



Republic of the Philippines
Department of Education
 REGION VII - CENTRAL VISAYAS
 DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
 Superintendent**

DIVISION MEMORANDUM
 CID-2025- 022

TO : SENIOR HIGH SCHOOL PRINCIPALS
 MR. JENELOU JOHN F. ISRAEL – MANGA NHS
 MR. ALBERTO L. TIBOD JR. – MANSASA NHS
 MR. JUSTINO M. CANDA – COGON NHS
 DR. LEGARDO R. PALACA JR – DR. C PUTONG NHS (SENIOR HI)
 MRS. EUTROPIA R. ARCAYENA – SAN ISIDRO NHS
 MRS. GRACE MARIE L. CAMPOS – TAGB. CITY SCIENCE NHS

FROM : DR. WILFREDA D. BONGALOS, CESO V
 Schools Division Superintendent

SUBJECT: Submission of Documentary Requirements, Application for TESDA-
 DepEd Programs and Meeting on TVL Projects

DATE: January 21, 2025

1. In line with the Department of Education’s initiative to strengthen the implementation of the Technical-Vocational- Livelihood (TVL) track and its alignment with TESDA certification programs, the following matters are hereby communicated for immediate compliance and action:

PROGRAM	REQUIREMENTS	DEADLINE OF SUBMISSION
1. GR12 TVL Learners Free Assessment (for Non-JDVP recipients)	a. Accomplished Application Form b. Accomplished Self- Assessment Guide c. Two 2 X 2 ID pictures (with collar shirt, white background and name tag)	January 28, 2025
2. Application for SHS TM1 Teachers Seeking TESDA Assessor Accreditation	a. Updated Personal Data Sheet b. TESDA TM 1 Certificate c. NCII relevant to the area of application d. Accomplished Assessor Application Form (TESDA template) e. Transcript of Records f. Certificate of Employment	January 29, 2025



Address: H. Zamora St., Dampas, Tagbilaran City, Bohol
 Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177
 (038)427-6718; (038)544-2147
 Email Address: tagbilarancity.division@deped.gov.ph

	g. Signed Competency Assessor's Credo h. Certificate of Concurrence	
3. Application for Schools Seeking Accreditation as TESDA Assessment Center	a. Letter of Intent addressed to SDS b. List of facilities, tools and equipment compliant with TESDA standards c. Organizational Chart d. Shop Layout e. CCTV f. Fire extinguisher	January 30, 2025
4. Meeting of SHS Principals Agenda: Upcoming TVI projects, compliance with TESDA-DepEd requirements, Strategies for strengthening the delivery of TVL programs	January 27, 2025	8:30AM @ Div Office Conference Hall Attendance is mandatory

5. Immediate and full compliance with the above directives is expected. Should you have any questions or clarifications, please contact Joseph C. Barrete mobile number 09951451397.
6. For the information and guidance of all concerned.