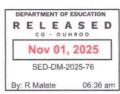


Republika ng Pilipinas



DEPARTMENT OF EDUCATION



SIGNATURE:

Department of Education

OFFICE OF THE UNDERSECRETARY HUMAN RESOURCE AND ORGANIZATIONAL DE RECORDS SECTION REGIONAL OFFICE NO. VIII

DATE: 11-06-25

MEMORANDUM **DM-OUHROD-2025-**3110

TO

REGIONAL DIRECTORS

SCHOOLS DIVISION SUPERINTENDENTS PUBLIC SCHOOL DISTRICT SUPERVISORS

SCHOOL HEADS

ALL OTHERS CONCERNED

FROM

E-signed by Wilfredo Cabral WILFREDO E. CABRALS, 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. 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.

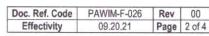
To ensure proper understanding of the data requirements and submission procedures, a **virtual technical support meeting** will be held on November 10, 2025 (1:30 PM-3:00 PM) via Microsoft Teams with designated Regional Office (RO) and Schools Division Office (SDO) representatives. Each RO and SDO are 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.









Annex A

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

	reachers resi	DA Certifications Data ion	01 2020-2020	
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 1	0 - 21, 2025	Nov. 17 - Dec. 5, 2025	
	DepEd Teach (All DepEd Teac	Central Office (BHROD-SED)		
1. 2.	Download the Offline form at bit.ly/TeacherCerts25 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. 	
	MONIT			
	of Teacher			
	Ensure that all teachers according to the conditional TESDA certification			
	Schools Divisio			
• I	Provide technical assistance Ensure teacher compliance v Divisions. Monitor and validate data su			
	Regional O			
• 1	Provide technical assistance Monitor teacher data submis regions.			







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