



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. 205 , s. 2026

March 6, 2026

**ENGAGEMENT AND DEPLOYMENT OF TEACHER-ASSESSORS FOR THE
COMPETENCY ASSESSMENT OF SHS-TVL LEARNERS**

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
All Others Concerned

1. Pursuant to Regional Memorandum No. 191 s. 2026, and in support to quality assurance and industry-aligned certification of learners under the Senior High School – Technical-Vocational-Livelihood (SHS-TVL) Track, this Office issues guidelines on the engagement and deployment of Teacher-Assessors for competency assessment.
2. This initiative aligns with the standards set by the Department of Education and the competency-based assessment framework of the Technical Education and Skills Development Authority (TESDA), ensuring that assessments are credible, valid, and compliant with national standards.
3. This Memorandum aims to:
 - a. Establish clear guidelines on the engagement and deployment of qualified Teacher-Assessors;
 - b. Ensure integrity, fairness, and standardization in the conduct of competency assessments;
 - c. Strengthen school-based and division-wide assessment capacity; and
 - d. Provide equitable access to certification opportunities for SHS-TVL learners.
4. School Heads issue Travel Orders when assessors are required to travel outside their station. Make sure that service credits or honoraria, when applicable, comply with existing government accounting and auditing rules.
5. Please see attached further instructions and guidelines.
6. Immediate dissemination of and strict compliance with this Memorandum is directed.

WILFREDA D. BONGALOS PhD, CESO V4
Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

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Office of the Regional Director

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REGIONAL MEMORANDUM

NO. 0191 S. 2026


**GUIDELINES ON THE ENGAGEMENT AND DEPLOYMENT OF TEACHER ASSESSORS
FOR THE COMPETENCY ASSESSMENT OF SHS-TVL LEARNERS**

To:

Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. The Department of Education Regional Office VII issues the attached Guidelines for Teacher Assessors in the Conduct of Competency Assessment for DepEd Technical-Vocational-Livelihood (TVL) Learners to provide direction on the engagement, scheduling, deployment, compensation, and monitoring of designated teacher assessors.
2. This Memorandum aims to ensure that competency assessments for Senior High School Technical-Vocational-Livelihood learners are conducted in accordance with national certification standards while protecting instructional time and ensuring that classroom teaching and learning are not disrupted.
3. Schools Division Superintendents and School Heads shall:
 - a. Assist the deployment of teacher assessors;
 - b. Approve assessment schedules and ensure class coverage through substitute or alternative learning arrangements;
 - c. Issue travel orders when assessors are required to travel outside their station; and
 - d. Ensure that service credits or honoraria, when applicable, comply with existing government accounting and auditing rules.
4. Teacher Assessors shall conduct fair, valid, and ethical competency assessments, observe assessment integrity, and submit required reports within the prescribed period.
5. Immediate dissemination of and strict compliance with this Memorandum is directed.

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**DEPED TAGBILARAN CITY DIVISION
SDS OFFICE
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SALUSTIANO T. JIMENEZ, JD, Ed.D, CESØ III
Director IV
Regional Director

BY  DATE: 2/27/2026



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DepEd Tayo Region VII



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GUIDELINES ON THE ENGAGEMENT AND DEPLOYMENT OF TEACHER ASSESSORS FOR THE COMPETENCY ASSESSMENT OF SHS-TVL LEARNERS

I. Rationale

Pursuant to the implementation of competency certification for Senior High School Technical-Vocational-Livelihood (SHS-TVL) learners, the Department of Education promotes the conduct of competency assessments aligned with national qualification standards to improve employability and industry readiness of graduates. National certification supports career pathways and strengthens the quality and relevance of TVL education.

II. Coverage

These guidelines shall apply to all public secondary schools implementing the SHS-TVL Track whose teachers are designated or accredited to assist or conduct competency assessment of learners in accredited assessment venues or designated assessment centers.

III. Policy Statement

The Region supports competency certification of SHS-TVL learners as part of career readiness. However, assessment activities shall:

- a. Protect instructional time;
- b. Ensure learning continuity;
- c. Avoid disruption of classes; and
- d. Follow government accounting, auditing, and compensation rules.

IV. Conduct of Assessment During Class Time

A. Teacher Assessors may conduct competency assessment during official class hours only when:

- Approved by the School Head;
- Included in the school's implementation schedule;
- Necessary to meet certification timelines; and
- Alternative learning arrangements are prepared.

B. School Heads shall ensure the following:

- Assignment of substitute teacher, team teaching, or structured independent learning activities;
- No cancellation of classes;
- Coverage of required competencies and learning hours.

C. Priority shall be given to assessing learners from the assessor's own school and division.

V. Conduct of Assessment on Weekends or Holidays

A. Competency assessments may be scheduled on Saturdays, Sundays, or holidays when necessary to prevent interruption of classes.

B. Weekend assessment is highly encouraged for:

- Large batches of learners;
- Shared laboratory equipment;
- Clustered school assessments.

C. Prior written approval of the School Head and Schools Division Superintendent shall be secured before conduct.

VI. Travelling Expenses

A. Teacher Assessors required to travel outside their official station shall be issued a Travel Order.

B. They shall be entitled to reimbursement of:

- Transportation expenses
- Allowable subsistence expenses (when applicable)

C. Expenses shall be charged to available funds (Division/School MOOE, SHS-TVL Support Funds, Requesting Agency/School or other authorized funds), subject to existing accounting and auditing rules and submission of:

- Certificate of Appearance
- Accomplishment Report
- Assessment documentation

VII. Service Credit or Honorarium

A. After Official Time (Weekdays)

Teacher Assessors who render services beyond official working hours may be granted service credits equivalent to actual hours rendered, subject to existing DepEd policies on service credits for teachers.

B. Weekends and Holidays

Teachers conducting assessment during weekends or holidays may receive:

- a. Service Credits; or
- b. Honorarium (chargeable to requesting agency).

C. Double compensation shall not be allowed. The School Head shall determine whether service credit or honorarium shall be granted.

VIII. Non-Disruption of Classes

To ensure continuity of instruction:

A. No class shall be dismissed due to assessor deployment.

B. School Heads shall implement any of the following:

- Substitute teaching
- Team teaching
- Rotational laboratory schedule
- Structured learning modules

C. Assessment schedules shall be planned and announced in advance.

IX. Roles and Responsibilities

A. School Head

- Approves schedules
- Ensures class coverage
- Issues travel orders and certifies service credits
- Oversees liquidation and documentation

B. Schools Division Office

- Validates assessor deployment
- Monitors compliance
- Consolidates reports

C. Teacher Assessor

- Conducts fair and valid assessment
- Observes assessment integrity
- Submits reports within five (5) working days after assessment

X. Monitoring and Reporting

All assessment activities shall be reported through the Division TVL Coordinator and submitted quarterly to the Regional Office for monitoring and program evaluation.

XI. Effectivity

This Memorandum shall take effect immediately upon issuance and shall remain in force unless revoked or amended.