availability and the usual government accounting and auditing rules and regulations.
5. Attached is the List of RTWG Members from SDO-Dapitan City and the TWG Composition and Responsibilities.
6. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.

JAY S. MONTEALTO, CESO V
Schools Division Superintendent





Republic of the Philippines
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 REGION IX, ZAMBOANGA PENINSULA
 SCHOOLS DIVISION OF DAPITAN CITY

Enclosure 1

**LIST OF MEMBERS OF THE NASH REGIONAL TECHNICAL WORKING GROUP
 FROM THE SCHOOLS DIVISION OF DAPITAN CITY**

	Name	Position	NASH ROLE
1	Jerry Jerum B. Galuta	SP I	Assessment Facilitator (Room 12)
2	Gilyn E. Gallemitt	SP III	Assessment Facilitator (Room 13)
3	Ronel L. Jamarolin	MT III	Assessment Facilitator (Room 14)
4	Glenn L. Betongga	HT I	Assessment Facilitator (Room 15)
5	Liezl Y. Ombay	HT II	Assessment Facilitator (Room 16)
6	Jezebel S. Boquida	SP I	Assessment Facilitator (Room 17)
7	Genelyn M. Dabodabo	SP IV	Assessment Facilitator (Room 18)
8	Genevieve S. Adiong	SP I	Assessment Facilitator (Room 19)
9	Marilou B. Monding	SP I	Assessment Facilitator (Room 20)
10	Juvy A. Pestanas	SP I	Assessment Facilitator (Room 21)
11	Anna Lee A. Solatorio	SP I	Assessment Facilitator (Room 22)
12	Love J. Abelo	SP II	Assessment Facilitator (Room 23)
13	Lourence N. Reyes	ITO I	Technical Supervisor
14	Janet O. Cadano	SP I	Technical Officer
15	June Rey E. Abila	T VI	Technical Officer
16	Aloha R. Lear	ASP I	Technical Officer
17	Luzilito L. Daan	T III	Technical Officer
18	James Ray O. Ondac	T III	Technical Officer
19	Queenie Grace S. Ulila	T III	Technical Officer
20	Amythyst Faith O. Diao	AO IV (HRMO)	Administrative Support
21	Michelle V. Torres	SEPS-HRDS	Administrative Support
22	Nueva A. Andag	SEPS-SMME	Administrative Support
23	Janen O. Potoy	AO II	Administrative Support
24	Elvie H. Page	Nurse II	Welfare Officer
25	Marita S. Gaburno	Nurse II	Welfare Officer
26	Joyce S. Martillano	Nurse II	Welfare Officer
27	Silvan Elmer S. Gemperoso	Nurse II	Welfare Officer
28	Mary Rose C. Galan	Nurse II	Welfare Officer



III. Schools Division Technical Working Group (SDTWG)

A. The SDTWG shall be comprised of the following:

1. The Chair shall be the Schools Division Superintendent (SDS);
2. The Vice-Chair shall be the Assistant Schools Division Superintendent (ASDS);
3. The Schools Division NASH Coordinator shall be the Chief Education Supervisor of the School Governance and Operations Division (SGOD);
4. The Focal Office shall be the SGOD.
5. The members shall include the Administrative Officer V, SDO Information Technology Officer (ITO), Senior Education Program Specialist/Education Program specialist II in the HRDS & SMME, Human Resource Management Officer (HRMO) and other personnel identified by the Chair of the SDTWG.

B. The **SDTWG** shall oversee the overall direction, administration, and supervision of the FY 2025 NASH in the division, in accordance with the national policies and guidelines and regional issuances.

C. The **SDTWG Chair** shall be the official and authorized signatory of all division issuances and documents related to the conduct of the FY2025 NASH. The **SDTWG Vice-Chair** shall assume the function of the SDTWG Chair in the latter's absence. If the SDO has more than one ASDS, the SDS shall designate one of the ASDSs to be the SDTWG Vice-Chair.

D. The Schools Division NASH Coordinator shall coordinate with the RTWG regarding the directions, preparation, and administration of the assessment.

