



Republic of the Philippines  
**Department of Education**  
REGION IX, ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

February 17, 2025

Division Memorandum  
No. 146 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 Superintendent  
Chief Supervisors (SGOD & CID)  
Education Program Supervisors  
Unit and Section Heads  
Secondary School Heads (Offering Senior High School)  
All Others Concerned

1. In reference to DM-OUHROD -2025-0367 the Department of Education (DepEd) remains committed to advancing 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, subject 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. Use the following link to access the SHS Inventory Form and a quick guide, [bit.ly/SHSInventory-2025](https://bit.ly/SHSInventory-2025). One SHS Inventory Form will be used for one school.
4. Once all personnel, work immersion partners, and JDVP-TVL partners have been recorded and checked by the School Principal, close the form and go





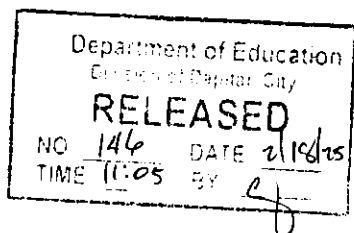
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back to the instructions sheet to download the databases. Click the appropriate button for the database to be downloaded. Save the file accordingly.

5. School Head do submit the databases (Softcopy) to the Division In-charge for Senior High School Fb Account: Marlyn E. Esmade using the file name school name SHS database 2024-2025 (e.g. Sulangon NHS-School Personnel Data 2024-2025)
6. Please refer to Annex A of DM-OUHROD-2025-0367 for the complete guide.
7. Prompt attention and compliance are highly enjoined.

**FELIX ROMY A. TRIAMBULO, CESO**  
Schools Division Superintendent



**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>	
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>	February 12 - 21, 2025
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.