



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2025-391

To :

Assistant Schools Division Superintendent
CID Chief
Public Schools District Supervisors for Secondary Schools
Education Program Supervisor for EPP/TLE/TVL
Division Focal Person for Senior High School
Senior High School- TVL School Heads
Teachers Concerned

Attention:

- Digos City Senior High School
- Digos City National High School
- Goma National High School
- Kapatagan National High School
- Matti National High School

Subject: **INSTITUTIONAL ASSESSMENT FOR SENIOR HIGH SCHOOL-TVL TRACK IN PREPARATION FOR NATIONAL COMPETENCY ASSESSMENT**

Date : September 4, 2025

In reference to DepEd Order No. 003, s. 2025 on the Guidelines on the Implementation of Quality-Assured Assessment for the National Certification of Learners in the Senior High School Technical-Vocational-Livelihood (TVL) Track and the Expansion of the Number of Competency Assessors, this Office hereby directs the SHS-TVL School Heads, TVL Focals, and Specialization Teachers to inform all concerned about the upcoming institutional assessment for the Senior High School TVL Track.

This assessment is part of the preparation for the National Competency Assessment of Grade-12 learners and will be conducted in two phases:

- 1st Semester: October 6–10, 2025
- 2nd Semester: February 16–20, 2026

The objectives of this institutional assessment are as follows:

- Evaluate the readiness and competency of Senior High School TVL Grade-12 students in line with the National Competency Standards.
- Ensure the alignment of school-based assessment with national standards for TVL tracks.
- Prepare Grade-12 students for the upcoming National Competency Assessment.

Guidelines and Procedures:

a) Preparation of Students

School Heads and Specialization Teachers shall ensure Grade-12 learners' readiness, ensuring the safe and proper conduct of the institutional assessment. The school shall also provide the necessary tools, equipment, and consumables needed for the conduct of the institutional assessment, chargeable against School MOOE in accordance with DepEd Order



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No. 13, s. 2016, (*Implementing Guidelines on the Direct Release and Use of Maintenance and Other Operating Expenses [MOOE] Allocations of Schools*). The overseer/evaluator shall be designated to ensure that the conduct of the institutional assessment is carried out in compliance with established standards, provide objective evaluation of processes, validate results, and recommend appropriate interventions to further improve assessment practices.

b) Assessment Tools:

The Self-Assessment Guide and standardized assessment tools shall be utilized for institutional assessment. TVL teachers are enjoined to strictly follow the Training Regulations and National Competency-Based Assessment Criteria.

c) Schedule and Venue:

Schools shall strictly observe the schedule of the institutional assessment during specialization periods. Concerned School Heads must ensure that classes are properly managed and remain undisrupted, in compliance with DepEd Order No. 9, s. 2005, *“Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith.”*

d) Assessment Results:

Schools are required to submit the official results of the institutional assessment to the Division Office within five (5) working days after their conduct of institutional assessment for consolidation, validation, and further analysis.

e) Support and Monitoring:

The Schools Division Office (SDO) shall provide continuous technical assistance and close monitoring during the conduct of the institutional assessment to ensure alignment with standards. Learners assessed as “not yet competent” shall be provided with a structured Training Plan to address gaps.

Specialization teacher and assigned overseer/evaluator per school:



Name of School	Specialization/ Qualification	Specialization Teacher	Overseer/ Evaluator
1. Digos City Senior High School	Animation/CSS	Cyril C. Español, T-I	Nonito R. Lañas, MT-I
	BPP	Karen R. Tiempo, T-I	Jesse James Ruiz, MT-I
	Caregiving	Sheryl M. Dinoy, T-I	Ma. Katrina M. Cordova, T-I
	Hairdressing/ Cookery	Dave Markniel Saturnino, T-I	May Ann S. Dequia, MT-I
2. Digos City National High School	Automotive Servicing	Rodel R. Hernan, T-I	Ian Dalen, T-II
	CSS	Mysel Sabuga-a, T-I / Grace Joy Guian, T-II	Melvy Español, MT-I
	EIM	Michael Mantilla, T-II	Michael L. Timtim, MT-II
	SMAW	Jeramie Hapay, T-II	Jymaer Geromo, T-III
3. Goma National High School	Dressmaking/Tailoring	Rosalie Magcamit, T-III	Elsie S. Valleser, T-III
	SMAW	Jymaer Geromo, T-III	Gelacio Ariel C. Florentino, MT-III
4. Kapatagan National High School	Agri-Crop Production	Katrina Pua, T-III	Emlyn Dingding, MT-I
5. Matti National High School	Agri-Crop Production	Rhema B. Bangcas, T-I	Rosalie Apura, MT-I

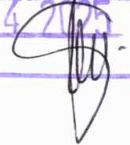


Meal expenses/food allowance including travel expenses of participants shall be charged against school MOOE/ any other local funds subject to the usual accounting and auditing rules and regulations.

For your information, guidance, and compliance.

For and in the absence of
Schools Division Superintendent


PETER-JASON C. SENARILLOS
SEPS-SGOD
Officer-In-Charge 

Schools Division of Digos City
RECORDS SECTION
RELEASED 15-70276
DATE: SEP 04 2023 TIME: 4:46pm
BY: 

Enclosed: As stated.

CID/efq



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