Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

DIVISION MEMORANDUM
No. **870** , s. 2025

To: Assistant Schools Division Superintendent
       Chief Education Supervisor (CID & SGOD)
       Public Elementary & Secondary School Heads
       All Others Concerned

CONDUCT OF INVENTORY SURVEY ON TEACHERS' TESDA CERTIFICATIONS FOR SCHOOL YEAR 2025–2026

1.   In compliance with DepEd Memorandum DM-OUHROD-2025-3110, this Office directs all public schools to participate in the Inventory Survey on Teachers' TESDA Certifications for SY 2025–2026.

2.   This initiative aims to gather accurate data on teachers' TESDA certifications and demographic profiles to support strategic workforce planning.

3.   All teaching personnel are required to accomplish the **Offline Form for the Inventory of Teachers' TESDA Certifications**, downloadable at **bit.ly/TeacherCerts25**. **Accomplished forms** must be submitted through **bit.ly/TeacherCerts25-Submit**. The required data includes:

   - Applicable and valid TESDA certifications (National Certification, Trainers' Methodology Certification, and Assessorship Certification) and their date of certification; and
   - Demographics and specializations of teachers across grade levels, and subjects handled by Senior High School (SHS) teachers across SHS strands.

4.   Attached is **Annex A** for the complete guide on the process and reporting of data.

5.   For your guidance and compliance.

VILMA D. EDA, CESO V
Schools Division Superintendent

Encl: As indicated
Reference: As stated
To be indicated in the Perpetual Index
   under the following subjects:

SCHOOLS DIVISION OFFICE
DEPED VIGAN CITY
1 4 NOV 2025
RELEASED
BY:

CERTIFICATIONS   INVENTORY   SPECIALIZATIONS   SURVEY

CID/apa/DM_TESDACertifications
November 13, 2025

Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
Telephone No: (077) 722-20-23 / (077) 632-05-33
Email Address: vigan.city@deped.gov.ph
Website: www.depedvigancity.com

Your Feedback is important to us. Visit this link **bit.ly/SDOViganCityCSM**

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Republika ng Pilipinas

Department of Education
OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2025-3110

TO   : **REGIONAL DIRECTORS**
      SCHOOLS DIVISION SUPERINTENDENTS
      PUBLIC SCHOOL DISTRICT SUPERVISORS
      SCHOOL HEADS
      ALL OTHERS CONCERNED

        E-signed by
        Wilfredo Cabral
FROM : **WILFREDO E. CABRAL** 10/20/2025, 7:09:13 PM
      Undersecretary for Human Resource and Organizational
      Development

SUBJECT : **CONDUCT OF INVENTORY SURVEY ON TEACHERS' TESDA**
      CERTIFICATIONS FOR SCHOOL YEAR 2025–2026

DATE : October 29, 2025

The Department of Education (DepEd) remains steadfast in its commitment to building a future-ready workforce capable of continuously delivering quality basic education to all learners. To better understand its human resource profile and optimize workforce potential, the Department has been implementing data analytics initiatives that strengthen strategic plantilla and workforce management planning. As part of this effort, the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) is initiating a comprehensive teacher inventory to inform ongoing and future strategies.

In line with this, an inventory survey will be conducted to gather data on DepEd teaching personnel:

1. Valid certifications issued by the Technical Education and Skills Development Authority (TESDA), including the National Certification, Trainers' Methodology Certification, and Assessorship Certification; and

2. Demographics and specializations of teachers across grade levels, and subjects handled by Senior High School (SHS) teachers across SHS strands.

To facilitate the data collection, all DepEd teaching personnel across regions must accomplish the **Offline Form for the Inventory of Teachers' TESDA Certifications**. The form and its accompanying user guide may be downloaded from **bit.ly/TeacherCerts25**, while accomplished forms shall be submitted through the official submission portal at **bit.ly/TeacherCerts25-Submit**.

DepED

Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549
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Doc. Ref. Code	PAWIM-F-026	Rev	00
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Please refer to **Annex A** for the complete guide on the process and period of data collection.

To ensure proper understanding of the data requirements and submission procedures, a **virtual technical support meeting** will be held on November 10, 2025 (1:30 PM–3:00 PM) via Microsoft Teams with designated Regional Office (RO) and Schools Division Office (SDO) representatives. Each RO and SDO are requested to send one (1) representative only. The meeting may be accessed through **bit.ly/TeacherCerts25-Meeting**.

