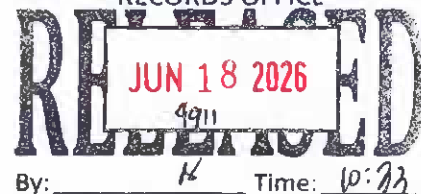




Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY

DepEd SDO Dagupan City
RECORDS OFFICE



**Office of the Schools Division
Superintendent**

June 16, 2026

DIVISION MEMORANDUM

No: 344 s. 2026

**TRAINING AND ASSESSMENT FOR JUNIOR - SENIOR HIGH SCHOOL TLE-TVL
TEACHERS UNDER TRAINER'S METHODOLOGY LEVEL I (TM I) -
CERTIFICATE OF COMPETENCY (COC) 2**

To: Assistant Schools Division Superintendent
Chief of Functional Divisions - CID & SGOD
Education Program Supervisor -EPP- TLE-TVL
Public Schools District Supervisors
Public Secondary School Heads
Head Teachers - TLE

1. In support of the continuous professional development of Junior and Senior High School Technical-Vocational-Livelihood (TLE- TVL) teachers and the strengthening of competency-based education aligned with TESDA standards, this Office announces the conduct of the Training and Assessment for Trainer's Methodology Level I (TM I) – Certificate of Competency (COC) 2 in partnership with TESDA Pangasinan Provincial Office.
2. The participants to this activity are the seven (7) identified JHS-SHS TLE-TVL teachers listed in Enclosure No. 1 of this Memorandum.
3. The training shall be conducted on weekends equivalent to five (5) training days. The specific dates, training venue, and assessment schedule shall be announced through a separate advisory upon finalization.
4. All identified participants are directed to submit the documentary requirements prescribed under TESDA Circular No. 047, s. 2025 to the Education Program Supervisor (EPS) in Charge of TLE-TVL on or before June 24, 2026. Participants are advised to ensure the completeness and accuracy of their submissions in accordance with the guidelines and requirements stipulated in the said TESDA Circular.



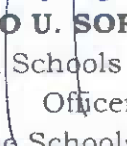
Address: Burgos St., Poblacion Oeste, Dagupan City
Telephone: (075) 653-4101
Website: depeddagupan.com
email: dagupan.city@deped.gov.ph



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY

5. Teacher-participants who complete the training conducted on weekends shall be granted corresponding service credits, subject to existing DepEd policies and the submission of the required supporting documents.
6. Immediate dissemination of and compliance with this Memorandum are directed.


MARCIANO U. SORIANO JR. PhD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY

Enclosure No. 1 – List of Identified Participants

Name	School	Email Address
1. Emily A. Resuello	BBNHS	emily.resuello@gmail.gov.ph
2. Ayett G. Soriano	BBNHS	ayett.soriano001@deped.gov.ph
3. Lilibeth B. Castro	CNHS	lilibeth.castro002@deped.gov.ph
4. Benito C. Abalos	CNHS	benito.abalos@deped.gov.ph
5. Winifreda D. Pastorin	CNHS	winifreda.pastorin@deped.gov.ph
6. Johnelyn S. Dayrit	CNHS	jonhelyn.dayrit@deped.gov.ph
7. Bernard F. Macapinlac	JJDVSTVSS	bernard.macapinlac@deped.gov.ph



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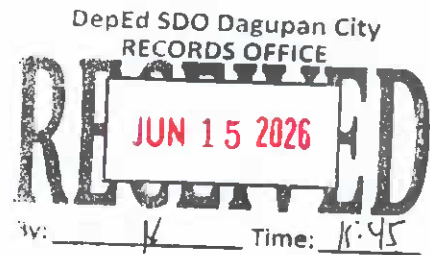


Republic of the Philippines
**TECHNICAL EDUCATION AND SKILLS DEVELOPMENT
AUTHORITY**



June 15, 2026

Dr. Marciano Soriano Jr., CESO VI
Schools Division Superintendent
DepEd SDO Dagupan City
Dagupan City, Pangasinan



Dear **Mr. Soriano**,

Good day.

