



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

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Office of the Schools  
Division Superintendent

DIVISION MEMORANDUM  
No. 694 , s. 2025

September 25, 2025

**AMENDED IMPLEMENTING GUIDELINES ON SENIOR HIGH SCHOOL (SHS)  
ASSESSMENT AND CERTIFICATION SUPPORT PROGRAM**

**To: Assistant Schools Division Superintendent  
Chiefs CID & SGOD  
Public & Private Senior High School Principals  
ALS Coordinator  
All Others Concerned**

1. For the information and guidance of all concerned, attached is the letter from Dir. Gamaliel B. Vicente, Jr. CESO III, ASIAN ENG., TESDA Regional Director Region 7, thru the Office of the Regional Director, DepEd Region 7, Re: Amended Implementing Guidelines on Senior High School (SHS) Assessment and Certification Support Program.
2. For more information, please refer to the attached communication.
3. Immediate dissemination of and compliance with this Memorandum are directed.

**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent 

WDB, JAAL, JTB, jcb



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



11 July 2025

**SALUSTIANO T. JIMENEZ, EdD, JD, CESO III**  
Regional Director  
Department of Education  
Region VII  
Sudlon, Lahug, Cebu City

RS 2025 - 18692  
JUL 23 2025  
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Attention: **DR. ROLAND V. VILLEGAS**  
Education Program Supervisor

**Subject:** Amended Implementing Guidelines on Senior High School (SHS)  
Assessment and Certification Support Program

Dear RD Jimenez:

Greetings!

This is to furnish you with a copy of TESDA Circular No. 046, series of 2025 dated 02 April 2025. The Circular contains the amended implementing guidelines aimed to further strengthen the quality-assured assessment process for the certification of Senior High School (SHS) learners under the Technical Vocational Livelihood (TVL) Track.


Furthermore, in accordance with TESDA-DepEd Supplemental Joint Memorandum Circular (JMC), these guidelines **apply to all public schools, private schools, and Alternative Learning Systems (ALS) offering SHS TVL track** covered by the available funding allocation under Special Provisions of FY 2024 GAA (R.A. 11975), FY 2025 GAA (R.A. 12116) and the GAAs for succeeding Fiscal Years, as may be applicable.

We hope that the amended implementing guidelines will provide clearer direction and improved support in the implementation of the Senior High School Assessment and Certification Support Program.

We encourage for the widest dissemination of the amended implementing guidelines to all private schools and ALS offering SHS TVL track in the region.

We look forward to the successful and effective implementation and alignment with our shared commitment to quality senior high school education and workforce readiness.

Very truly yours,

  
**GAMALIEL B. VICENTE, JR. CESO III, ASEAN ENG.**  
Regional Director, TESDA VII

# TESDA CIRCULAR

<b>Subject:</b> Amended Implementing Guidelines on Senior High School (SHS) Assessment and Certification Support Program		<b>Page 1 of 8</b> Number <u>045</u> , Series of 2024
<b>Date Issued:</b>	<b>Effectivity:</b> Immediately	<b>Supersedes:</b> TESDA Circular No. 045 s. 2024

In the interest of the service and in line with the issuance of the TESDA - DepEd SUPPLEMENTAL JOINT MEMORANDUM CIRCULAR (JMC) series of 2025, TESDA Memorandum No. 688 series of 2024 and DepEd Order No. 003 series of 2025, this Amended Implementing Guidelines is being issued to further strengthen the quality-assured assessment process for the certification of Senior High School (SHS) learners under the Technical-Vocational Livelihood (TVL) Track.

## I. BACKGROUND

The Department of Education (DepEd) and Technical Education and Skills Development Authority (TESDA) have collaboratively developed a Joint Memorandum Circular (JMC) titled *Ensuring Quality-Assured Assessment for Certification of Senior High School Technical-Vocational Livelihood (TVL) Track in 2024*.

The 2024 JMC aligns the two (2) provisions in the General Appropriations Act (GAA) for Fiscal Year (FY) 2024, namely *SHS Assessment and Certification Support Program* and *Support to Expand the Number of Accredited Assessors*. These provisions aim to provide free assessment to SHS TVL learners, addressing the financial barriers that might prevent them from availing the National Assessment.

To support these initiatives, TESDA issued TESDA Circular Nos. 045 and 046, series of 2024 to standardize the processes and ensure efficient delivery of the services to all stakeholders.