For questions or concerns, please contact BHROD-SED via email at **bhrod.sed@deped.gov.ph** or through landline number **(02) 8633-5397**.

Your prompt attention and cooperation are highly appreciated.

DepED

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Process Flow for the Accomplishment, Collection, and Reporting of Teachers' TESDA Certifications Data for SY 2025-2026

ACCOMPLISHMENT	SUBMISSION	DATA COLLECTION AND REPORTING
of the Teachers' TESDA Certifications Offline Form	of the Teachers' TESDA Certifications Data	of the Teachers' TESDA Certifications Data
November 10 – 21, 2025		*Nov. 17 – Dec. 5, 2025*
DepEd Teaching Personnel *(All DepEd Teachers in all levels)*		**Central Office** *(BHROD-SED)*

1. Download the Offline form at **bit.ly/TeacherCerts25**
2. Accomplish the form by providing the following information:
  • Applicable and valid TESDA certifications, specifically:
    a. National Certification
    b. Trainers' Methodology Certification
    c. Assessorship Certification
    d. Date of certification
  • Demographics and specialization details
  • Subjects taught (for SHS teachers only)
	1. Extract the database file from the offline tool (refer to the detailed extraction guide within the tool).
	2. Submit the extracted database and corresponding quick count using the official submission form at **bit.ly/TeacherCerts25-Submit**
		• Provide technical assistance to ROs and SDOs.
		• Monitor and validate teacher submissions.
		• Ensure adherence to submission deadlines.
		• Generate and share submission status reports and quick counts with SDOs, ROs, and the Central Office.
		• Consolidate, clean, and analyze submitted data.
		• Prepare a report on the Teachers' TESDA Certifications inventory.

MONITORING
of Teacher Submission
School Heads
• Ensure that all teachers accomplish and submit their individual TESDA certification data.
Schools Division Offices (SDOs)
• Provide technical assistance to teaching personnel. • Ensure teacher compliance within their respective Divisions. • Monitor and validate data submissions from schools.
Regional Offices (ROs)
• Provide technical assistance to SDOs. • Monitor teacher data submissions across their respective regions.

DepED BAGONG PILIPINAS

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UNBLOCKING THE MACROS ⚠️

To ensure the tool functions correctly, the macros must be enabled. In most cases, manually unblocking them is the first step to get the tool up and running. If the macros are blocked, a security warning appears on the workbook.

> ❎ **SECURITY RISK** Microsoft has blocked macros

STEPS TO UNBLOCK THE MACROS

1. Right-click on the downloaded file with macros.
2. Select **Properties**.
3. Under the **General** tab, tick the **UNBLOCK** box in the Security section
4. Click Apply then OK to close the dialog box.
5. Open the file and click "**Enable content**"

EXCEL FILE WITH MACRO.xlsb Properties ✕

General | Digital Signatures | Security | Details | Previous Versions

📗 EXCEL FILE WITH MACRO.xlsb

Type of file: Microsoft Excel Binary Worksheet (.xlsb)

Opens with: 📗 Excel   Change...

Location:

Size:

Size on disk:

Created:

Modified:

Accessed:

Attributes: ☐ Read only   ☐ Hidden   Advanced...

Security: This file came from another computer and might be blocked to help protect this computer.   ☑ Unblock

OK | Cancel | Apply

TEACHER PROFILE

First Name:
Type First Name

Middle Name:
Type Middle Name

Last Name:
Type Last name

Position Title:
Select Position Title

Grade Levels Taught:
Select Grade Level

Employee Number:
Enter Employee Number

School Information
School ID:

School Name:

Region:

District:

TESDA CERTIFICATION

1. Select all **valid (unexpired)** TESDA certifications.
2. Enter the **date of certification** in **DD/MM/YYYY** format. *Those issued from November 2020 onward.*
3. After reviewing your entries, click **Confirm and Save** to finalize the database.

CONFIRM AND SAVE

NO.	SECTOR	CERTIFICATION *(For NCs with multiple levels, select the highest level obtained. If OTHERS, please specify Course and Level)*	CERTIFICATION DATE *Certifications November 2020. Format: DD/MM/YYYY*	VALIDITY *Remaining years*
NATIONAL CERTIFICATION				

FOR SHS TEACHERS ONLY

TRAINERS METHODOLOGY	NC COURSE	TM LEVEL	

DEPED TEACHERS' TESDA CERTIFICATION DATA | 2025

1. TEACHER PROFILE

First Name:
Type First Name

Middle Name:
Type Middle Name

3. TESDA CERTIFICATION

1. Select all valid (unexpired) TESDA certifications.
2. Enter the date of certification in DD/MM/YYYY format. those issued from November 2020 onward
3. After reviewing your entries, click Confirm and Save to finalize the database.

