



Republic of the Philippines  
**Department of Education**  
 REGION I



**REGIONAL MEMORANDUM**

No. 266, s. 2025

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

To: Schools Division Superintendents

1. In reference to DM-OUHROD-2025-0367, the Department of Education (DepEd) through the Human Resource and Organizational Development (HROD) Strand shall be consolidating the Inventory on Teacher Specialization and Training and Joint Delivery Voucher Program of the Senior High School for School Year 2024-2025.
2. The aim of the inventory survey is to gather data on:
  - a. Current curricular offerings in Senior High Schools;
  - b. SHS teachers' demographics, subjects taught, specializations, and training across all strands; and
  - c. School-partnership for the Work Immersion (WI) Program and the Joint Delivery Voucher Program for SHS-Technical Vocational Livelihood (SHS-TVL).
3. Thus, this Office requests all Public Senior High School and Junior High School teachers with teaching load or handling subjects in the Senior High School to fill-out the inventory form. Moreover, Public Schools District and Schools Division Offices shall monitor, provide technical assistance and consolidate the accomplished inventory from their respective schools.
4. The inventory form, consolidation form, and guide in filling out the inventory form can be accessed through <https://bit.ly/SHSInventory-2025>. Please refer to Annex A for the process flow and the timeline in the submission and consolidation of the inventory forms.
5. Consolidated report from the Schools Division Offices shall be forwarded to the Regional Office through [clmd.region1@deped.gov.ph](mailto:clmd.region1@deped.gov.ph).
6. For information, guidance, and compliance.

For the Regional Director:

*[Signature]*  
**ATTY. RHEA JOY L. CARBONELL**  
 Chief Administrative Officer  
 Administrative Division



DepEd RO1



CLMD250368

Encl.: As stated  
Reference: DM-OUHROD-2025-0367  
To be indicated in the Perpetual Index  
Under the following subjects:

**INVENTORY ON TEACHERS SPECIALIZATION AND TRAINING  
JOINT DELIVERY VOUCHER PROGRAM**

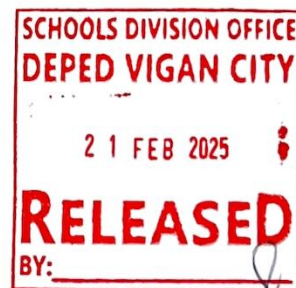
CLMD/rblj/RM\_InventoryonTeacherSpecializationandTrainingandJDVPoftheSHSforSY2024-2025  
February 18, 2025

February 20, 2025

**To: School Heads (ISNHS, VNHSW, VNHSE)**

For information, guidance and compliance. Attention is invited to items 3 and 4 of the memorandum. Please submit to this Office thru the Curriculum Implementation Division the completed SHS Inventory on or before February 25, 2025.

*A. F. K.*  
**VILMA D. EDA, CESO V**  
Schools Division Superintendent





Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2025-0267

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

## 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>	
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>	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.