In accordance with the GAA for FY 2025, learners under TVL Track are required to undergo assessment for National Certification. To enhance the effectiveness of this program, DepEd issued DepEd Order (DO) No. 003 series of 2025, which outlines the *Guidelines on the Implementation of Quality-Assured Assessment for the National Certification of Learners in the Senior High School Technical-Vocational-Livelihood Track*. This Department Order also includes the expansion of the number of competency assessors.

Additionally in 2025, both DepEd and TESDA agreed on the *Supplemental Guidelines to Ensure Quality-Assured Assessment for Certification of Senior High School Technical-Vocational-Livelihood Track* which provides further guidance to ensure the quality-assured assessments for certification of SHS TVL learners. These Department Order and JMC are the bases for the amendments to this TESDA Circular.

# TESDA CIRCULAR

<b>Subject:</b> Amended Implementing Guidelines on Senior High School (SHS) Assessment and Certification Support Program		<b>Page 2 of 8</b> Number <u>045</u> , Series of 2025
<b>Date Issued:</b> MAY 2025	<b>Effectivity:</b> Immediately	<b>Supersedes:</b> TESDA Circular No. 045 s. 2024

## II. COVERAGE

The guidelines, as aligned to the Supplemental JMC, apply to all public schools, private schools, and Alternative Learning Systems (ALS) offering SHS TVL track covered by the available funding allocation under Special Provisions of FY 2024 GAA (R.A. 11975), FY 2025 GAA (R.A. 12116) and the GAAs for succeeding Fiscal Years, as may be applicable.

This Implementing Guidelines covers:

- A. Competency Assessment of SHS TVL Learners on Programs with corresponding Training Regulations (TR). The eligibility of learners for free assessment shall follow the issuance from DepEd; and
- B. Accreditation as Assessment Center (AC) or Designated Assessment Venue (DAV) of Senior High Schools.

## III. CONDUCT OF COMPETENCY ASSESSMENT

- A. The Department of Education (DepEd) shall endorse to TESDA the list of enrolled learners per identified qualifications as basis in the preparation of National Qualification Map (NQM) and downloading of funds in the Regional Offices.
- B. SHS TVL learners and graduates may avail of the full subsidy for one (1) qualification. The learner may avail subsidy for an additional qualification related to his/her learning track, subject to availability of funds.
- C. The SHS TVL learners and graduates can choose from any of the qualifications for which they have completed the appropriate training. Assessment shall cover only qualifications with promulgated Training Regulations with Competency Assessment Tools.
- D. The SHS TVL teachers shall assist the learners/candidates in completing the requirements, which include the accomplished Assessment Application Form, Self-Assessment Guide (SAG), and three (3) colored passport-size pictures with white background. The application form and SAG are available for downloading from the TESDA website ([www.tesda.gov.ph](http://www.tesda.gov.ph)).
- E. The endorsement of the list of learners and the submission of the respective assessment application documents may follow any of the three (3) approaches:

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<b>Date Issued:</b> 2024	<b>Effectivity:</b> Immediately	<b>Supersedes:</b> TESDA Circular No. 045 s. 2024

- a. The SHS Principal/Head may endorse the required documents directly to the nearest TESDA Provincial or District Office within their respective jurisdiction. If the school opts for this approach, a copy of the endorsement should also be provided to the Education Program Supervisor (EPS) responsible for SHS TVL of their School Division Office (SDO), or
  - b. The DepED School Division Superintendent (SDS), through the EPS in charge of SHS-TVL of the SDO, shall consolidate submissions from all schools and forward the complete set of documents to the nearest Provincial Office or District Office, or
  - c. Direct application: Alternatively, SHS TVL learners or graduates may apply directly to any TESDA Provincial or District Office to avail of the free assessment, provided that they will present an original or certified true copy of any official document with their Learner Reference Number (LRN) such as Form 137 or School Form 10, diploma, and School Form (SF) 9 (report card).
- F. Beneficiaries of the Joint Delivery Voucher Program (JDVP) will be allowed to avail of the free assessment, provided they have completed the training for the qualification they intend to pursue.
- G. The TESDA PO/DO shall evaluate the application documents of the candidates. If the SAG indicates that the candidate is not yet ready for assessment, he/she shall not be allowed to undergo the competency assessment.
- H. The TESDA Provincial/District Director (PD/DD) shall officially endorse the qualified applicants to the Assessment Centers.
- I. The TESDA Provincial/District Director (PD/DD) shall assign candidates among the Accredited Assessment Centers and create the assessment schedule in the T2MIS. Assessment schedules shall be encoded in the system five (5) working days before the assessment date. The correct modality must be selected in the T2MIS.
- J. The TESDA PD/DD shall assign TESDA Accredited Competency Assessor on a rotation basis. If there is no SHS Competency Assessor available, the PO/DO shall assign a TESDA Accredited Competency Assessor.

