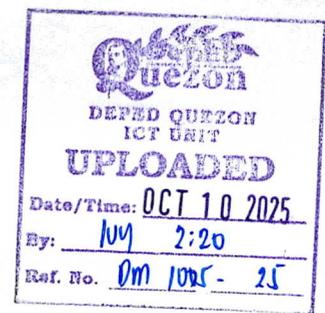




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



09 October 2025

**DIVISION MEMORANDUM**

DM No. 1025, s. 2025

**SUBMISSION OF DOCUMENTS FOR THE NATIONAL CERTIFICATION OF GRADE 12  
TECHNICAL VOCATIONAL LEARNERS, EXPANSION OF THE NUMBER  
OF COMPETENCY ASSESSORS AND ACCREDITATION OF PUBLIC  
SCHOOLS AS TESDA ASSESSMENT CENTERS**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads of Public and Private Secondary Schools  
All Others Concerned

1. Pursuant to Division Memorandum No. 245, s. 2025, titled "Guidelines on the Implementation of Quality-Assured Assessment for the National Certification of the Learners in Senior High, Technical-Vocational-Livelihood Track, and Expansion of the Number of Competency Assessors," this Office announces the start of the submission of required documents to the TESDA Provincial Office starting October 2025.
2. The School Heads shall submit the Indorsement Letter and the List of Grade 12 TVL Learners (Enclosure No. 1) to the TESDA Provincial Office. The number of learners shall be encoded using the following link: <https://tinyurl.com/SDOQGrade12Learners>. Scanned copies of the received documents from TESDA shall be uploaded to this link: <https://tinyurl.com/DocumentsSubmittedtoTESDA>. Senior High School – TVL teachers shall assist the learners/candidates in completing the requirements to be submitted to the assigned Assessment Center.
3. As stated in DepEd Order No. 3, s. 2025, teaching and non-teaching personnel seeking accreditation as Competency Assessors must fulfill all requirements outlined in the

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TESDA Implementing Guidelines. A Letter of Intent from the School Head shall be submitted to the Division Office for endorsement by the Schools Division Superintendent. Once endorsed, applicants for TESDA Assessor accreditation shall submit their documents to the TESDA Provincial Office along with the endorsed letter. Please refer to DepEd Order No. 3, s. 2025, pages 6–9 for the list of requirements and procedures.

4. For the accreditation of public senior high schools as Assessment Centers, school heads shall submit the required documents. Accreditation as an Assessment Center shall be valid for two (2) years, subject to renewal or cancellation based on the results of the compliance audit conducted by TESDA. The accreditation process shall adhere to the existing procedures for accrediting Assessment Centers.
5. The learners shall be rewarded and recognized during the end-of-school-year rites and shall be awarded certificates or medals as recognition of their competence based on the results of their national certification assessment.
6. For questions and clarifications, you may contact Carmen H. Macatugob, at [carmen.macatugob@deped.gov.ph](mailto:carmen.macatugob@deped.gov.ph).
7. Immediate dissemination of this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

cid-ims/chm 10/08/2025

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Enclosure No. 1 to DM No. 1005, s. 2025

**LIST OF CURRENTLY ENROLLED GRADE 12 TVL LEARNERS  
 FOR TESDA NC ASSESSMENT**

SCHOOL: \_\_\_\_\_

DISTRICT: \_\_\_\_\_

Name of TVL Teacher: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Total No. of TVL Learners: \_\_\_\_\_

NAME OF TVL LEARNERS	LRN	CONTACT NUMBER	QUALIFICATION / SPECIALIZATION

Prepared by:

\_\_\_\_\_  
 TVL Teacher

Noted by: \_\_\_\_\_  
 Principal

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Enclosure No. 2 to DM No. 1001, s. 2025

**LIST OF TEACHERS WHO ARE INTERESTED TO TAKE TM 1 TRAINING**

School: \_\_\_\_\_

District: \_\_\_\_\_

School ID: \_\_\_\_\_

NAME	DESIGNATION	CONTACT NUMBER	EMAIL ADDRESS	SUBJECTS HANDLED

Prepared by:

\_\_\_\_\_  
Principal

Noted : \_\_\_\_\_  
PSDS

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Enclosure No. 3 to DM No. 1005, s. 2025

**LIST OF TVL/TLE TEACHERS FOR TESDA ASSESSOR APPLICATION**

School: \_\_\_\_\_

District: \_\_\_\_\_

School ID: \_\_\_\_\_

NAME	DESIGNATION	CONTACT NUMBER	EMAIL ADDRESS	SUBJECTS HANDLED

Prepared by:

\_\_\_\_\_  
Principal

Noted : \_\_\_\_\_  
PSDS

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**Enclosure No. 4 to DM No. 1005, s. 2025**

**Accreditation of SHS as Assessment Centers**

The Applicant shall submit the following requirements:

1. Letter of Intent on the Application as Assessment Center signed by the School Principal
2. Self-Assessment Checklist
3. Checklist of tools, equipment and materials and facilities
4. Affidavit of Undertaking for Assessment Centers
5. Special law creating the institution (Republic Act, Executive order, Resolutions etc)
6. Fire Safety Certificate
7. Building layout/ Floor Plan/ Shop Layout
8. CCTV Camera (functional, with audio recording and motion detection)
9. Computer system with internet access, 1080p web camera and signature pad that can capture digital signature
10. White backdrop for registration of assessment candidates
11. Organizational structure to support the following activities:
  - a. Scheduling of assessment;
  - b. Encoding and processing of data regarding the conduct of assessment; and,
  - c. Collecting assessment fees

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