E. The **SDTWG** shall be in-charge of the information dissemination to all examinees.

F. The **SDO ITO** shall provide the necessary technical support.

G. The **SDO HRMO** and other personnel authorized by the SDTWG Chair shall serve as the SDO Evaluator/s.

H. The **SDTWG** shall assist the RTWG and perform other tasks assigned to aid the successful conduct of the FY2025 NASH.



ASSESSMENT SITE REQUIREMENTS

I. ASSESSMENT SITE

A. Identification of Assessment Site:

The following should be considered in the identification of assessment sites:

1. Preferably a Public Secondary School;
2. Conducive to test taking and free from unnecessary noise;
3. Location is not a **"dead spot"** for internet connection;
4. The bandwidth capacity is at least 5mbps per examinee;
5. The number of rooms should be sufficient to accommodate the examinees assigned to the Assessment Site.
6. Provisions for examinees with **special needs and disabilities**;
7. Clean restrooms with available water that is accessible to all examinees;
8. Adequate space for parking;
9. Waiting area for non-examinees or companions to prevent them from entering the premises near the assessment area;
10. Accessible via public transportation to majority of the examinees;
11. Availability of nearby affordable accommodation as an option for examinees who resides far from the examination site;
12. Provided with Barangay or Police Officials for security.

B. Assessment Room:

The assessment rooms should have the following conditions:

1. Clean and adequately lighted and ventilated;
2. Have appropriate tables and chairs that are suitable for adults;
3. There must be 15 desks and chairs in every assessment room;
4. In cases where the number of examinees exceeds the standard room capacity of 15, an additional room may be opened only if there are at least nine (9) excess examinees. If the number of excess examinees is fewer than nine, they should be distributed among existing rooms, ensuring that no room exceeds 16 examinees.

C. Seating Arrangement:

The examinees will be seated in the assessment room based on the conditions provided below:

1. The seating order will start from the left side (facing the examinees) of the Assessment Facilitator;
2. Examinees shall be arranged in alphabetical order, however, examinees with the same surname should not be seated together or maybe assigned to a separate examination room;
3. Examinees in the same Schools Division Office (SDO) may be in the same room;



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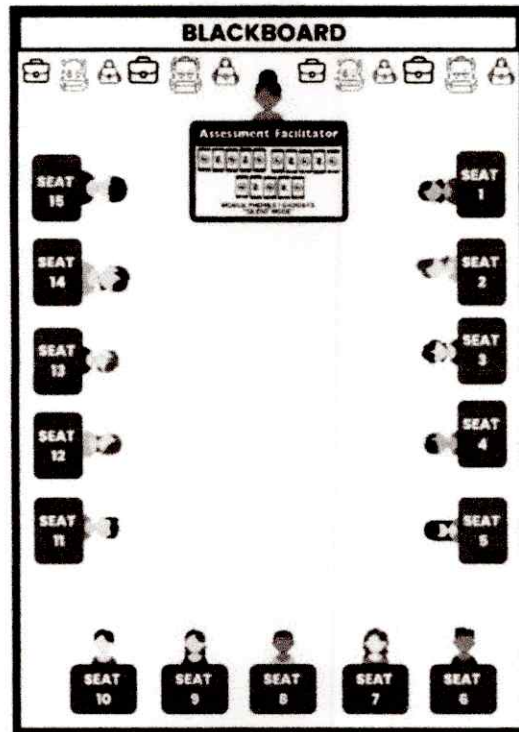
FY 2025

