



Republika ng Pilipinas

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

DEPARTMENT OF EDUCATION
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DEPARTMENT OF EDUCATION
RECEIVED
RECORDS SECTION REGIONAL OFFICE NO. VII

MEMORANDUM
DM-OUHROD-2025-3110

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

FROM : **WILFREDO E. CABRAL**
E-signed by
Wilfredo Cabral
10/30/2025, 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**.



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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.



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Annex A

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

ACCOMPLISHMENT of the Teachers' TESDA Certifications Offline Form	SUBMISSION of the Teachers' TESDA Certifications Data	DATA COLLECTION AND REPORTING 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)
<ol style="list-style-type: none"> Download the Offline form at bit.ly/TeacherCerts25 Accomplish the form by providing the following information: <ul style="list-style-type: none"> Applicable and valid TESDA certifications, specifically: <ol style="list-style-type: none"> National Certification Trainers' Methodology Certification Assessorship Certification Date of certification Demographics and specialization details Subjects taught (for SHS teachers only) 	<ol style="list-style-type: none"> Extract the database file from the offline tool (refer to the detailed extraction guide within the tool). Submit the extracted database and corresponding quick count using the official submission form at bit.ly/TeacherCerts25-Submit 	<ul style="list-style-type: none"> 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		
<ul style="list-style-type: none"> Ensure that all teachers accomplish and submit their individual TESDA certification data. 		
Schools Division Offices (SDOs)		
<ul style="list-style-type: none"> Provide technical assistance to teaching personnel. Ensure teacher compliance within their respective Divisions. Monitor and validate data submissions from schools. 		
Regional Offices (ROs)		
<ul style="list-style-type: none"> Provide technical assistance to SDOs. Monitor teacher data submissions across their respective regions. 		