I am writing to respectfully propose the implementation of the **Mandatory Free Assessment for Senior High School (SHS) Technical-Vocational-Livelihood (TVL) students**, as well as the **Training and Assessment for SHS TVL teachers in Trainer's Methodology Level I (TM I)**, specifically **Certificate of Competency (COC) 2**.

This initiative aims to strengthen the alignment of SHS TVL programs with industry standards and ensure that both learners and educators are equipped with the necessary competencies required by the Technical Education and Skills Development Authority (TESDA). Providing free assessment opportunities to students will significantly increase their chances of obtaining National Certification, thereby enhancing their employability and readiness for the workforce.

Moreover, capacitating SHS TVL teachers through TM I – COC 2 will ensure that they are fully qualified to deliver competency-based training and effectively facilitate assessments. This will contribute to improving the overall quality of instruction and uphold the standards of technical education within the division.

In line with this, we are seeking your support and approval for the implementation of this initiative across schools under SDO Dagupan City. We believe that this program will greatly benefit both students and teachers, and further strengthen the TVL track in the division.

We are hopeful for your favorable consideration on this matter. Should you require further details or clarification, we would be glad to coordinate and discuss the proposed implementation.

Thank you very much for your continued support in advancing quality education.

Respectfully yours,


DIR. ALVIN L. TURRALDE, Ed.D.
Provincial Director
TESDA Pangasinan

TESDA CIRCULAR

Subject: Amended Implementing Guidelines on the Support to Expand the Number of Accredited Assessors		Page 1 of 9 Number <u>047</u> , Series of 2025
Date Issued: APR 23 2025	Effectivity: Immediately	Supersedes: TESDA Circular No. 046 s. 2024

In the interest of the service and in line with the issuance of the TESDA - DepEd SUPPLEMENTAL JOINT MEMORANDUM CIRCULAR (JMC) series of 2025, TESDA Memorandum No. 688 series of 2024 and DepEd Order No. 003 series of 2025, this Amended Implementing Guidelines is being issued to further expand the number of accredited Competency Assessors.

I. BACKGROUND

The Department of Education (DepEd) and Technical Education and Skills Development Authority (TESDA) have collaboratively developed a Joint Memorandum Circular (JMC) titled *Ensuring Quality-Assured Assessment for Certification of Senior High School Technical-Vocational Livelihood (TVL) Track in 2024*.

The 2024 JMC aligns the two (2) provisions in the General Appropriations Act (GAA) for Fiscal Year (FY) 2024, namely *SHS Assessment and Certification Support Program* and *Support to Expand the Number of Accredited Assessors*. These provisions aim to provide free assessment to SHS TVL learners, addressing the financial barriers that might prevent them from availing the National Assessment.

To support these initiatives, TESDA issued TESDA Circular Nos. 045 and 046, series of 2024 to standardize the processes and ensure efficient delivery of the services to all stakeholders.

In accordance with the GAA for FY 2025, learners under TVL Track are required to undergo assessment for National Certification. To enhance the effectiveness of this program, DepEd issued DepEd Order (DO) No. 003 series of 2025, which outlines the *Guidelines on the Implementation of Quality-Assured Assessment for the National Certification of Learners in the Senior High School Technical-Vocational-Livelihood Track*. This Department Order also includes the expansion of the number of competency assessors.

Additionally in 2025, both DepEd and TESDA agreed on the *Supplemental Guidelines to Ensure Quality-Assured Assessment for Certification of Senior High School Technical-Vocational-Livelihood Track* which provides further guidance to ensure the quality-assured assessments for certification of SHS TVL learners. These Department Order and JMC are the bases for the amendments to this TESDA Circular.

TESDA CIRCULAR

Subject: Amended Implementing Guidelines on the Support to Expand the Number of Accredited Assessors		Page 2 of 9 Number <u>047</u> , Series of 2025
Date Issued: APR 11 2025	Effectivity: Immediately	Supersedes: TESDA Circular No. 046 s. 2024

II. COVERAGE

The guidelines, as aligned to the Supplemental JMC, apply to all public and private teaching and non-teaching personnel that shall serve as TVET Competency Assessors in public schools, private schools and Alternative Learning Systems (ALS) offering SHS TVL track. Coverage is subject to the available funding allocation under the Special Provisions of FY 2024 GAA (R.A. 11975), FY 2025 GAA (R.A. 12116) and subsequent GAAs, as applicable.