NATIONAL ASSESSMENT FOR SCHOOL HEADS

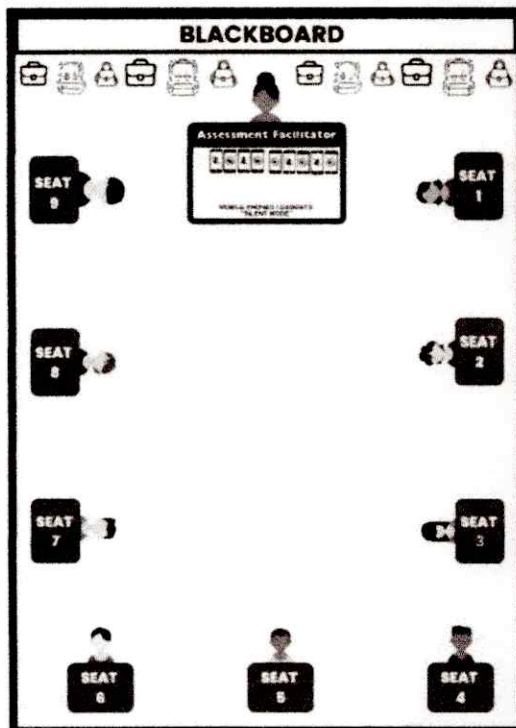
[ANNEX 4] DM-OUHROD-2025-3318

Page 2 of 9

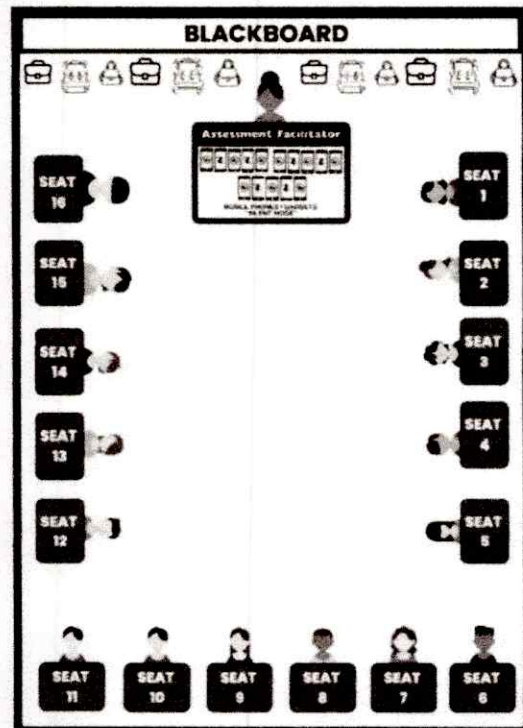
D. Sample Layout of the Assessment Room



For the excess no. of examinees (not meeting the standard no. of 15)



Minimum no. of examinees (9)



Maximum no. of examinees (16)



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FY 2025

NATIONAL ASSESSMENT FOR SCHOOL HEADS

[ANNEX 4] DM-OUHROD-2025-3318

Page 3 of 9

II. ASSESSMENT SITE PERSONNEL

A. Identification of Assessment Site Personnel

The following qualifications and considerations must be followed in identifying the manpower who will facilitate the administration of the FY 2025 NASH:

1. CENTRAL OFFICE MONITORS

- Two (2) per Assessment Site
 - (Lead) Technical Staff from the Central Office
 - (Assist) Technical or support staff from the Central Office
- The Lead CO Monitor should have previous experience in monitoring activities or assessment activities
- Must be adaptable, quick to respond, and detail-oriented;
- Willing to render services beyond working hours;
- **Willing to work on weekends without additional compensation;**
- Willing to be assigned in a Regional Assessment Site and stay in nearby lodging facilities;
- NOT interested or qualified to take the NASH;
- NOT affiliated with any review centers/groups in whatever form or capacity;
- Have proven competence and integrity.

2. REGIONAL OFFICE MONITOR/S

- At least one (1) per Assessment Site
- Preferably Chief or Education Program Supervisor (EPS) from the Human Resource Development Division (HRDD) or Quality Assurance Division (QAD), the NASH Coordinator, or the Regional Information Technology Officer (RITO);
- NOT interested or qualified to take the NASH;
- NOT affiliated with any review centers/groups in whatever form or capacity;
- Have proven competence and integrity.

