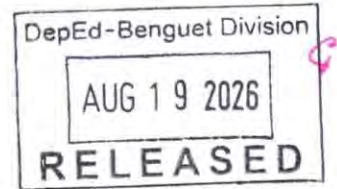




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet



17 August 2026

DIVISION MEMORANDUM

No. 317, s 2026

**GUIDELINES IN THE CONDUCT OF THE NATIONAL ASSESSMENT FOR
SCHOOL HEADS (NASH) BATCH 1 PROFESSIONAL DEVELOPMENT
INTERVENTION (PDI) PHASE 2**

TO: Curriculum Implementation Division
Public Elementary and Secondary Schools Principal
NASH Batch 1 Phase 2 Qualifiers
All Others Concerned

1. Pursuant to RM no. 194, s. 2026 re Guidelines in the Conduct of the National Assessment for School Heads (NASH) Professional Development Intervention (PDI) and RM no. 582, s. 2026 re Updates on NASH PDI Phase 2 and Phase 3 Implementation, this Office directs all identified NASH Batch 1 participants to take the following actions based on their current status (see Enclosure 1):

Phase 1 Completers: (with developmental areas) must now accomplish all Phase 2 requirements.

Phase 1 Non-Completers: (both 3-domain passers and those with developmental areas) are strongly urged to submit any remaining Phase 1 requirements immediately if the NEAP CO PDI system is still open.

2. Phase 1 completers (with developmental areas) are required to submit in either hard or soft copies the following documents on or before August 20, 2026:

- a. Enclosure 2 (NASH PDI Endorsement and Acceptance Form - PDI Enclosure 4);
- b. Enclosure 3 (NASH PDI Coaching Contract Enclosure 5); and
- c. Enclosure 4 Workplace Application Plan indicating the domain required for focus and Modes of Verification (MOVs). Coaches are required to assess the impact, applicability, relevance, and sustainability before submitting a copy for DO signature.

3. Please submit hard copies to the Division Records Section prior to uploading them at <https://tinyurl.com/mry297a9>. For soft copies requiring a Division Office signature, upload them directly to the same link and track your signed copy in the designated folder.

4. Phase 1 with Developmental Area completers are required to accomplish the information required in this google form link: <https://tinyurl.com/2s3prfh7> on or before August 18, 2026.
5. Participants from NASH Batch 1 PDI who also passed NASH Batch 2 cannot continue with the program. However, they are encouraged to create and implement a Work Application Plan (WAP) to innovate and address urgent issues in their current schools or offices.
6. For questions and more information regarding the conduct of the NASH PDI program, please do not hesitate to get in touch with the Division Human Resource Development Section Personnel: Xylene Grail D. Kinomis or Nerissa I. Barbosa.
7. Immediate dissemination of and strict compliance with this Memorandum is directed.

sgd

CARMEL F. MERIS

OIC - Schools Division Superintendent

Enclosure 1.

PHASE 1 COMPLETERS

No.	Three domain passer	With developmental area <i>required to proceed immediately to Phase 2</i>
1	Alico, Eldrin Dimas	Abance, Johnson Balungay
2	Polking, Graciella Wakin	Bungag, Jovelyn Onio
3	Pontino, Valentine Jr. Cha-Ong	Dayagan, Concepcion Oli
4	Banaña, Michael Cornelio	Gumpa-ic, Agosia Ladyog
5	Kiwas, Jona Butag	Kis-ing, Jan Irvin Domoguen
6	Lackias, Miraflor Tanas	Sabino, Aileen Doman
7	Calabias, Emilio Eduardo	Totanes, Miguel Jr. Lasquite
8	Ambros, Maricel Visaya	Willie, Leni Lou Casio
9	Besitan, Ellaine Elan	
10	Fowaya, Philip Fatarao	
11	Pingo, Norwin Badua	
12	Saliw-Ey, Jacqueline Justo	
13	Sapigao, Edgar Wong	

PHASE 1 NON-COMPLETERS – required to accomplish Phase 1 requirements via the PDI System for possible reconsideration by NEAP CO

No.	Three domain passer	With developmental area
1	Bantulo, Mary Grace Sabiano	Acosta, Fema Emper
2		Ano, Maring Serape
3		Ayangdan, Cristina Budong
4		Balagsa, Jessie Santig
5		Bolayo, Melchor Lorenzo
6		Bulsao, Jennifer Limog
7		Cambato, Jemory Teongco
8		Cayat, Giovanni Payagen
9		Coligman, Jaime Butangen
10		Concepcion, Juna Patangan
11		Diclas, Gemma Panggalisan
12		Igualdo, Marcia Pacio
13		Laruan, Freddie Sacley
14		Leon, Avilardo Burcio
15		Martin, Manuel Jr., Coilan
16		Paydo-En, Domondon Bangonan
17		Suaking, Mylene Emper
18		Tamas, Carino Calabias
19		Tanglod, Jonathan Luacan
20		Teofilo, Clara Buasen
21		Tomas, Jaime, Luis
22		Tomilas, Rodel Alberto



