



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 155

**TO : ALBERTO L. TIBOD JR. – MANSASA NHS
JENELOU JOHN F. ISRAEL – MANGA NHS**

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

**For: *Jh Ariel A Lagura*
JOHN ARIEL A. LAGURA PhD**
OIC, ASDS

**SUBJECT : PREPARATORY ACTIVITIES FOR SHS TESDA ASSESSMENT
CENTER ACCREDITATION-ONE-MONTH TIMELINE**

DATE : July 10, 2025

1. In line with our commitment to strengthening the Technical-Vocational-Livelihood (TVL) track and expanding certification opportunities for our Senior High School Learners, this Office reminds you of the required preparatory activities in the next one (1) month from July 11, 2025, to August 11, 2025 to comply with TESDA accreditation for assessment centers on the following:

A. Physical and Facility Requirements

1. Compliant workshop/laboratory spaces based on TESDA Training Regulations
2. Adequate tools, equipment, and consumables are in place and functional
3. Install CCTV systems in assessment areas (audio/video) for TESDA monitoring and auditing

B. Legal and Regulatory Documents

1. Mayor's Permit
2. Fire Safety Inspection Certificate
3. Sanitary Permit/Health Clearance
4. Barangay Clearance
5. Police Clearance
6. SEC Registration
7. BIR Registration Certificate (TIN & Certificate of Registration)
8. Official Receipts

2. Please coordinate with Ms. Rasel Pagaran TESDA Provincial Office and Joseph C. Barrete, DepEd Tagbilaran City for Technical Guidance. Let us maximize this timeline to ensure our SHS campuses are ready for accreditation, thereby expanding our learners' access to national certification and better employment pathways.

3. Your prompt and committed compliance on this Memorandum are highly directed.



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