3. ASSESSMENT SUPERVISOR (formerly Chief Examiner)

- One (1) pax per Assessment Site
- Preferably Schools Division Superintendent, Assistant Schools Division Superintendent or an incumbent Chief in the Regional Office;
- Must be adaptable, quick to respond, and detail-oriented;
- With prior experience in the conduct, coordination, or supervision of testing and assessment activities
- NOT interested or qualified to take the NASH;
- NOT affiliated with any review centers/groups in whatever form or capacity;
- Have proven competence and integrity.

**4. TECHNICAL SUPERVISOR** (formerly Lead IT Support)

- One (1) per Assessment Site
- Preferably the RITO or the Schools Division (SD) ITO assigned by the RITO;
- NOT interested or qualified to take the NASH;
- NOT affiliated with any review centers/groups in whatever form or capacity;
- Have proven competence and integrity.

5. ASSESSMENT FACILITATOR (formerly Room Examiner)

- One (1) for each Assessment Room
- Must be adaptable, quick to respond, and detail-oriented;
- With previous experience in administering or facilitating examinations or assessment activities
- Preferably an incumbent Principal, Education Program Supervisor, or Public Schools Division Supervisor;
- NOT interested or qualified to take the NASH;
- NOT affiliated with any review centers/groups in whatever form or capacity;
- NOT be related to any of the examinees in the assigned room up to second degree of consanguinity or affinity and should sign a disclosure statement for this purpose, and
- Have proven competence and integrity.

6. TECHNICAL OFFICERS (Roving IT Support)

- At least one (1) per three (3) assessment rooms, however, in case of inadequate supply of manpower, one technical officer may be assigned to five (5) assessment rooms;
- Preferably SDITOs or IT personnel/staff in the Region;
- NOT interested or qualified to take the NASH;
- NOT affiliated with any review centers/groups in whatever form or capacity;
- NOT be related to any of the examinees in the assigned rooms up to second degree of consanguinity or affinity and should sign a disclosure statement for this purpose, and
- Have proven competence and integrity.

B. Roles and Responsibilities of Assessment Site Personnel**1. CENTRAL OFFICE MONITOR (Lead)**

- Monitor the administration of the NASH (as the Central Office Representative) at the assigned assessment site to ensure adherence to national policies and guidelines;
- Coordinate with the Regional Monitor/s, Assessment Supervisor, and Technical Supervisor to safeguard the integrity and orderly administration of the FY2025 NASH in the assigned assessment site;
- Ensure synchronization of time that every NASH taker starts and ends at the same time; and
- Prepare monitoring report and submit it to BHROD-HRDD.



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FY 2025

NATIONAL ASSESSMENT FOR SCHOOL HEADS

[ANNEX 4] DM-OUHROD-2025-3318

Page 5 of 9

2. CENTRAL OFFICE MONITOR (Assist)

- Provide support to the Lead Central Office Monitor, as needed;
- Assist in safeguarding the integrity and overall administration process of the FY2025 NASH in the assigned Assessment Site.
- Assist in the preparation of monitoring report.

3. REGIONAL OFFICE MONITOR

- Monitor the administration of the NASH (as the Regional Office representative) at the assigned assessment site to ensure adherence to national policies and guidelines;
- Coordinate with the Central Office Monitor, Assessment Supervisor, and Technical Supervisor to safeguard the integrity and orderly administration of the FY2025 NASH in the assigned assessment site.
- Prepare monitoring report and submit it to the Regional HRDD.

4. ASSESSMENT SUPERVISOR

- Lead and manage the administrative operations at the assigned assessment site to ensure the orderly and systematic implementation of the FY 2025 NASH;
- Coordinate with the Central Office Monitor, Regional Office Monitor, and Technical Supervisor to safeguard the integrity and orderly administration of the FY2025 NASH in the assigned assessment site;
- Facilitate the orientation, briefing, and debriefing sessions for all personnel in the assigned assessment site to ensure they understand and effectively carry out their respective roles;
- Resolves immediate issues during the assessment;
- Consolidate all reports from the Assessment Facilitators and submit it to the Regional Office Monitor.