CONFIRM AND SAVE

NO.	SECTOR	CERTIFICATION (For NCs with multiple levels, select the highest level attained. If COCIETRS, please specify Course and Level)	CERTIFICATION DATE (Certified since November 2020 Format: DD/MM/YYYY)	VALIDITY (Remaining years)

ASSESSORSHIP / **COURSE**

DEPED TEACHERS' TESDA CERTIFICATION DATA | 2025

1. TEACHER PROFILE

First Name:
Type First Name

Middle Name:
Type Middle Name

3. TESDA CERTIFICATION

1. Select all valid (unexpired) TESDA certifications.
2. Enter the date of certification in DD/MM/YYYY format. those issued from November 2020 onward
3. After reviewing your entries, click Confirm and Save to finalize the database.

CONFIRM AND SAVE

NO.	SECTOR	CERTIFICATION (For NCs with multiple levels, select the highest level attained. If COCIETRS, please specify Course and Level)	CERTIFICATION DATE (Certified since November 2020 Format: DD/MM/YYYY)	VALIDITY (Remaining years)

1. Once the data has been saved, extract the database. The tool will automatically save. It in CSV format – please do not change the file type.
2. Submit the extracted CSV file through the online submission form.

DO NOT MODIFY THE EXTRACTED CSV FILE.
Any further changes should be made only in the offline form before extraction.

1. EXTRACT Database

2. SUBMIT Database

DEPED TEACHERS' TESDA CERTIFICATION DATA | 2025

INSTRUCTIONS

1 TEACHER PROFILE

Complete your profile by providing the following information:

Field	Instruction
First Name	Include suffix, if applicable (e.g., Juan Jr.).
Middle Name	Leave blank if not applicable.
Last Name	Enter your last name.
Position Title	Select from the dropdown list. Only teaching positions are available.
Grade Level/s Taught	Select from the dropdown. This will determine if you need to answer Section
Employee Number	Enter your Employee Number.
School ID	Enter your six-digit school ID.
School Name	Enter the name of your school.
	If you are reporting to multiple schools, input the school where your ite
Region	Select your Region from the dropdown.
Division	Select your Division from the dropdown.
	If your Division is newly established, select the previous Division of yo

2 SHS SUBJECTS TAUGHT

This section is required only if you selected "SHS" under *Grade Level/s Taught* in Section 1.
If not applicable, skip this section.

Field	Instruction
Curriculum	Select the current curriculum offered by your school.
Core Subjects	Select the Core Subjects you teach. Leave blank if not applicable.
Academic Subjects	Select the Academic Subjects you teach. Leave blank if not applicable.
TVL / TechPro Subjects	Select the TVL or TechPro subjects you teach. Leave blank if not applicable

3 TESDA CERTIFICATION

GENERAL INSTRUCTIONS
1. Select all **valid (unexpired)** TESDA certifications.
2. Enter the date of certification in **DD/MM/YYYY** format. Only certifications issued from November 2020 o
3. Review your entries, then click **Confirm and Save** to finalize your data.

National Certification
1. Select the Sector from the dropdown.
2. Select the Certification obtained. For certifications with multiple levels, select the highest lev
3. *If you select Others, please specify both the Course and Level.*
4. Enter the date of certification in DD/MM/YYYY format.

Trainers Methodology
1. Select the Sector from the dropdown.
2. Select the NC Course covered by your Trainers Methodology certification.
3. Select the Trainers Methodology level obtained.
4. Enter the date of certification in DD/MM/YYYY format.

Assessorship
1. Select the Sector from the dropdown.
2. Select the NC Course covered by your Assessorship certification.
3. Enter the date of certification in DD/MM/YYYY format.

COMPLETING THE PROCESS
1. After saving your data, extract the database. The tool will automatically save it in CSV format. Do
2. Submit the extracted CSV file through the designated online submission form.

Do not modify the extracted database file.
Any corrections must be made within the offline tool before re-extraction.

Download the DEPED TEACHERS' TESDA CERTIFICATION DATA Offline Tool
with User Guide, references, and other materials

bit.ly/TeacherCerts25