



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

Office of the Schools Division Superintendent

August 13, 2026

DIVISION MEMORANDUM

NO. 396 s. 2026

CALL FOR SUBMISSION OF APPLICATION DOCUMENTS FOR SCHOOL HEAD POSITIONS AND TEACHER-IN-CHARGE (TIC) DESIGNATIONS — ENCOURAGING NATIONAL ASSESSMENT FOR SCHOOL HEADS (NASH) PASSERS

To: Asst. Schools Division Superintendent
Chief, CID
Chief, SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads/Principal/TIC
All Others Concerned
This Division

1. Adhering to the principles of merit, fitness, equality and the open ranking system pursuant to **DepEd Order No. 007, s. 2023**, this Office announces the opening of applications for **School Administration Position** and **prospective Teacher-in-Charge** of this division.
2. In line with current Department of Education guidelines on leadership readiness and career progression, this Office strongly encourages all **NASH passers** who meet the required cut-off scores to submit their applications. This includes:
 - **4-domain passers** – those who meet the PPSSH standards in all four domains and are considered fully ready; and
 - **3-domain passers** – those who meet the required standards in three domains and may undergo appropriate developmental support or interventions.
3. The application is open to all interested and qualified applicants who meet the required qualification standards in terms of **education, training, experience, and eligibility**.

A. Qualifications	
Education	Master's degree in Education; or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 9 units in Management
Training	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and



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	Operations, Instructional Leadership acquired within the last 5 years
Experience	5 years teaching experience and 1 year experience in school management and operations
Eligibility	RA 1080, as amended (Teacher)

4. All interested qualified applicants may file their application through the Schools Division Superintendent, DepEd, Dapitan City, received at the Division Records unit, attached therewith the following documents, one (1) photocopy each to be fastened at the top of a *plain white folder* arranged as listed on or before **AUGUST 19, 2026, 5:00 PM.**

- a. Letter of intent (addressed to the Schools Division Superintendent)
- b. Duly accomplished **Personal Data Sheet** (PDS) (CS Form No. 212, Revised 2026) and Work Experience Sheet, if applicable
- c. Photocopy of valid and updated PRC License/ID, if applicable
- d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable
- e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) with General Weighted Average (GWA) and Diploma, including completion of graduate and post-graduate units/degrees, if applicable
- f. Photocopy of Certificate/s of Training, if applicable
- g. Photocopy of Certificate of Employment, Contract of Service or duly signed Service Record, whichever is/are applicable
- h. Photocopy of latest appointment, if applicable
- i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable
- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form.
- k. Other documents as may be required for comparative assessment
Means of Verification (MOVs) showing Outstanding Accomplishment, Application of Learning and Development reckoned from the date of last issuance of appointment.

Photocopy of Performance Rating obtained from the relevant work experience if performance rating in item (i) is not relevant to the position to be filled.

5. The schedule for the evaluation of credentials, open ranking, and interview of qualified candidates shall be announced in a separate advisory.

6. Please be informed that all applicants are **required** to register thru this link <https://tinyurl.com/dapnonteachingrelatedreg> and print out the registration form and checklist and attach one copy of each to your application folder submitted to this office. **Failure to register and submit mandatory requirements on the set**



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deadline shall not be entertained and not included in the pool of official applicants.

For information and dissemination.

JAY S. MONTEALTO, CESO V
Schools Division Superintendent

Department of Education Division of Dapitan City	
RELEASED	
No. 396	Date: 8/17/14
Time: 9:05	By: [Signature]



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LIST OF NATIONAL ASSESMENT FOR SCHOOL HEADS (NASH) BATCH 2 PASSERS

Meeting PPSSH standards in 4 domains

1. Glenda B. Paguia
2. Shimei B. Cagandahan
3. Tifanny D. Laab
4. Suzette J. Recamara
5. Windrell B. Mongcupa
6. Felix G. Solatorio
7. Fely A. Bagood
8. Riza B. Galanido
9. Ruben D. Escudero, Jr
10. Mirason S. Omilig
11. Ma. Shelva L. Carpenteros
12. Emmanuel A. Verano
13. Rene D. Acabal
14. Irene B. Cimafranca
15. Jessica S. Abellon
16. Ruth P. Agalot

Meeting PPSSH standards in 3 domains

1. Jean M. Alonso
2. Mary Ann Z. Cagatan
3. Maricel T. Gagan
4. Jerry G. Hamoy
5. Iresh P. Duran
6. Norams D. Abne