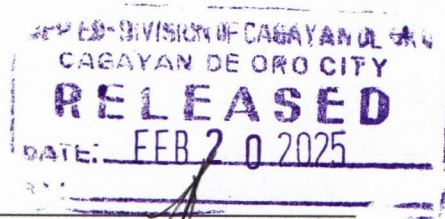




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

19 Feb 2025

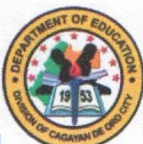
DIVISION MEMORANDUM
No. 162 s.2025

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

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Curriculum Implementation Division Personnel
Schools Governance and Operations Division Personnel
All Secondary School Heads

1. Following Memorandum DM-OUHROD-2025, the Department of Education through the Human Resource and Organizational Development (HROD) strand will assess strategies, beginning with a comprehensive teacher inventory.
2. The inventory survey aimed to gather data on current curricular offerings in Senior High School; SHS teachers' demographics, subject taught, specializations and trainings; school partnership for Work Immersion (WI) Program and the Joint-Delivery Voucher Program for SHS-Technical Vocational Livelihood (SHS-TVL).
3. School Heads together with the School Senior High School and ICT Coordinators shall complete the survey forms. Please see Enclosure 1 for the complete guide on the process of data collection.
4. Upload verified inventory forms not later than February 25 in this link: bit.ly/CDOSHSInventory. Further, follow the following format for the FILE NAME of the forms.
 - a. Form 1- (School Name)_School Personnel Data
 - b. Form 2 – (School Name)_ Work Immersion Partners
 - c. Form 3- (School Name)_JDVP-TVL Partners
5. This Office directs immediate compliance of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent



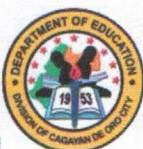
Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@depd.gov.ph
Website: <https://depdcdco.net/>

Doc. Ref. Code		Rev	
Effectivity		Page	1 of 1

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

INVENTORY SENIOR HIGH SCHOOL

DM-044-CID-IM-JGTV/inventory on teacher specialization and training and joint delivery voucher program of the senior high school for school year 2024-2025
February 19, 2025



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@deped.gov.ph
Website: <https://depedcdo.net/>

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DOWNLOAD THE SHS INVENTORY TOOL and UNBLOCK THE MACROS

Visit the link below to download the SHS Inventory Tool

bit.ly/SHSInventory-2025

Before using the SHS Inventory Tool, it is important to unblock the macros.

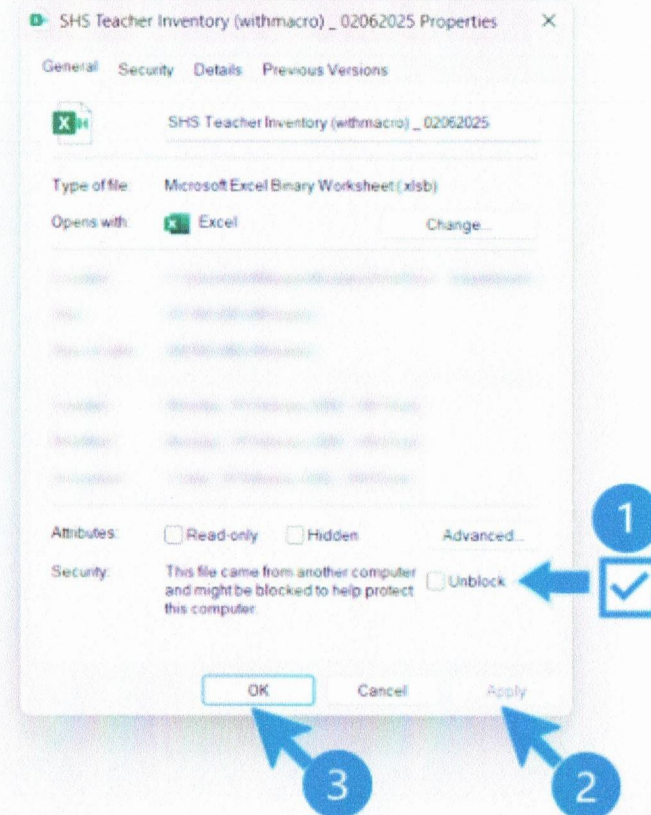
1. Right-click on the downloaded and renamed SHS Inventory file.
2. Select Properties.
3. Under the GENERAL tab, tick the UNBLOCK box in the Security section
4. Click Apply then OK to close the dialog box.

Note:

Depending on the user's Excel PROPERTIES setting, some might not need to unblock Macros.

To start entering data in the SHS Inventory tool, ensure it is ready for use:

1. Open the macros-unblocked file.
2. Click "**ENABLE CONTENT**" to activate the file and proceed.



SECURITY WARNING Some active content has been disabled. Click for more details.

Enable Content

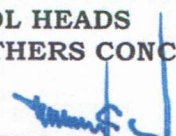




Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2025-0367

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 BHRD-SED via email at 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