



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
**SCHOOLS DIVISION OF BATANGAS**

31 July 2025

DIVISION MEMORANDUM

No. 375, s. 2025

**TECHNICAL WORKING GROUP CREATION AND SCHEDULE OF INITIAL  
VALIDATION ACTIVITIES FOR PROSPECTIVE TESDA-ASSESSMENT CENTERS IN  
THE DIVISION**

To : Assistant Schools Division Superintendents  
Chief-Curriculum Implementation Division (CID)  
OIC, Chief- School Governance and Operations Division (SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
Public Secondary School Heads  
Concerned DepEd Personnel

1. Relative to **DepEd Order No. 3, s. 2005**, titled "*Guidelines on the Implementation of Quality-Assured Assessment for the National Certification of Learners in the Senior High School and Expansion of the Number of Competency Assessors*," and **Joint Memorandum Circular (JMC), Series of 2024**, titled "*Ensuring Quality-Assured Assessment for Certification of Senior High School Technical-Vocational-Livelihood (TVL) Track*," this Office creates a **Technical Working Group (TWG)** to monitor, provide technical assistance, and conduct initial validation of prospective TESDA Assessment Centers within the Division.
2. This initiative aims to ensure the preparedness and compliance of identified schools for the upcoming TESDA accreditation beginning in October 2025.
3. The following personnel shall serve as members of the Technical Working Group (TWG):

Chairperson : Jofit P. Dayoc, CESE  
Asst. Schools Division Superintendent  
Co-Chairperson: Macaria Carina C. Carandang  
EPS – EPP/TLE/SPTVE/TVL  
Members: Ma. Leticia Jose C. Basilan  
EPS – ASP/ Division SHS Focal Person  
Engr. Jesriel Macaraig  
Technical Assistant – Physical Facilities  
PSDS In-Charge of the Prospective School



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4. The schedule of **monitoring, technical assistance, and initial validation** for the prospective assessment centers is as follows:

DATE & /STIME	PROSPECTIVE SENIOR HIGH SCHOOL	PROPOSED SPECIALIZATION/S	VALIDATOR/S
5 August 2025 - AM	Balayan Senior High School	Bread and Pastry Production NC II	SDO TWG Dr. Placida Dele Vega
5 August 2025 - PM	Lian Senior High School	Cookery NC II	SDO TWG Dr. Pedro Delos Reyes
6 August 2025 - PM	Tuy Senior High School	Bread and Pastry Production NC II	SDO TWG Dr. Ronaldo Sevilla
6 August 2025- AM	Taal Senior High School	Bread and Pastry Production NC II	SDO TWG Dr. Connie C. Hernadez
7 August 2025 - AM	Bauan National and Vocational Integrated High School	Technical Drafting NC II	SDO TWG Mrs. Aurelia Aguila
7 August 2025 - PM	Bauan Technical Integrated High School	Electrical Installation Maintenance NC II Technical Drafting NC II Shield Metal and Welding NC II	SDO TWG Mrs. Aurelia Aguila
11 August 2025 - AM	Lobo Senior High School	Food and Beverage Services NC II	SDO TWG Mrs. Lina Magoling
11 August 2025 - PM	San Pascual SHS 2	Electrical Installation Maintenance NC II	SDO TWG Dr. Bernardina Reyes
12 August 2025 - AM	Malvar School of Arts and Trades	Technical Drafting NC II	SDO TWG Dr. Chona Dirain
12 August 2025- PM	Cuenca Senior High School	Food and Beverage Services NC II	SDO TWG Dr. Baby Janet Dimailig
12 August 2025- PM	Mataasnakahoy Senior High School	Animation NC II	SDO TWG Dr. Nancy Lubis
13 August 2025 - AM	Dr. Juan Pastor Memorial National Integrated High School	Electrical Installation Maintenance NC II	SDO TWG Dr. Neneth Adame
13 August 2025- PM	Tipas Integrated National High School	Hairdressing NC II and Barbering NC II	SDO TWG Dr. Ellienor D. Pena
14 August 2025- AM	Dagatan INHS	Shield Metal and Welding NC II Food and Beverage and Services	SDO TWG Dr. Ericson Gutierrez
14 August 2025- PM	Taysan Senior High School	Automotive NC II	SDO TWG Dr. Ericson Gutierrez



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




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4. Each prospective school is expected to present the required documents already prepared and the physical setup of the proposed assessment center.
5. Attached herewith is the Onsite Monitoring Tool for use during the onsite monitoring and validation activities.
6. This Memorandum shall serve as the Travel Order of all concerned validators.
7. Wide dissemination and compliance with this Memorandum are highly expected.

