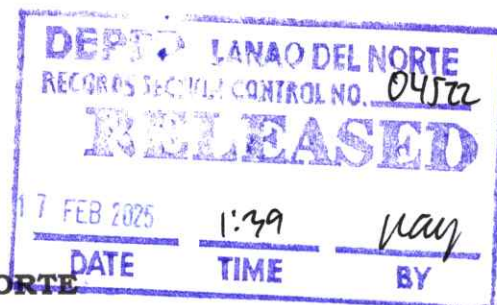




Republic of the Philippines  
Department of Education

REGION X  
SCHOOLS DIVISION OF LANA DEL NORTE



February 17, 2025

**Division Memorandum**

No. 105, s. 2025

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

To: Assistant Schools Division Superintendent  
Education Program Supervisors  
Public Schools District Supervisors/ District In-Charge  
Elementary and Secondary School Heads  
All Others Concerned  
This Division

1. Relative to Memorandum DM-OUHROD-2025-0367, titled ***Inventory on Teacher Specialization and Training and Joint Delivery Voucher Program of the Senior High School for School Year 2024-2025***, this Office announces the School Heads' Orientation on the process flow and timeline, to be held on February 18, 2025, at 1:00 in the afternoon at Conference Room, Lanao Norte National Comprehensive High School, Baroy, Lanao del Norte.
2. In this regard, an inventory will be conducted to gather data on:
  - a. Current curricular offerings in Senior High School;
  - b. SHS teachers' demographics, subject taught, specializations and trainings across all strands;
  - c. School partnerships for the Work Immersion (IW) Program and the Joint-Delivery Voucher Program for SHS-Technical Vocational Livelihood (SHS-TVL).
3. **The school head will participate in the activity, with no replacement policy.**
4. *This Memorandum serves as Authority to Travel for all participants in this activity.*



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5. Travelling expenses to be incurred during the activity are chargeable against the school MOOE, local funds and other source of funds, subject to usual accounting and auditing rules and regulations.
6. Immediate dissemination of this Memorandum is immensely desired.

**EDWIN R. MARIBOJOC EdD, CESO V**  
Schools Division Superintendent 



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 BHRD-SED via email at [bhrod.sed@deped.gov.ph](mailto: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



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# 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>o Personal information</li> <li>o Subjects being taught</li> <li>o Training and certification</li> <li>o 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.