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Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

NASH PDI Coach Endorsement and Acceptance Form

Date: _____

Name of Coach: _____

Position: _____

Dear Mr./Ms./Mrs./Mx./Dr. _____:

In support of the National Assessment for School Heads Professional Development Intervention (NASH PDI) and pursuant to the mandate of the National Educators Academy of the Philippines (NEAP) to ensure standards-based professional development for school leaders, you are hereby endorsed and requested to serve as Coach for <Name of NASH PDI Participant>, <Position>, from <School>.

The above-mentioned participant is classified under the NASH result category <indicate: "Meeting PPSSH Strands in Three (3) Domains" or "With Developmental Areas"> and requires guided professional support in the following PPSSH domain(s): <Indicate PPSSH Domain(s) for intervention>.

In view of your qualifications, experience, and demonstrated competence in school leadership and instructional management, your guidance and supervision are deemed essential in supporting the participant's professional development journey and in ensuring the quality of required outputs under the NASH PDI.

Kindly signify your acceptance by signing below.

Thank you for your commitment to strengthening the school leadership pipeline.

Very truly yours,

CARMEL F. MERIS
Schools Division Superintendent

ACCEPTANCE

I hereby confirm my acceptance to serve as Coach and to provide professional guidance and supervision to the above-mentioned participant in accordance with the design and requirements of the NASH Professional Development Intervention.

Name and Signature of Coach

Date: _____



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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Coaching Contract

KNOW ALL MEN BY THESE PRESENTS:

This agreement is made and entered into this _____ day of _____, 20_____,
in the Schools Division Office of _____
by and between:

<Name of Coach>, <Position>, hereinafter referred to as the
“**Coach**”

- and -

<Name of NASH PDI Participant>, <Position>, <School>,
hereinafter referred to as the “**Participant**”

WITNESSETH:

WHEREAS, the Coach is a qualified Schools Division Office personnel who has met the coaching and mentoring standards prescribed by the National Educators Academy of the Philippines (NEAP) and has demonstrated competence in school leadership and instructional management aligned with the Philippine Professional Standards for School Heads (PPSSH);

WHEREAS, the Participant is an aspiring school head who has undertaken the National Assessment for School Heads (NASH) and has been identified under the NASH result category **<indicate category>**, requiring professional development intervention under the NASH Professional Development Intervention (PDI);

NOW, THEREFORE, for and in consideration of the foregoing premises, the parties hereby agree to enter into this Coaching Contract under the following terms and conditions:

The Coach shall:

1. Provide professional guidance and structured coaching support to the Participant in accordance with the objectives, timelines, and outputs of the NASH PDI;



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Complex, Meralco Ave., Pasig City
1600 Telefax No.: (+632) 8638-8638

Email Address: neap.od@deped.gov.ph

Doc. Ref. Code	PAWIM-F-026	Rev	00
Effectivity	09.20.21	Page	1 of 3



2. Review, provide feedback on, and recommend improvements to draft and final outputs submitted by the Participant;
3. Support the Participant in strengthening competencies aligned with the identified PPSSH domain(s) for intervention;
4. Conduct coaching sessions, including virtual or onsite visits, when necessary, without compromising official duties;
5. Monitor the Participant's progress using prescribed monitoring tools, including the Modified Performance Monitoring and Coaching Form (PMCF), and submit required reports to the designated SDO focal person;
6. Certify the quality and completeness of outputs prior to their submission for higher-level review and approval.

The Participant shall:

1. Fulfill all the requirements of the NASH PDI under the guidance and supervision of the assigned Coach;
2. Comply with the expectations, timelines, and work schedule agreed upon with the Coach, as reflected in the approved plan of activities;
3. Meet regularly with the Coach and provide timely and accurate updates on the progress of assigned outputs, workplace application activities, and related professional learning tasks;
4. Observe ethical standards, quality assurance measures, and professional conduct in the completion and submission of all required outputs; and
5. Maintain open, honest, and professional communication with the Coach and other concerned program implementers to support the successful implementation of the professional development intervention and the resolution of any issues that may arise.

Termination of the Coaching Contract

In the event that either the **Coach or the Participant** finds it necessary to terminate this Coaching Contract for justifiable reasons, the concerned party shall submit a **formal written request** addressed to the **Schools Division Superintendent**, through the **Program Focal**, clearly stating the grounds for termination.

The Schools Division Superintendent, in coordination with the Program Focal, shall **carefully evaluate the request** and may approve the termination and grant a **No-Fault Termination of the Contract**, as deemed appropriate.