5. TECHNICAL SUPERVISOR

- Manage all technical operations related to the DepEd Learning Management System (LMS) at the assigned assessment site;
- Coordinate with the Central Office Monitor, Regional Office Monitor, and Assessment Supervisor to safeguard the integrity and orderly administration of the FY2025 NASH in the assigned assessment site;
- Provide technical guidance and support to Technical Officers and site personnel to ensure the smooth and uninterrupted administration of the FY 2025 NASH;
- Act as the primary point of contact for all major technical issues, coordinating with the central ICTS Technical Working Group (TWG) for advanced troubleshooting;
- Troubleshoots technical issues related to the administration of the assessment.
- Securely store the assessment access code and ensure it is provided to the designated Technical Officers on the day of the assessment.



6. ASSESSMENT FACILITATORS

- Ensure the proper administration of the NASH in the assigned Assessment Room, strictly following the procedures outlined in the Facilitator's Guide;
- Ensure all examinees are properly logged into the DepEd Learning Management System (LMS);
- Provide assistance to examinees while ensuring strict adherence to assessment protocols and maintaining a secure, organized, and confidential testing environment;
- Report to the Assessment Supervisor any technical issues, irregularities, or incidents that may affect the integrity of the FY2025 NASH, along with the actions undertaken;
- Submit the accomplished Examinee Attendance & Monitoring Report and all required documents to the Assessment Supervisor.
- Grants initial access to the Secure Examination Browser (SEB) by entering the required access code for examinees at the start of the assessment. In cases of unexpected log-out or disconnection, **any further access requests must be escalated to and approved by the Assessment Supervisor**, in line with established assessment process and security protocols.
- (For ALTERNATE Assessment Facilitator) Temporarily assume the duties of the Assessment Facilitator in the assigned room in case of the latter's absence or when attending to personal necessities.

7. TECHNICAL OFFICERS

- Provide immediate, hands-on technical support to examinees in the assigned assessment rooms for any issues that arise;
- Troubleshoot common technical problems, such as login failures, network disconnections, browser errors (e.g., SEB), and hardware malfunctions;
- Escalate unresolved or major technical issues to the Technical Supervisor in a timely manner.
- Provide the secure access code to the Assessment Facilitators for input into each examinee's device, enabling access to the assessment platform.

8. ADMINISTRATIVE SUPPORT

a. Medical Staff

- Provide medical assistance where necessary; and
- Ensure that Over the Counter (OTC) drugs are available for emergency cases.

b. Security Staff

- Take charge of the safety and security of the examination site;
- Move around to ensure peace and orderliness of the surroundings;
- Assist the companion/s of the examinees to the waiting area.



DepED

FY 2025

NATIONAL ASSESSMENT FOR SCHOOL HEADS

[ANNEX 4] DM-OUHROD-2025-3318

Page 7 of 9

c. Sanitation & Maintenance Staff

- Keep the vicinity clean and conducive to the activity;
- Ensure that the assessment rooms are clean and well-lit with proper ventilation;
- Keep the restrooms clean and ensure availability of tissue/soap;
- Assist in the posting of signages and locator charts in proper areas for the guidance of the examinees;
- Ensure that there are no communication devices or pieces of paper in the restroom.

d. Financial Staff (Accounting/Budget/Cash)

- Manages all financial matters related to the administration of the FY 2025 NASH at the assigned assessment site;
- Keeps all documents related to the financial operations of the NASH.

e. Help Desk and Secretariat Staff

- Assist in the distribution of forms and meals;
- Take charge of the Help Desk located strategically near the entrance of the examination site;
- Respond to concerns regarding master list of examinees and room numbers.

