



Republic of the Philippines  
**Department of Education**  
REGION IV- A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

13 March 2025

DIVISION MEMORANDUM  
No. 194 s. 2025

**INVENTORY ON TEACHER SPECIALIZATION AND TRAINING AND JOINT  
DELIVERY VOUCHER PROGRAM (JDVP) OF THE SENIOR HIGH  
SCHOOL (SHS) FOR SCHOOL YEAR 2024-2025**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Other Concerned

1. In reference to **DM-OUHROD-2025-0367**, this office through the Curriculum and Learning Management Division (CLMD) informs the field about the process of conducting an inventory survey of teacher specialization and training and JDVP of SHS for SY: 2024-2025.
2. The mechanisms, procedures, and standards stipulated herein shall guide all DepEd offices and schools, including the heads of offices, and DepEd personnel on the implementation of the program.
3. For more information, please contact BHROD-SED via email at [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph) or through landline number (02) 8633-5397.
4. Attached is copy of DM-OUHROD-2025-0367 for complete detail of the process.
5. Immediate dissemination and strict compliance of this Memorandum is desired.

  
**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

Encl.: As stated  
Reference: RM No. 173, s. 2025  
To be Indicated in the Perpetual Index  
Under the following subjects:

JDVP  
TRAINING

ASSESSMENT  
SURVEY

CID – inventory on teacher specialization and training and joint delivery voucher program (jdvp) of the senior high school (shs) for school year 2024-2025  
RECG97GP-004182 / March 13, 2025



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Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON

10 March 2025

**Regional Memorandum**  
No. 173 s. 2025

**INVENTORY ON TEACHER SPECIALIZATION AND TRAINING AND  
JOINT DELIVERY VOUCHER PROGRAM (JDVP) OF THE SENIOR  
HIGH SCHOOL (SHS) FOR SCHOOL YEAR 2024-2025**

To **Schools Division Superintendent**

1. In reference to DM-OUHROD-2025-0367, this Office through the Curriculum and Learning Management Division (CLMD) informs the field about the process of conducting an inventory survey of teacher specialization and training and JDVP of SHS for SY: 2024-2024.)
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**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

02/ROC5



Republika ng Pilipinas

Department of Education  
OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

EPD  
FEB 14 2025  
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MEMORANDUM  
DM-OUHROD-2025-0267

FEB 14 2025  
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TO : REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
CURRICULUM AND LEARNING MANAGEMENT DIVISION  
CURRICULUM IMPLEMENTATION DIVISION  
PUBLIC SCHOOL DISTRICT SUPERVISORS  
SCHOOL HEADS  
ALL OTHERS CONCERNED

FROM : WILFREDO E. CABRAL  
*Undersecretary for Human Resource  
and Organizational Development*

JANIR TY DATUKAN  
*Assistant Secretary and Officer-in-Charge  
Office of the Undersecretary for Curriculum and Teaching*

SUBJECT : INVENTORY ON TEACHER SPECIALIZATION AND TRAINING  
AND JOINT DELIVERY VOUCHER PROGRAM OF THE SENIOR  
HIGH SCHOOL FOR SCHOOL YEAR 2024-2025

DATE : February 12, 2025

The Department of Education (DepEd) remains committed to advancing reforms in Basic Education through its five-point agenda, which includes enhancing learning delivery and developing a future-ready workforce. A key initiative under this agenda is revitalizing the Senior High School (SHS) Program, focusing on curriculum review and improved implementation. To support this undertaking, the Human Resource and Organizational Development (HROD) Strand is assessing strategies, beginning with a comprehensive teacher inventory.

In this regard, an inventory survey will be conducted to gather data on:

1. Current curricular offerings in Senior High Schools;
2. SHS teachers' demographics, subjects taught, specializations, and training across all strands;
3. School partnerships for the Work Immersion (WI) Program and the Joint-Delivery Voucher Program for SHS-Technical Vocational Livelihood (SHS-TVL).

Please refer to **Annex A** for the complete guide on the process of data collection and form submission access.

To ensure a clear understanding of data requirements and specifications, a virtual technical support meeting will be held on **February 14, 2025** from 1:30 PM to 3:00 PM via MS Teams with **CLMD** and **CID** representatives. **Please limit meeting attendees to (1) one per Region and Schools Division.** The meeting link can be accessed at: **<https://bit.ly/SHSInventoryMeeting>**.

For questions or concerns, please contact **BHROD-SED** via email at **[bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph)** or through landline number **(02) 8633-5397**.

Your prompt attention and cooperation are highly appreciated.

Copy Furnished:

**OFFICE OF THE SECRETARY**  
Department of Education



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## Annex A

**Process Flow for the SHS Teacher and JDVP SHS TVL Program  
Delivery Inventory for SY 2024-2025**

	<b>Governance Level</b>	<b>Persons Involved</b>	<b>Timeline</b>
1	<b>Schools</b>	<b>SCHOOL HEADS</b> <ul style="list-style-type: none"> <li>• Download (1) one SHS Inventory form for data entry</li> <li>• Answer the SHS Inventory form</li> </ul>	February 12 - 21, 2025
2	<b>School District</b>	<b>PUBLIC SCHOOL DISTRICT SUPERVISOR (PSDS)</b> <ul style="list-style-type: none"> <li>• Collects and consolidates submission of schools within the district</li> <li>• Ensures the accuracy and completeness of the following school data: <ul style="list-style-type: none"> <li>o Personal information</li> <li>o Subjects being taught</li> <li>o Training and certification</li> <li>o Partners in Work Immersion and SHS JDVP-TVL Program</li> </ul> </li> <li>• Ensures that schools should only have (1) one SHS Inventory form</li> <li>• Submits the verified inventory form to the SDO-CID</li> </ul>	
3	<b>Schools Division Office (SDO)</b>	<b>CURRICULUM IMPLEMENTATION DIVISION (CID)</b> <ul style="list-style-type: none"> <li>• Receives and monitors SHS Inventory submission of schools</li> <li>• Ensures (1) one form submission of schools, including accuracy and completeness of data entries</li> <li>• Provides technical assistance to Schools</li> <li>• Returns the form to schools with wrong entries or inconsistent information</li> <li>• Consolidates all forms for submission to ROs</li> </ul>	February 24-26, 2025
4	<b>Regional Office (RO)</b>	<b>CURRICULUM AND LEARNING MANAGEMENT DIVISION (CLMD)</b> <ul style="list-style-type: none"> <li>• Provides technical assistance to SDOs</li> <li>• Consolidates SHS Inventory forms from SDOs</li> <li>• Ensures complete submission of SDOs</li> <li>• Submits the consolidated forms to CO</li> </ul>	February 26-28, 2025
5	<b>Central Office (CO)</b>	<b>NATIONAL EDUCATORS' ACADEMY OF THE PHILIPPINES (NEAP) BUREAU OF HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT- SCHOOL EFFECTIVENESS DIVISION (BHROD-SED)</b> <ul style="list-style-type: none"> <li>• NEAP and BHROD-SED to provide technical assistance to ROs and SDOs</li> <li>• Monitor field submission</li> <li>• Consolidate RO submission on or before March 3, 2025</li> </ul>	March 03, 2025

**Reminders:**

- To access the SHS Inventory form and a quick guide, please use the following link: [bit.ly/SHSInventory-2025](https://bit.ly/SHSInventory-2025)
- Instructions for completing the form are provided within the survey sheets.



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