



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

February 18, 2025

DIVISION MEMORANDUM
No. 132, s. 2025

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

To: Assistant Schools Division Superintendents
Chief Education Program Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Secondary School Heads
Senior HS Focal Persons
All Others Concerned

1. 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.
2. In this regard, an inventory survey will be conducted to gather data on:
 - a. Current curricular offerings in Senior High Schools;
 - b. SHS teachers' demographics, subjects taught, specializations, and training across all strands;
 - c. School partnerships for the Work Immersion (WI) Program and the Joint-Delivery Voucher Program for SHS-Technical Vocational Livelihood (SHS-TVL).
3. Please refer to Annex A for the complete guide on the process of data collection and form submission access.
4. To ensure a clear understanding of data requirements and specifications, a virtual technical support meeting will be held on February 19, 2025 from 8:30 AM to 10:00 AM via MS Teams with the School Heads, Senior High School Focal Persons, EPSs, and PSDSs.



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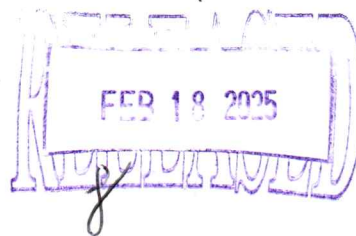
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5. The meeting link can be accessed through:
https://teams.microsoft.com/l/meetup-join/19%3ameeting_NjdmNGMyMjEtZTZiNi00YWJjLWlyZDMtZTg4MjgxOTE1MmFh%40thread.v2/0?context=%7b%22Tid%22%3a%2240e3ab80-2024-45a3-bf76-7a0761a24d29%22%2c%22Oid%22%3a%2207314ac6-e8c6-49de-97f3-4e05ccda091%22%7d
6. Wide dissemination of this Memorandum to all concerned is earnestly desired.

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Schools Division Superintendent



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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	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:

- a. To access the SHS Inventory form and a quick guide, please use the following link:
https://depedph-my.sharepoint.com/:f/g/personal/june_cunanan001_deped_gov_ph/EsXlantzPh6dOmmf_pZ4J22QBH71QQVsiSaCjHOJW3bVVCg?e=sMYlce
- b. Instructions for completing the form are provided within the survey sheets.



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