III. MONITORING TOOLS AND REPORTS

ROLES	TOOLS/REPORTS
Central Office Monitors	Monitoring Report
Regional Office Monitors	
Assessment Supervisor	Assessment Supervisor's Kit, should contain: • Orientation materials • Personnel Attendance Sheet • List & assigned rooms of all Assessment Facilitators and Technical Officers • List of Assessment Site Personnel • Box for the Assessment Facilitator's gadgets Other Forms: • Oath of Confidentiality for Assessment Facilitators & Technical Officers • Certificate of Appearance • Certificate of Participation
Assessment Facilitators	Assessment Facilitator's Kit, should contain: • Rooming List with Seat No • RO copy of Registration • NASH Administration Guide • Examinee Attendance & Monitoring Report • SEB Password Re-entry Monitoring Report
Technical Supervisor and Officers	Technical Assistance Report



IV. COLOR CODING UNIFORM

For easy recognition of roles in the Assessment Site, color coding shirts as uniform is preferred. The assignment of color as follows:

Roles	Assigned Color
Central Office Monitor	Blue
Regional Office Monitor	
Assessment Supervisor	same color - to be determined by the RTWG
Technical Supervisor	
Assessment Facilitator	colors may vary for each role - to be determined by the RTWG
Technical Officer	
Administrative Support	

V. SCHEDULE OF ACTIVITIES

A. First Day Activities (Saturday)

Mock Assessment: March 14, 2026
Actual Assessment: March 28, 2026

TIME	ACTIVITIES
AM	TRAVEL TIME
	<i>March 13/March 27 (Friday) - Travel Time for sites with limited transportation</i>
PM	A. Orientation & Coordination led by the Assessment Supervisor ✓ In-person orientation on NASH administration procedures and protocols. ✓ Briefing session and coordination Plan for all assessment site personnel.
	B. Site Monitoring and Room Preparation • Central and Regional Office Monitoring Team: ✓ <i>Mock Assessment:</i> Checks adherence to guidelines for assessment site requirements ✓ <i>Actual Assessment:</i> Verify that any issues identified during the mock assessment have been addressed • Technical Supervisor & Officers: Verify the reliability of the internet connection and take appropriate action to resolve any issues or escalate them as necessary. • Assessment Facilitators Checks the following in assigned room: ✓ List of examinees displayed outside the room. ✓ Room is clean and organized. ✓ Desks and chairs arranged according to recommended layout.



DepED

FY 2025

NATIONAL ASSESSMENT FOR SCHOOL HEADS

[ANNEX 4] DM-OUHROD-2025-3318

Page 9 of 9

B. Second Day Activities (Sunday)

Mock Assessment: March 15, 2026

Actual Assessment: March 29, 2026

TIME	ACTIVITIES
6:00 – 7:00 AM	<u>Arrival and Assembly of Assessment Site Personnel & NASH Takers</u> • Registration Committee/Secretariat: Handle registration, securely store surrendered gadgets, and distribute facilitator kits. • NASH Takers: Set up devices at assigned seats (laptop, Wi-Fi, mobile hotspot, mini electric fan, etc.).
7:00 – 7:30 AM	• Assessment Supervisor/Technical Supervisor: Conduct the final briefing for Assessment Facilitators & Technical Officers
7:30 – 8:00 AM	• Assessment Facilitator: ✓ Verify credentials of NASH taker in the assigned room ✓ Confirm seating arrangements ✓ Record attendance and check device readiness • Technical Officers: ✓ Provide access codes to Assessment Facilitators
8:00 – 9:00 AM	• Assessment Facilitator: ✓ Provide the instructions and ensure participants understand the reminders outlined in the NASH Administration Guide. ✓ Enter passwords on laptop of NASH takers to enable access to the assessment platform
9:00 AM	• In-Charge: Ring the bell to signal the start of the assessment
9:00 – 12:00 NN	<u>Start of Assessment</u> • NASH Takers: Begin answering the assessment as instructed. • Assessment Facilitators: Supervise and manage the assessment process to ensure smooth implementation in the assigned room. • Assessment Supervisor/RO & CO Monitors: Monitor the assessment venue, maintain order, and provide assistance when necessary. • Technical Supervisor/Officers: Provide technical support and promptly troubleshoot any issues that arise.
12:00 NN	• In-Charge: Ring the bell to signal the end of the assessment
12:00 – 1:00 PM	• Assessment Facilitator: ✓ Ensure all examinees have submitted their responses ✓ Record completion in attendance and monitoring forms
12:30 – 1:30 PM	• All Assessment Site Personnel: Lunch Break
1:30 – 3:00 PM	• Registration Committee/Secretariat: Retrieve facilitator guides and accomplished forms. • Assessment Supervisor: Conduct the debriefing session.



