



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  
 No. 440 , s. 2025

July 14, 2025

**RECRUITMENT OF PUBLIC AND PRIVATE SCHOOL TEACHING AND NON-TEACHING  
 PERSONNEL TO AVAIL OF FREE TM I-COC II TRAININGS UNDER DEPED-TESDA  
 JOINT GUIDELINES**

**To : ALL PUBLIC AND PRIVATE SCHOOL PRINCIPALS  
 AND ADMINISTRATORS**

1. In line with the implementation of DepEd Order No. 003, s. 2025, TESDA-DepED Joint Memorandum Circular (JMC) 2024, and TESDA Memorandum No. 688, s. 2024, this Office enjoins the active participation of all qualified teaching and non-teaching personnel from both public and private basic education institutions in the free Certificate of Competency (COC II) training and assessment program being implemented in partnership with TESDA. These initiatives aim to:
  - a. Expand the pool of nationally certified competency assessors for the Senior High School Technical-Vocational-Livelihood (SHS-TVL) Track.
  - b. Equip personnel with industry relevant competencies aligned with TESDA Training Regulations; and
  - c. Support the goal of quality assured assessment and certification of SHS-TVL learners nationwide.
2. School Heads/administrators shall identify and endorse to this Office the list of public and private school teaching and non-teaching personnel eligible for the following on or before July 21, 2025:
  - a. Training and assessment in TM-1 COC 2, followed by accreditation as a Competency Assessor.
  - b. Assessment in TM1 COC2, followed by accreditation as competency assessor
3. The following requirements can be submitted later:
  - a. Accomplished Application Form with attached passport-size picture, white background and with handwritten name and signature.
  - b. Transcript of Records/Diploma
  - c. Certificate of Employment indicating compliance to the required number of years of relevant work/industry, teaching experience for the qualification as specified in the Implementing Guidelines.
  - d. At least NC2 of the qualification which he/she intends to be accredited
  - e. TM1 or TM1-COC Conduct Competency Assessment
  - f. Certificate of Loading (for new applicant)
4. Other pertinent information can be accessed on TESDA Circular No. 047, dated April 02, 2025.
5. In submitting your endorsed applicants, pls follow the herein template:
 

FULL NAME (Last Name, First Name, Middle Initial)	NAME AND ADDRESS OF SCHOOL	CATEGORY OF SCHOOL
6. For queries and further coordination, please contact JOSEPH C. BARRETE on his mobile number 09951451397.
7. For your information, guidance, and widest dissemination.

WILFREDA D. BONGALOS, CESO V  
 Schools Division Superintendent

WDD/JAAL/JTB/jeb



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