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

DIVISION MEMORANDUM
No. 984, s. 2026

10 NOV 2026

DISSEMINATION OF THE GUIDELINES ON THE SYNCHRONOUS ASSESSMENT WEEKS AND TESDA CATCH-UP PLAN COORDINATION FOR SHS TVL/TECHPRO

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Secondary School Heads
All Others Concerned

1. In reference to Regional Memorandum No. 1468, s. 2026, titled *"Guidelines on the Synchronous Assessment Weeks and TESDA Catch-Up Plan Coordination for SHS TVL/TechPro,"* and pursuant to DepEd Order No. 3, s. 2025, entitled *"Guidelines on the Implementation of Quality-Assured Assessment for the National Certification of Learners in the Senior High School Technical-Vocational-Livelihood Track and Expansion of the Number of Competency Assessors,"* this Office disseminates the attached guidelines to provide direction on the implementation of the Synchronous Assessment Weeks, Four-Week Assessment Workflow, and the TESDA Fiscal Year (FY) 2026 Catch-Up Plan for SHS TVL/TechPro learners.

2. All Public Secondary School Heads, TVL/TechPro Coordinators, and other concerned personnel are directed to disseminate the contents of the guidelines and undertake the necessary coordination and preparatory activities to ensure the timely and effective implementation of the assessment schedules and TESDA Catch-Up Plan.

3. Division TVL/TechPro Coordinators, in coordination with School Heads, shall likewise work closely with the concerned TESDA District and Provincial Offices in planning, scheduling, and facilitating assessment-related activities and requirements.

4. Immediate dissemination of and compliance with this Memorandum is desired.

VILMA D. EDA, CESO V
Schools Division Superintendent

SCHOOLS DIVISION OFFICE
DEPED VIGAN CITY
10 NOV 2026
RELEASED
BY

Encl.: As stated
Reference: RM 1468, s. 2026 and DM-OULS-2026-455

CID/MCN/apa

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Republic of the Philippines
Department of Education
REGION I

DEPARTMENT OF EDUCATION
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REGIONAL MEMORANDUM
No. 1468 s. 2026

GUIDELINES ON THE SYNCHRONOUS ASSESSMENT WEEKS AND TESDA CATCH-UP PLAN COORDINATION FOR SHS TVL /TECHPRO

To: Schools Division Superintendents

1. In reference to Memorandum No. DM-OULS-2026-455, titled "Guidelines on the Synchronous Assessment Weeks and TESDA Catch-Up Plan Coordination for SHS TVL/Tech-Pro," issued by the Office of the Undersecretary for Learning Systems, this Office disseminates the guidelines pursuant to TESDA Memorandum No. 358, titled "Directives on the Implementation of Quality-Assured Assessment of SHS TVL Track and Expansion of the Number of Accredited Competency Assessors," and in accordance with DepEd Order No. 3, s. 2025, titled "Guidelines on the Implementation of Quality-Assured Assessment for the National Certification of Learners in the Senior High School Technical-Vocational-Livelihood Track and Expansion of the Number of Competency Assessors."

2. In this regard, all Schools Division Offices (SDOs), through their respective Division Supervisors for Technical-Vocational-Livelihood (TVL)/Technical Professional (Tech-Pro), are advised to undertake the necessary measures to ensure the proper implementation and coordination of the following: (see attached Memorandum)
   a. Synchronous Assessment Schedule
   b. Four-Week Assessment Workflow
   c. Interagency Coordination for the TESDA Fiscal Year (FY) 2026 Catch-Up Plan

3. Furthermore, Division TVL/Tech-Pro Supervisors, in coordination with school heads, shall initiate early joint planning and coordination with the concerned TESDA District or Provincial Offices for FY 2027. This shall include the projection of Grade 11 learners' assessment needs, identification of applicable qualification requirements, and coordination of assessment schedules and submission timelines. These activities shall be undertaken based on mutually agreed schedules and in accordance with the applicable guidelines and directives issued by DepEd and TESDA.

