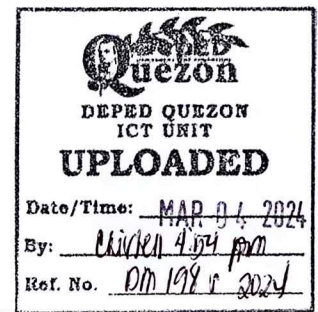




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



28 February 2024

DIVISION MEMORANDUM

DM No. 198, s. 2024

APPLICATION TO OFFER SENIOR HIGH SCHOOL TECHNICAL-VOCATIONAL-LIVELIHOOD SPECIALIZATION FOR SCHOOL YEAR 2023-2024

To: Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors
Education Program Specialists
Division Planning Officer
Public Schools District Supervisors
School Heads of Public and Private Senior High Schools with TVL Offerings
All Others Concerned

1. The Office of the Schools Division Superintendent, through CID-IMS, mandates **compliance with DO No. 54, s. 2022**, and DM No. 114, s. 2023, regarding the **selection of Senior High School Technical-Vocational-Livelihood Specializations**. All public and private Senior High Schools are required to adhere to the following:
 - a. Implement the procedures outlined in DepEd Order No. 54, s. 2022, effective School Year 2023-2024. The streamlined list of TVL specializations will be enforced starting School Year 2024-2025.
 - b. As of School Year 2024-2025, all offerings in Senior High School Technical-Vocational-Livelihood require a permit from the Regional Office, following the revised procedure for application.
 - c. Refer to the **Revised Checklist of Documentary Requirements for Application to Offer SHS TVL-Specializations and Other SHS Offerings** for guidance in preparing documentary requirements.

DEPEDQUEZON-TM-SDS-04-009-003





Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
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2. Submission of documentary requirements for application to offer SHS TVL SPECIALIZATIONS must not be later than **March 25, 2024** for documentary examination of the concerned SDO officials.
3. Immediate dissemination of this Memorandum is requested to ensure prompt awareness and action among concerned stakeholders.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 


cid-ims-jam02/28/2024


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**CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR APPLICATION TO OFFER TVL
SPECIALIZATIONS AND OTHER SHS OFFERINGS**

Documents and Their Standards

1. Letter of Intent
 - Address it to the Regional Director
 - Indicate the additional SHS offering/s
 - Indicate the School Year
 - Include valid reasons for the request, including provisions 3a-3f of the certification (See item 2.)
2. Certification
 - Use the prescribed template attached to DM 202, s. 2019
 - Delete 3e for non-TVL request
 - Have it notarized with SDS signature
 - Attach the list of the prospective SHS learners with their LRN.
3. List of Teachers
 - Use Annex H, DM No. 202, 2019
 - Include all teachers to handle the subjects (Core, Applied, and Specialized Subjects) in the SHS offering being requested for
 - Include teachers' program of all teachers with indicated total number of teaching hours and list of other assignments.
4. Certified True Copy of Appointment and Eligibility of Teachers
 - Include certified true copy of appointment papers, PRC-issued license to teach, transcript of records and proofs of relevant trainings
 - Arrange the documents based on the list of teachers
5. Copy of School and Class Programs for First and Second Semesters
 - Include in the School Program all classes offered by the school-applicant
 - Include the class programs for 1st and 2nd semesters of SHS offering being applied for
6. Photo Documentation
Include pictures of...
 - Facilities (classrooms, library, laboratories, offices)
 - Equipment and Learning Materials
 - Laboratory Tools and Equipment
 - Learning Materials including Books

Note: STEM requires three Science Laboratories (Chemistry, Biology, and Physics). School inspection conducted by authorized SDO official/s should be done. Inspection report shall be included in these compiled documents.
7. List of Possible Work Immersion Industries/Partners
 - Use Annex G, DM No. 202, s. 2019
 - Include industries/partners that can provide the SHS learners rich experiences of the theories, principles and concepts taught in the Senior High School

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- Indicate in the last column not only the track and strand but also the SHS subjects that can be enhanced once the learners are deployed in the potential partner-institution for work immersion.

8. List of Learning Materials, Tools and Equipment

- Include name of learning materials and their corresponding quantity
- Include name of tools/equipment and their corresponding quantity

Note: For STEM, checklist of requirements should be accomplished and duly signed by the EPS In-Charge of the SHS Program or the PSDS In-Charge of the Schools District.

9. Documentary Requirements for TVL Offerings as Prescribed in DepEd Order No. 54, s. 2022

- **Grades 11 and 12 Enrolment Data** that provides information on the number of SHS students enrolled per strand, sector, and specialization.
- **Learner Preference Survey** that provides insight on learner's preference in terms of the SHS TVL specializations they would like to enroll in.
- **School Internal Assessment** that itemizes the existing laboratories, equipment, learning resources, faculty, and work immersion venues per sector and specialization.
- **Local and National Development Information** that shows the specializations which contribute to the growth of the national and local economy, generate the highest employment, and can accommodate learners for employment.
- **School's Data Summary** that provides a space to summarize findings, list of specializations which will be continued, and new specializations which will be proposed.

10. Others

- Use ear tags to enhance documents' organization.
- Submit two sets of documentary requirements.

Note: Pictures for inclusion in the documentary requirements should capture the important features of the facilities (e.g. entrance and exit doors, appropriate chairs and tables for the laboratories/workshops), equipment, and tools.

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