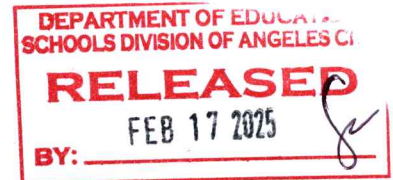




Republic of the Philippines  
**Department of Education**

REGION III  
SCHOOLS DIVISION OFFICE OF ANGELES CITY



17 Feb 2025

**DIVISION MEMORANDUM**

No. 060 s. 2025

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

To: Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Public Senior High School Heads  
All Other Concerned

1. The Schools Division of Angeles City through the Curriculum Implementation Division announces the conduct of the Orientation on Inventory of Teacher Specialization and Training and Joint Delivery Voucher Program of the Senior High School for the School Year 2024-2025 on February 18, 2025, from 8:00 am to 12:00 n at the Learning and Development Room at Schools Division Office of Angeles City.

2. The orientation aims to gather data on:

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

3. The participants in this activity are the Senior High School Heads.

4. Attached is the Memorandum DM-OUCHROD-2025-0367.

5. Immediate dissemination of this Memorandum is earnestly desired.

**Engr. EDGARD C. DOMINGO, PhD, CESO V**  
Schools Division Superintendent



Jesus St., Brgy. Pulungbulu, Angeles City 2009  
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Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF ANGELES CITY

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Encl.: As stated

Reference: DM-OUHROD-2025-0367

To be indicated in the Perpetual Index  
under the following subjects

**SHS SURVEY**

JGF/TLE/February 17, 2025



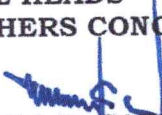
Republika ng Pilipinas  
**Department of Education**  
**OFFICE OF THE UNDERSECRETARY**  
**HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT**


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**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

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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.

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

**Reminders:**

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