Republic of the Philippines
Department of Education
Schools Division of Benguet

DepEd-Benguet Division
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RELEASED

06 November 2026

DIVISION MEMORANDUM
No. 487, s.2026

SCHEDULE OF ACTIVITIES FOR THE NATIONAL ASSESSMENT FOR SCHOOL HEADS TARGETED DEVELOPMENT PROGRAM AND PROFESSIONAL DEVELOPMENT INTERVENTION PARTICIPANTS

To: OIC – Assistant Schools Division Superintendent
Public Schools District Supervisors/Districts-in-charge
School Heads
All Others Concerned

1. Relative to Regional Memorandum No. 747, s. 2026, titled, "Guidelines on the Conduct of the National Assessment for School Heads (NASH) Targeted Development Program (TDP) and Professional Development Intervention (PDI)", and the MS Teams online orientation for the Luzon Cluster conducted on September 23, 2026, this Office reminds all NASH TDP and PDI participants of the program schedule and three requirements for the Phase 1 Assessment.

2. Participants are advised to observe the following program timeline:

Activity	Schedule	Responsible
Complete Phase 1 Assessment	On or before Nov. 6, 2026	NASH TDP and PDI participants
Process Data and Issue Phase 1 Certificates of Participation	Nov. 7 to 12, 2026	Central Office (CO)
Start Phase 2: Design Job-Embedded Learning through a Workplace Application Plan	Nov. 9, 2026	SDO and participants with Phase 1 Certificates of Participation
1. Conduct the initial conference with the coach for Phase 2 Job-Embedded Learning; and 2. Prepare or refine the Workplace Application Plan	Nov. 9, 2026 to Jan. 15, 2027	NASH TDP and PDI Participants and Coaches
End of Phase 2	Jan. 15, 2027	SDO and participants
Validate the Workplace Application Plans	Jan. 18 to 21, 2027	SDO
Submit to the Regional Office the list of participants who complied with the Phase 2 requirements, using Enclosure 10 of RM No. 747, s. 2026	Jan. 22, 2027	SDO
Process data and issue Phase 2 Certificates of Participation	Jan. 25 to 28, 2027	Regional Office (RO)
Submit endorsement to CO the List of NASH TDP Completers	Jan. 29, 2027	RO
Start of Phase 3	January 25, 2027	SDO and participants with Phase 2 Certificates of Participation
Issue Certificates of Completion to participants who meet the Philippine Professional Standards for School Heads in three domains	February 1, 2027 onwards	CO

End of Phase 3	July 16, 2027	
Submit to the Regional Office the list of participants who implemented their Workplace Application plans, using Enclosure 10 of RM No. 747, s. 2026	July 23, 2027	SDO
Issue Certificates of Participation for SDO endorsed and certified participants who implemented their WAP	July 28, 2027	RO
Endorse to the Central Office the List of Participants who implemented their Workplace Application Plans	July 30, 2027	RO
Issuance of Certificates of Completion for Participants with Developmental Areas	Aug. 2, 2027 onwards	CO

3. For the Phase 1 Assessment, participants shall comply with the following guidelines:
   a. Use the assigned Unique Participant Number to access and complete the assessment;
   b. Take only the domain-based assessment assigned to them;
   c. Obtain a score of at least 70% in each assigned domain to qualify for Phase 2;
   d. Complete the assessment within a maximum of two attempts; and
   e. Answer the assessment independently and observe honesty and professional integrity throughout the process.

4. Cheating, sharing test items, unauthorized collaboration, and other forms of academic dishonesty are prohibited and may result in disqualification from the program.

5. The Phase 1 Assessment may be accessed through the NASH TDP and PDI Hub: https://sites.google.com/deped.gov.ph/nashtdppdihub.

6. For questions and clarifications concerning the program, participants may contact Jessica Kristel C. Abeleda and Jufeel P. Pulvosa of the NEAP Professional Development Division through pdd.pdi@deped.gov.ph .

7. For regional coordination concerns, please contact the Human Resource Development Division-National Educators Academy of the Philippines in the Region through Rosita C. Agnasi at car.neapr@deped.gov.ph.

8. Immediate and widest dissemination of this Memorandum is directed.

sgd

CARMEL F. MERIS
OIC - Schools Division Superintendent

References: RM No. 892, s. 2026
as indicated

SGOD/LBA/hrd.nib