  
**MARITES A. IBANEZ, CESO V**  
Schools Division Superintendent 

Encl. As stated

Reference: Deped Order No. 3 s. 2005

Joint Memorandum Circular (JMC) series 2024

Regional Memorandum No. 418 s. 2025

To be indicated in the Perpetual Index under the following subject:

Issuances- Division Memorandum

MCCC / TECHNICAL WORKING GROUP CREATION AND SCHEDULE OF INITIAL VALIDATION ACTIVITIES FOR  
PROSPECTIVE TESDA-ASSESSMENT CENTERS IN THE DIVISION /R2-145279 /7/31/2025



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Attachment 1

**ONSITE MONITORING TOOL ON THE STATUS OF THE ACCREDITATION ON THE STATUS  
 OF THE ACCREDITATION OF TESDA ASSESSMENT CENTERS IN IDENTIFIED SENIOR  
 HIGH SCHOOLS IN THE DIVISION**

This tool shall be used by the Technical Working Group (TWG) during the onsite monitoring, technical assistance, and initial validation of identified Senior High Schools that have expressed intent to be accredited as TESDA Assessment Centers. It aims to assess the school's readiness in terms of documentary compliance, infrastructure, equipment, personnel, and other required standards.

**I. GENERAL INFORMATION**

School Name \_\_\_\_\_

School Address: \_\_\_\_\_

Name of School Head: \_\_\_\_\_

Specialization(s) Applied For: \_\_\_\_\_

Date of Monitoring: \_\_\_\_\_

Monitoring Team Members : \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**II. DOCUMENTARY REQUIREMENTS**

<b>Requirements</b>	Fully Ready(5)	Nearly ready(4)	Partially Ready(3)	Needs Major Improvement (2)	Not Ready(1)	Remarks
Letter of Intent to Serve as Assessment Center						
Self Assessment Checklist Based on Accreditation TESDA Accredited Guidelines						
Checklist of Tools, equipment, supplies and materilas and facilities (Accdgd. to TESDA Required						



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Quantity)						
Affidavit of Undertaking for Assessment Center						
Special Law Creating the institution (ex. Republic Act , Executive Order, Sanggunian Resolutions)						
Fire Safety Certification						
Building Layout/ Shop Layout/ Floor Plan						
Company and Staff Profile						
Location Map						
Complete Facilities . tools equipment and materials appropriate to the qualification/ s applied for, specified in the CATs						
Lease Contract / Proof of ownership of the location/ premises of the assessment center						
CCTV camera ( functional with audio recording and motion detection)						
Computer System with Internet access						
White backdrop for registration of assessment candidates						
Web Camera ( according to specialization)						
Signature pad according to specifications						
Organizational Structure to support the following activities :  a) Scheduling of Assessment b) Encoding and processing of data regarding the						





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conduct of assessment						
c. collecting assessment fees						
Training Regulations Copy						
List of Trainers/ Assesors with NC/ TM Certification						

TOTAL SCORE : \_\_\_\_/95

**II. PHYSICAL FACILITIES**

Requirements	Fully Ready(5)	Nearly ready(4)	Partially Ready(3)	Needs Major Improvement (2)	Not Ready(1)	Remarks
Workshop/ Laboratory Room						
Assessment Area with Proper Signage						
Waiting/ Reception Area						
Storage/ Stockroom						
Comfort Room (Male/ Female)						
Fire Safety Equipment(extinguisher)						
Lighting and Ventilation						

TOTAL SCORE : \_\_\_\_/35

**III. HUMAN RESOURCES**

Requirements	Fully Ready(5)	Nearly ready(4)	Partially Ready(3)	Needs Major Improvement (2)	Not Ready (1)	Remarks
Assesor						
Alternate Assesor						
Focal Person/ Coordinator						
Support Staff ( Clerk, etc)						

TOTAL SCORE : \_\_\_\_/20



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**IV. SAFETY AND HEALTH COMPLIANCE**

Requirements	Fully Ready(5)	Nearly ready(4)	Partially Ready(3)	Needs Major Improvement (2)	Not Ready(1)	Remarks
First Aid Kit						
Health and Safety Signages						
Proper Waste Disposal System						
Emergency Exit Plan and Markings						
Fire Drill conducted Records						

TOTAL SCORE: \_\_\_\_\_ / 25

**V. OTHER OBSERVATIONS / FINDINGS/ RECOMMENDATIONS**

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Monitored by:

JOFIT P. DAYOC, CESE  
CHAIRPERSON

MACARIA CARINA C. CARANDANG  
CO – CHAIRPERSON

MA. LETICIA JOSE C.BASILAN  
MEMBER

ENGR. JESRIEL A. MACARAIG  
MEMBER

\_\_\_\_\_  
PSDS IN-CHARGE



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