This Implementing Guidelines covers:

- A. Training and Assessment in Trainers Methodology Level I (TM I) Certificate of Competency (COC) 2 - *Conduct Competency Assessment* of public and private Teaching and Non-teaching Personnel and
- B. Accreditation as Competency Assessors (CA) of public and private Teaching and Non-teaching Personnel.

III. ACCREDITATION OF PUBLIC AND PRIVATE TEACHING AND NON-TEACHING PERSONNEL AS TVET COMPETENCY ASSESSORS

- A. The DepEd School Division Superintendent (SDS), through the Education Program Supervisor (EPS) in charge of the SHS - TVL program in the Schools Division Office (SDO) or Private Education Institution Associations, through the President/Head, shall identify and endorse to the TESDA Provincial or District Offices the list of public and private school teaching and non-teaching personnel eligible for the following:
 - a. Training and assessment in TM I COC 2, followed by accreditation as a Competency Assessor; or
 - b. Assessment in TM I COC 2, followed by accreditation as Competency Assessor; or
 - c. Direct accreditation as a Competency Assessor.

The Competency Assessor - applicant may be endorsed regardless of whether he/she:

- a. possesses a National Certificate (NC) (at least NC Level II) in the qualification for which he/she intends to be an Accredited CA; or
- b. has undergone training on TM I COC 2.

TESDA CIRCULAR


Subject: Amended Implementing Guidelines on the Support to Expand the Number of Accredited Assessors		Page 3 of 9 Number <u>047</u> , Series of 2025
Date Issued: APR 02 2025	Effectivity: Immediately	Supersedes: TESDA Circular No. 046 s. 2024

B. The following requirements shall be complied by the Teaching and Non-Teaching Personnel who will be accredited as competency assessors:

B. 1 Eligibility Requirements:

1. For purposes of assessing the SHS TVL students, prospective competency assessor can either be:
 - 1.1 Practitioner of the occupation in the specific qualification for at least two (2) years; or
 - 1.2 Teacher/ instructor in the specific qualification for at least two (2) years; or
 - 1.3 Individuals who possess the Industry Experience Requirement as defined in the Implementing Guidelines of the qualification.
2. Holder of at least NC Level II;
For those without NC, he/she shall undergo competency assessment and be found competent in the related qualification he/she intends to be an Accredited Competency Assessor. The Competency Assessor-applicant shall bear the cost for both the assessment fee and processing fee for the national assessment of the specified qualification;
3. Holder of Trainers Methodology Certificate Level I (TMC I) or TM I - COC 2 - Conduct Competency Assessment; and
4. Have assisted in the conduct of actual assessment:
 - 4.1 New applicant-competency assessor must have conducted actual assessment (also known as "loading") in at least one (1) assessment schedule, with minimum of two (2) candidates or more until he/she satisfies the requirements for becoming a Competency Assessor, under the supervision of the Lead Assessor. The RO/PO/DO focal shall prioritize the loading activity of the Competency Assessor-applicant and facilitate scheduling of assessment immediately upon confirmation of Lead Assessor's Availability;
 - 4.2 For the re-accreditation of the same qualification or related qualification within the same sector, the loading activity shall be waived.

TESDA CIRCULAR

Subject: Amended Implementing Guidelines on the Support to Expand the Number of Accredited Assessors		Page 4 of 9 Number <u>047</u> , Series of 2025
Date Issued: 	Effectivity: Immediately	Supersedes: TESDA Circular No. 046 s. 2024

B.2 List of Requirements

1. If from public school: Endorsement from the DepEd SDS through the EPS in charge of the SHS - TVL of the SDO where the teacher/non-teaching personnel is assigned.

