



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

1 FEB 18 2025

MEMORANDUM
No. 081, s. 2025

**INVENTORY OF TEACHER SPECIALIZATION AND TRAINING AND JOINT DELIVERY
VOUCHER PROGRAM OF THE SENIOR HIGH SCHOOL FOR SCHOOL YEAR 2024-2025**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division
Secondary School Heads/OICs
Others Concerned

1. The field is hereby informed of the above-captioned activity as stipulated in Memorandum DM-OUHROD-2025-0367. Please see enclosure.
2. Attention is invited to Annex A (*Process Flow for the SHS Teacher and JDVP SHS TVL Program Delivery Inventory for SY 2024-2025*).
3. A Division Coordination Meeting with the Public Schools District Supervisors, School Heads, Assistant Principals, Focal Persons and Administrative Officers of all senior high schools will be held on February 20, 2025, 9:00 AM at the SDO Activity Center to coordinate and streamline related activities for timely submission.
4. For wide dissemination and compliance.


VIOLETA M. GONZALES

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl: As stated
To be indicated in the **Perpetual Index**
Under the following subjects

SENIOR HIGH SCHOOL

INVENTORY

**JBE/Memo — Inventory on Teacher Specialization and Training and Joint Delivery
Voucher Program of the Senior High School for School Year 2024-2025**
081 / February 17, 2025

NUM-2025-081



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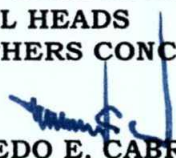
081




Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2025-0367

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
CURRICULUM AND LEARNING MANAGEMENT DIVISION
CURRICULUM IMPLEMENTATION DIVISION
PUBLIC SCHOOL DISTRICT SUPERVISORS
SCHOOL HEADS
ALL OTHERS CONCERNED

FROM : 
WILFREDO E. CABRAL
*Undersecretary for Human Resource
and Organizational Development*


JANIR TY DATUKAN
*Assistant Secretary and Officer-in-Charge
Office of the Undersecretary for Curriculum and Teaching*

SUBJECT : INVENTORY ON TEACHER SPECIALIZATION AND TRAINING
AND JOINT DELIVERY VOUCHER PROGRAM OF THE SENIOR
HIGH SCHOOL FOR SCHOOL YEAR 2024-2025

DATE : February 12, 2025

The Department of Education (DepEd) remains committed to advancing reforms in Basic Education through its five-point agenda, which includes enhancing learning delivery and developing a future-ready workforce. A key initiative under this agenda is revitalizing the Senior High School (SHS) Program, focusing on curriculum review and improved implementation. To support this undertaking, the Human Resource and Organizational Development (HROD) Strand is assessing strategies, beginning with a comprehensive teacher inventory.

In this regard, an inventory survey will be conducted to gather data on:

1. Current curricular offerings in Senior High Schools;
2. SHS teachers' demographics, subjects taught, specializations, and training across all strands;
3. School partnerships for the Work Immersion (WI) Program and the Joint-Delivery Voucher Program for SHS-Technical Vocational Livelihood (SHS-TVL).

Please refer to **Annex A** for the complete guide on the process of data collection and form submission access.

To ensure a clear understanding of data requirements and specifications, a virtual technical support meeting will be held on **February 14, 2025** from 1:30 PM to 3:00 PM via MS Teams with **CLMD** and **CID** representatives. **Please limit meeting attendees to (1) one per Region and Schools Division.** The meeting link can be accessed at: <https://bit.ly/SHSInventoryMeeting>.

For questions or concerns, please contact **BHROD-SED** via email at bhrod.sed@deped.gov.ph or through landline number **(02) 8633-5397**.

Your prompt attention and cooperation are highly appreciated.

Copy Furnished:

OFFICE OF THE SECRETARY
Department of Education

Annex A

**Process Flow for the SHS Teacher and JDVP SHS TVL Program
Delivery Inventory for SY 2024-2025**

	Governance Level	Persons Involved	Timeline
1	Schools	SCHOOL HEADS <ul style="list-style-type: none"> Download (1) one SHS Inventory form for data entry Answer the SHS Inventory form 	February 12 – 21, 2025
2	School District	PUBLIC SCHOOL DISTRICT SUPERVISOR (PSDS) <ul style="list-style-type: none"> Collects and consolidates submission of schools within the district Ensures the accuracy and completeness of the following school data: <ul style="list-style-type: none"> Personal information Subjects being taught Training and certification Partners in Work Immersion and SHS JDVP-TVL Program Ensures that schools should only have (1) one SHS Inventory form Submits the verified inventory form to the SDO-CID 	
3	Schools Division Office (SDO)	CURRICULUM IMPLEMENTATION DIVISION (CID) <ul style="list-style-type: none"> Receives and monitors SHS Inventory submission of schools Ensures (1) one form submission of schools, including accuracy and completeness of data entries Provides technical assistance to Schools Returns the form to schools with wrong entries or inconsistent information Consolidates all forms for submission to ROs 	February 24-26, 2025
4	Regional Office (RO)	CURRICULUM AND LEARNING MANAGEMENT DIVISION (CLMD) <ul style="list-style-type: none"> Provides technical assistance to SDOs Consolidates SHS Inventory forms from SDOs Ensures complete submission of SDOs Submits the consolidated forms to CO 	February 26-28, 2025
5	Central Office (CO)	NATIONAL EDUCATORS' ACADEMY OF THE PHILIPPINES (NEAP) BUREAU OF HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT- SCHOOL EFFECTIVENESS DIVISION (BHROD-SED) <ul style="list-style-type: none"> NEAP and BHROD-SED to provide technical assistance to ROs and SDOs Monitor field submission Consolidate RO submission on or before March 3, 2025 	March 03, 2025

Reminders:

- To access the SHS Inventory form and a quick guide, please use the following link: bit.ly/SHSInventory-2025
- Instructions for completing the form are provided within the survey sheets.