



Republic of the Philippines  
**Department of Education**  
 REGION XI  
 SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**  
**CID - 2025 - 0111**

To : Chief of Curriculum Implementation Division (CID)  
 Public School District Supervisors  
 School Heads of Public Secondary Schools  
 Senior High School Focal  
 All concerned

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

Date : February 17, 2025

This is relative to DepEd Central Office Memorandum DM-OUHROD-2025-0367, dated February 12, 2025 Re: **Inventory on Teacher Specialization and Training & Joint Delivery Voucher Program of the Senior High School for SY:2024-2025**, this Office directs the Secondary School Heads/Principals and Senior High School Focal to comply the needed reports on or before February 24, 2025 (Monday). Kindly access the SHS Inventory form and a quick guide, you may use this link: [bit.ly/SHSInventory-2025](https://bit.ly/SHSInventory-2025) for the required templates of these reports. Moreover, please refer to **Annex A** for the complete guide on the process of data collection and form submission access. Other details of this memorandum are in the enclosures, which are self-explanatory.

Immediate dissemination and compliance of this memorandum is desired.

**JINKY B. FIRMAN, PhD, CESO VI**  
 Schools Division Superintendent

RELEASED

FEB 19 2025

CID/jev/edo



RECORDS SECTION SDO PANABO CITY  
 BY:   
 Schools Division Office of Panabo City  
 City Hall Compound, Km 31, Panabo City  
 Telephone No: (084) 823-1469  
 Email: panabocity.division@deped.gov.ph

DepEd Panabo:  
**Empowering Champions in Education**  
 through Journeying, Blending and Fostering commitment in  
 providing quality education, MATATAG for all.





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\*\*](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



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600  
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549  
Email Address: [usec.hrod@deped.gov.ph](mailto:usec.hrod@deped.gov.ph) | Website: [www.deped.gov.ph](http://www.deped.gov.ph)

Doc. Ref. Code	PAWM-F-026	Rev	00
Effectivity	09.20.21	Page	2 of 3



**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.



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600  
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549  
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	PAWIM-F-026	Rev	00
Effectivity	09 20 21	Date	3 of 3