If from private school: Endorsement from the Private Education Institution Association, signed by the President/Head;

2. Accomplished Application Form with an attached passport-size picture, white background, and with handwritten name and signature;
3. One (1) piece picture, 2"x 2", white background, and with handwritten name and signature;
4. Transcript of Records or Diploma;
5. Certificate of Employment indicating compliance to the required number of years of relevant work/industry/teaching experience for the qualification as specified in the Implementing Guidelines;
6. At least NC Level II of the qualification which he/she intends to be accredited;
7. TM I or TM I - COC 2 Conduct Competency Assessment; and
8. Certification of Loading (*for new Applicant-Competency Assessor*) attested by the Assessment Center Manager, National/Regional/Provincial/District Lead Assessor, and the TESDA Representative, that the Applicant-Competency Assessor has assisted in the assessment to at least one (1) assessment schedule with minimum of two (2) candidates or more until it satisfies the requirements for becoming a Competency Assessor under the supervision of the National/Regional/Provincial/District Lead Assessor.

- C. Teaching and non-teaching personnel with expired National Certificates (NCs) may have their certification renewed by any TESDA Provincial or District Office following the requirements stipulated in the TR unless otherwise amended. The renewal fee shall be shouldered by the Competency Assessor-applicant.

TESDA CIRCULAR

Subject: Amended Implementing Guidelines on the Support to Expand the Number of Accredited Assessors		Page 5 of 9 Number <u>047</u> , Series of 2025
Date Issued: APR 12 2025	Effectivity: Immediately	Supersedes: TESDA Circular No. 046 s. 2024

- D. For the Competency Assessor-applicant without TM I COC 2, the TESDA, through its Regional/Provincial/District Office (RO/PO/DO), shall identify the training providers with registered TM I program for the conduct of TM I - COC 2 training. The training cost on TM I COC 2 shall be shouldered by TESDA subject to the availability of funds.
- E. The TESDA Provincial/District Office shall coordinate the conduct of the competency assessment in TM I COC 2 of public and private teaching and non-teaching personnel, and issue the TM I COC 2 certificate if deemed competent.
- F. The accreditation shall be valid only until the expiry date of the relevant National Certificate. Three (3) months before the expiration, the holder shall file for renewal of both the NC and accreditation as Competency Assessor subject to Implementing Guidelines of the qualification.
- G. The SHS teachers with complete requirements shall be prioritized in the availment of free TM I COC 2 training cost and assessment fee and/or free accreditation fee as Competency Assessor, whichever is applicable.
- H. Teaching and Non-teaching Personnel who have been accredited as Competency Assessor is entitled to claim the Assessor's Fee for competency assessments conducted, subject to existing government accounting and auditing rules and regulations.
- I. After the TM training and assessment, the accreditation as SHS Competency Assessor is mandatory.

IV. SANCTIONS AND PENALTIES

TESDA and DepED personnel who will be proven to have taken part in violating these guidelines and other relevant issuances shall be subject to proper disciplinary action in accordance with the 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS) and other related issuances. This is without prejudice to any criminal liability which may be incurred under the Revised Penal Code and other special laws.

TESDA CIRCULAR

Subject: Amended Implementing Guidelines on the Support to Expand the Number of Accredited Assessors		Page 6 of 9 Number <u>047</u> , Series of 2025
Date Issued: APR 01 2025	Effectivity: Immediately	Supersedes: TESDA Circular No. 046 s. 2024

V. MANAGEMENT OF FUNDS

- A. The funding source for the implementation of this program shall be sourced from the GAA FY 2024, GAA FY 2025 and the GAAs for succeeding Fiscal Years, as may be applicable.
- B. For the conduct of training, competency assessment and accreditation of the beneficiaries identified by DepEd, the budget allocation for training cost, assessment fee and processing fee shall be managed by TESDA, in adherence to government accounting rules and regulations.
- C. For the transfer of funds:

- a. The corresponding Sub-ARO and Notice of Transfer Allocation (NTA) shall be released by the Central Office to the Regional Offices based on the approved National Qualification Map (NQM).

The NQM is based on the endorsed Regional Qualification Maps (RQMs) submitted by the Regional Offices to the Certification Office seven (7) days upon receipt of the list of enrolled learners per identified qualifications provided by DepEd.