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- K. Competency Assessors are strictly prohibited from assessing their own and other trainees/learners within the same institution.

However, given there are geographical challenges and resource limitations involved in conducting National Assessments, Competency Assessors shall be permitted by the Provincial/District Office to assess other learners from the same institution.

- L. The competency assessment must be conducted at the Accredited Assessment Center or Designated Assessment Venue.

- M. The TESDA PD/DD shall designate the TESDA Representative among the PO/DO employees and/or following the Approved Work Instructions. The personnel from the TESDA Technology Institutions (TTIs) may also be designated as TESDA Representatives.

The PD/DD may designate one (1) TESDA Representative to oversee multiple assessment schedules within the same Institution and location per day.

- N. The E-Certificate issued to competent Senior High School learners shall be valid for five (5) years. Renewal shall be subject to existing and prevailing policies and guidelines.

#### IV. ACCREDITATION OF SENIOR HIGH SCHOOLS AS ASSESSMENT CENTERS

- A. The Senior High School (SHS) Assessment Center - Applicant shall submit the following requirements for accreditation:
1. Letter of Intent on the application as Assessment Center signed by the School Principal/Head;
  2. Self-Assessment Checklist;
  3. Checklist of tools, equipment, supplies and materials, and facilities;
  4. Affidavit of Undertaking for Assessment Center;
  5. Special law creating the institution (for public institution) (e.g. Republic Act, Executive Order, Sanggunian Resolutions);
  6. Fire Safety Certificate;
  7. Building Layout/Floor Plan/Shop lay-out;
  8. CCTV camera (functional, with audio recording and motion detection);
  9. Computer System with Internet Access, 1080p web camera and signature pad that can capture digital signature;
  10. White backdrop for registration of assessment candidates;

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11. Organizational structure to support the following activities:

- a) Scheduling of assessment;
- b) Encoding and Processing of data regarding the conduct of assessment; and
- c) Collecting assessment fees.

B. Accreditation as Assessment Center shall be valid for two (2) years, subject to renewal or cancellation based on the results of the compliance audit conducted by TESDA.

C. Accreditation process shall adhere to the existing procedure on accreditation as Assessment Centers.

## V. APPLICATION OF SENIOR HIGH SCHOOLS AS DESIGNATED ASSESSMENT VENUES (DAVs)

A. The DepEd SDO shall endorse the list of SHS that can serve as DAVs to the TESDA Provincial/District Office.

B. The DAVs shall comply with the required tools, equipment, supplies, and materials specified in the Competency Assessment Tools (CATs).

C. The accomplishment of the assessment shall be credited to the Accredited AC.

## VI. SANCTIONS AND PENALTIES

TESDA and DepED personnel who will be proven to have taken part in violating these guidelines and other relevant issuances shall be subject to proper disciplinary action in accordance with the 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS) and other related issuances. This is without prejudice to any criminal liability which may be incurred under the Revised Penal Code and other special laws.

## VII. MANAGEMENT OF FUNDS

A. The funding source for the implementation of this program shall be sourced from the GAA FY 2024, GAA FY 2025 and the GAAs for succeeding Fiscal Years, as may be applicable.

B. For the conduct of competency assessment for the beneficiaries identified by DepEd, the budget allocation for assessment fee and processing fee shall be

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managed by TESDA, in adherence to government accounting rules and regulations.

C. For the transfer of funds:

- a. The corresponding Sub-ARO and Notice of Transfer Allocation (NTA) shall be released by the Central Office to the Regional Offices based on the approved National Qualification Map (NQM).

The NQM is based on the endorsed Regional Qualification Maps (RQMs) submitted by the Regional Offices to the Certification Office seven (7) days upon receipt of the list of enrolled learners per identified qualifications provided by DepEd.