Both parties agree to **abide by the decision of the Schools Division Superintendent**. In cases where termination is approved, the Program Focal shall facilitate the **assignment of another qualified Coach** to ensure continuity of the Participant's professional development under the NASH PDI.

In WITNESS WHEREOF, the parties have hereunto set their hands on the date and place above-written.

Participant

Coach

Witnesses:

XYLENE GRAIL D. KINOMIS
Senior Education Program Specialist
Human Resource Development Section
Program Focal

NERISSA I. BARBOSA
Education Program Specialist II
Human Resource Development Section
Program Secretariat



Workplace Application Plan



National
Educators
Academy of the
Philippines
DepEd - Davao City - PANGASIPAN

I. PROPONENT'S PROFILE

Proponent's Name:		Position:	HEAD TEACHER VI
School:		School ID:	
Region and Schools Division Office:		PD Program Attended:	NASH PDI – Phase 2 Phase 1 completion: <as indicated in the certificate>
Coach:		Position:	
Assistant Schools Division Superintendent:		Schools Division Superintendent:	

II. PROGRAM/ PROJECT PROFILE

Title	Indicate the proposed program/ project title.	Type of intervention	(Committee work, Job Expansion, Job Rotation, Job Shadowing, Special Project, Stretch Assignments, Informal JEL Activities, others please specify)
Rationale	Briefly describe why the WAP will be implemented. Identify the competency gaps that will be addressed and the current performance level on the key results area(s). This may include the following, but not limited to: - Context of the program/ project or connection to the NASH PDI - Relevant legal bases - Relevant local and international literature - What is the goal of WAP? See the objective statement.		

Workplace Application Plan

Program/ Project Description	<i>State the primary intention of the proposed program/ project, including but not limited to:</i> • <i>the main task to be accomplished or key content to be delivered,</i> • <i>knowledge, skills, and abilities to be learned; and</i> • <i>expected significant results of the program/ project or how it will impact the workstation or constituents of the proponent (project beneficiaries/ participants)</i>
Program/ Project Objective(s) (Application Objectives)	<i>State one (1) general objective and at least three (3) specific objectives</i>
Delivery Platform	<i>Modality of the program/ project</i>
Timeline	<i>From Start Date to End Date; per NASH PDI guidelines, this should not exceed 6 months.</i>

III. FUNDING DETAILS

Amount Needed:	<i>Will the project need funding? Indicate the total amount.</i>	Budget Allocation (Breakdown)	<i>(Provide details on how the fund will be allocated in the conduct of the program/project.)</i>
Funding Source:	<i>How will the program be funded?</i>		

IV. ACTION PLAN

Milestones	Activities	Timeline	Resources Needed	Expected Output / Outcome	Coaching Schedule
Milestone 1: Situational Analysis and Problem Framing Validate innovation need and align with SIP priorities		1 month	(Materials, funds, resources)		<i>(Indicate date and time to discuss the results of this milestone/activities with your coach. The coach's signature at the end of this document indicates that s/he agrees with the indicated dates for coaching.)</i>
Milestone 2: Innovation Design and Operational Planning Finalize innovation framework and secure stakeholder commitment		1.5 months			
Milestone 3: Implementation and Learning Session(s) Monitor implementation status and gather early results		3.5 months			



Workplace Application Plan



Milestones	Activities	Timeline	Resources Needed	Expected Output / Outcome	Coaching Schedule
Milestone 4: Evaluation and Sustainability Plan Assess impact and provide strategy for scaling or sustaining innovation		<i>End of 6th month</i>			

V. RISKS AND MITIGATION STRATEGIES

Identified Risk	Mitigation Measure
<i>Potential problem(s) or negative event(s) that may occur during the implementation of your activities, which could affect your timeline, resources, participation, or expected results.</i>	<i>Proactive step(s) or strategy(ies) designed to reduce the likelihood or impact of the identified risk(s).</i>

VI. MONITORING AND EVALUATION PLAN

Milestones	Monitoring Tool/Method	Timeline	Responsible Person
Milestone 1: Situational Analysis and Problem Framing			
Milestone 2: Innovation Design and Operational Planning			
Milestone 3: Implementation and Learning Session(s)			



Workplace Application Plan



National
Educators
Academy of the
Philippines
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Milestones	Monitoring Tool/Method	Timeline	Responsible Person
Milestone 4: Evaluation and Sustainability Plan			

Declaration:

I hereby declare that the information provided in this application is true and correct to the best of my knowledge.

I agree that the Department of Education (DepEd) is the co-owner of all the data gathered and the copyright of any publication or use of these data.

Prepared by:	Signature	Date
(Name and Position of Proponent)		

Reviewed by:	Signature	Date
(Name and Position of Coach)		

Recommending Approval by:	Signature	Date
(Name and Position of Assistant Schools Division Superintendent)		

Approved by:	Signature	Date
(Name and Position of Schools Division Superintendent)		