DepEd

FY 2025

NATIONAL ASSESSMENT FOR SCHOOL HEADS

[ANNEX 5] DM-OUHROD-2025-3318

Page 1 of 2

ASSESSMENT FEE and COMPENSATION

I. UTILIZATION OF THE ASSESSMENT FEE

- A. The examination fee of Seven Hundred Twenty Pesos (Php 720.00) shall be utilized as follows:
1. Ten Pesos (Php 10.00) is for the Legal Research Fund as stipulated in DepEd Order No. 14, s. 2015. The remittance to the Bureau of Treasury is stipulated in the said order.
 2. Seven Hundred Ten Pesos (Php 710.00) shall cover various expenses relative to activities for the preparation, administration, and post-administration of the FY2025 National Assessment for School Heads (NASH) such as, but not limited to:
 - a. Board and Lodging, Meals, Communication and Travelling Expenses, Honoraria, and uniform shirts of the Regional and Schools Division Technical Working Group, Management and Monitoring team, and Assessment Site personnel;
 - b. Meal (Lunch) for NASH Takers during the Mock & Actual Assessment;
 - c. Supplies and Materials;
 - d. Printing of NASH materials and forms;
 - e. Assessment site rental and electricity payment;
 - f. Semi-expendable items less than Php 50,000.00, and
 - g. Other incidental expenses related to the program.
- B. Utilization of funds shall be approved by the Regional Director, in accordance with the existing budgeting, accounting, auditing, and procurement rules and regulations.
- C. Any unobligated balances resulting from the conduct of the activities may be utilized for any other program/activities/projects (P/A/Ps) related to the administration of the NASH subject to the approval of the Regional Director, in accordance with the existing budgeting, accounting, auditing, and procurement rules and regulations.
- D. Unused collections from the Examination Fee should be deposited to the Bureau of Treasury after full payment/settlement of eligible expenses stipulated herein.
- E. To comply with monitoring requirements, the RO-HRDD shall submit an activity completion report via the link provided to the DepEd email accounts of HRDD chiefs and Regional NASH coordinators. The prescribed template may be downloaded from the designated folder and must be saved using the following file name format: [Region] NASH-B2 Completion Report.



DepED

FY 2025

NATIONAL ASSESSMENT FOR SCHOOL HEADS

[ANNEX 5] DM-OUHROD-2025-3318

Page 2 of 2

II. COMPENSATION

A. Payment of Honorarium

The following shall be considered in the payment of Honoraria to personnel from DepEd Central Office, Regional Office, Schools Division Office, Schools, and other personnel involved in the administration of the FY 2025 NASH:

1. These personnel shall be required to render services beyond their regular duties and responsibilities;
2. The activities will be conducted during weekends/non-working days;
3. The computation of the honorarium for the FY 2025 NASH shall be based on the DBM Circular No. 2007-2 dated October 1, 2007, entitled "Guidelines on the Grant of Honoraria Due to Assignment in Government Special Projects", and
4. The authority is **subject to the approval of the Regional Director, in accordance with the existing budgeting, accounting, auditing, and procurement rules and regulations.**

B. Payment of Overtime Services

Payment of Overtime Services shall be **in accordance with the provisions in DepEd Order No. 30, s. 2016**, entitled "Policies and Guidelines on Overtime Services and Payment in the Department of Education", as amended by DepEd Order No. 005, s. 2019. This applies to:

1. Regional and Schools Division Office personnel who served as evaluators and validators during the application process for the FY2025 NASH;
2. Personnel from the Regional Office, Schools Division Office, and Schools who served during the Mock and Actual administration of FY 2025 NASH

In case of non-availment of overtime pay or unavailability of funds, a Compensatory Time Off (CTO) or Service Credits may be granted to DepEd personnel