- b. The Financial and Management Service (FMS) - Budget Division (FMS - BD) shall issue Sub-ARO to the ROs within five (5) working days from the receipt of the following:
  - o Memorandum Request;
  - o ORS/DV; and
  - o approved NQM.

D. Preparation and Realignment of the Regional Qualification Map (RQM):

- a. In order to ensure that the allocation shall be effectively utilized, the Regional Office shall prepare their respective Regional Qualification Map (RQM) based on the endorsement of DepEd and on the Region's available assessment infrastructure.
- b. The approval of the re-aligned RQM is delegated to the Regional Director. The final copy of the re-aligned RQM (in PDF and Excel formats) shall be provided to TESDA Certification Office for monitoring purposes. The re-aligned RQM must also be updated in the real-time National Qualification Map within 2 days after the approval of the re-aligned RQM.
- c. The funds may be realigned by the RO/PO/DOs through the resubmission of another RQM due to certain conditions such as, but not limited to, the closure of ACs, unavailability of initially endorsed learners, change or learners' qualification for assessment, lack of available assessors, postponement due to force majeure, or accumulation of unutilized allocation.

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- d. The Regional Office must consider that the realigned RQM should be within the ROs original fund allotment and shall follow the latest approved Assessment Fees.

#### E. Payment of Assessment Fee

- a. The Accredited Assessment Center shall submit billing statements and collect from TESDA Provincial/District Office with particulars on the Assessment Fee as prescribed and approved by the TESDA Board.
- b. Accordingly, the Accredited Assessment Center (AAC) shall pay the Competency Assessor the corresponding Assessor's Fee. Subsequently, the cost of assessment shall be billed to the Provincial/District Office within seven (7) working days after the conduct of the assessment and shall be paid upon submission of Billing Statement and Certified True Copy of the RWAC stamped "received" by the POs/DOs.

#### F. Payment of Processing Fee

- a. The Processing Fee payment amounting to thirty-five pesos (Php 35.00) per scheduled candidate shall be remitted to the Provincial/District Office through their respective Sariling Sikap Program (SSP) fund.
- b. The collected Processing Fee shall be retained until the assessment is scheduled and shall be determined based on the total number of candidate-applicants processed for assessment.
- c. The utilization of Processing Fee must be directly related to the expenses/activities in processing the assessment and certification of the candidates such as, but not limited to, E-Certificate email delivery subscription, supplies and materials in printing the Competency Assessment Tools (CATs), and other assessment and certification related activities.

### VIII. MONITORING AND REPORTING

- A. The Certification Office (CO) and Financial Management Service (FMS) shall jointly monitor and report the physical and financial status of the program in the ROPODOs.
- B. TESDA to notify DepEd by the 3rd quarter of the year if there is an excess in the budget allocation.

# TESDA CIRCULAR

<b>Subject:</b> Amended Implementing Guidelines on Senior High School (SHS) Assessment and Certification Support Program		Page 8 of 8 Number <u>045</u> , Series of 2025
<b>Date Issued:</b> APR 22 2025	<b>Effectivity:</b> Immediately	<b>Supersedes:</b> TESDA Circular No. 045 s. 2024

C. The ROPODO Financial Officers/ Budget Analysts shall monitor the actual utilization and unutilized funds based on the QM. Accordingly, the Finance Officers at the RO/PO/DO shall maintain a separate subsidiary ledger for the purpose. The RO Budget Officer shall consolidate the reports and reflect the same in the Financial Accountability Reports. TESDA ROs to update monthly the real-time fund utilization report.

D. To ensure compliance of all Operating Units to policies and procedures in the implementation of the program, the Certification Office together with the Provincial/District Directors shall conduct regular inspection of the Assessment Centers particularly those granted with slots for the assessment of SHS TVL track learners.

## IX. SEPARABILITY CLAUSE

If for any reason, any part or provision of these guidelines is declared invalid or unconstitutional, any part or provision not affected thereby shall remain in full force and effect.

## X. REPEALING CLAUSE

All provisions of existing circulars and other issuances from DepEd and TESDA which are inconsistent with these guidelines are hereby modified or repealed accordingly.

## XI. EFFECTIVITY

This Circular shall take effect immediately.

  
JOSE FRANCISCO "KIKO" B. BENITEZ  
Secretary/Director General, TESDA