4. All concerned SDOs shall ensure that the foregoing guidelines are disseminated to the concerned school heads and personnel and that the necessary coordination and preparatory activities are undertaken to support the timely and effective implementation of the assessment schedules and catch-up plan.

5. Immediate and wide dissemination of this Memorandum is desired.

ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/Regional Director

Reference: as stated
Encl: as stated
To be indicated in the Perpetual Index
Under the following subjects:

ASSESSMENT CERTIFICATION

DEPARTMENT OF EDUCATION
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OCT 26 2026
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Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

MEMORANDUM
DM-OULS-2026- 455

TO : **REGIONAL DIRECTORS**
EDUCATION PROGRAM SUPERVISORS FOR TVL / TECHPRO
PUBLIC AND PRIVATE SCHOOL HEADS
ALL OTHERS CONCERNED

FROM : **CARMELA C. ORACION**
Undersecretary for Learning Systems

SUBJECT : **GUIDELINES ON THE SYNCHRONOUS ASSESSMENT WEEKS AND TESDA CATCH-UP PLAN COORDINATION FOR SHS TVL/TECHPRO**

DATE : **October 21, 2026**

Pursuant to TESDA Memorandum No. 358, entitled *Directives on the Implementation of Quality-Assured Assessment of SHS TVL Track and Expansion of the Number of Accredited Competency Assessors*, and in consonance with DepEd Order No. 3, s. 2025, entitled *Guidelines on the Implementation of Quality Assured Assessment for the National Certification of Learners in the Senior High School Technical Vocational Livelihood Track and Expansion of the Number of Competency Assessors*, all field personnel are advised to take the necessary actions in accordance with the following:

1. Synchronous Assessment Schedules

In alignment with DepEd Order No. 000, s. 2026, entitled *Guidelines on the Implementation of the Three-Term School Calendar in Basic Education*, national assessments for eligible TVL/TechPro learners and Trainers Methodology I (TM I) Certificate of Competency (COC) 2 assessments for personnel shall primarily take place during the end-of-term blocks.

2. Four-Week Assessment Workflow

While learners may file and process their assessment applications at any time, administrative preparations shall start three (3) weeks prior to each scheduled assessment window. School heads and TVL/TechPro supervisors shall adhere to the

following workflow to ensure proper candidate preparation and administrative processing:

- Week 1-2 (Identification and Submission): Identify eligible candidates and submit all completed application documents, including the Assessment Application Form and Self-Assessment Guide (SAG), to TESDA Provincial/District Offices.
- Week 3 (Scheduling and Learner/Candidate Lock-in): Coordinate with TESDA on candidates/learners assessment schedules.
- Week 4 (End-of-Term: Assessment Period): Ensure 100% attendance of candidates/learners at designated Accredited Assessment Centers.

3. Interagency Coordination for the TESDA Fiscal Year (FY) 2026 Catch-Up Plan and FY 2027 Target Setting

To address targets for the remainder of FY 2026 and prepare for FY 2027, DepEd Regional Offices and field supervisors shall immediately coordinate with their respective TESDA counterparts to address local implementation gaps, align schedules, and finalize remaining targets for:

- Remaining SHS TVL/TechPro learners to be assessed.
- DepEd SHS teachers/personnel to be trained in TM I COC 2.
- DepEd SHS teachers/personnel to be assessed in TM I COC 2 and accredited as Competency Assessors.

Furthermore, supervisors and school heads shall undertake early joint planning and coordination with the TESDA District or Provincial Office for FY 2027, including the projection of Grade 11 assessment needs and qualification requirements. They shall likewise coordinate with TESDA offices on submission timelines, subject to mutually agreed schedules following the issuance of this Memorandum.

For guidance and strict compliance.

Copy furnished:

Malcolm S. Garma
Undersecretary for Governance and Operations