- b. The Financial and Management Service (FMS) - Budget Division (FMS - BD) shall issue Sub-ARO to the ROs within five (5) working days from the receipt of the following:
 - o Memorandum Request;
 - o ORS/DV; and
 - o approved NQM.

- D. Preparation and Realignment of the Regional Qualifications Map (RQM):

- a. In order to ensure that the allocation shall be effectively utilized, the Regional Office shall prepare their respective Regional Qualifications Map based on the endorsement of DepEd and on the Region's available assessment infrastructure.
- b. The approval of the re-aligned RQM is delegated to the Regional Director. The final copy of the re-aligned RQM (in PDF and Excel formats) shall be endorsed to TESDA Certification Office. The re-aligned RQM must also be updated in the real-time National

TESDA CIRCULAR

Subject: Amended Implementing Guidelines on the Support to Expand the Number of Accredited Assessors		Page 7 of 9 Number <u>047</u> , Series of 2025
Date Issued: MAY 22 2025	Effectivity: Immediately	Supersedes: TESDA Circular No. 046 s. 2024

Qualification Map within 2 days after the approval of the re-aligned RQM.

- c. The funds may be realigned by the RO/PO/DOs through the resubmission of another RQM due to certain conditions such as, but not limited to, the closure of ACs, unavailability of initially endorsed learners, change or learners' qualification for assessment, lack of available assessors, postponement due to force majeure, or accumulation of unutilized allocation.
- d. The Regional Office must consider that the realigned RQM should be within the ROs original allotment and shall follow the latest approved Assessment Fees.


E. Payment of Training Cost

- a. The TESDA Technology Institutes (TTIs)/ Technical Vocational Institutions (TVIs) shall bill and collect the TESDA Provincial/District Office with particulars on the Training Cost.
- b. The training cost shall be billed within seven (7) working days after the conduct of the training and shall be paid upon submission of the following documents:
 - o Billing Statements;
 - o Duly approved MIS-03-02/Terminal Report generated from Trainees' Profiles encoded in the T2MIS;
 - o Daily Attendance Sheet for the duration of the training; and
 - o Other supporting documentary evidence, as applicable, demonstrating that the TTIs/TVIs actually conducted the training and the actual number of learners who attended the program, such as, but not limited to attendance sheets with electronic signature of trainees, and screenshots, gallery photo of trainees or actual training outputs during the performance of tasks.

F. Payment of Assessment Fee

- a. The Accredited Assessment Center shall submit billing statements and collect from TESDA Provincial/District Office with particulars on the Assessment Fee as prescribed and approved by the TESDA Board.

TESDA CIRCULAR

Subject: Amended Implementing Guidelines on the Support to Expand the Number of Accredited Assessors		Page 8 of 9 Number <u>047</u> , Series of 2025
Date Issued: 	Effectivity: Immediately	Supersedes: TESDA Circular No. 046 s. 2024

- b. Accordingly, the Accredited Assessment Center (AAC) shall pay the Competency Assessor the corresponding Assessor's Fee. Subsequently, the cost of assessment shall be billed to the Provincial/District Office within seven (7) working days after the conduct of the assessment and shall be paid upon submission of Billing Statement and Certified True Copy of the RWAC stamped "received" by the POs/DOs.

G. Payment of Processing Fee

- a. The Processing Fee payment amounting to thirty-five pesos (Php 35.00) per scheduled candidate shall be remitted to the Provincial/District Office through their respective Sariling Sikap Program (SSP) fund.
- b. The collected Processing Fee shall be retained until the assessment is scheduled and shall be determined based on the total number of candidate applicants processed for assessment.
- c. The utilization of Processing Fee must be directly related to the expenses/activities in processing the assessment and certification of the candidates such as, but not limited to, E-Certificate email delivery subscription, supplies and materials in printing the Competency Assessment Tools (CATs), and other assessment and certification related activities.

VI. MONITORING AND REPORTING

- A. The Certification Office (CO) and Financial Management Service (FMS) shall jointly monitor and report the physical and financial status of the program in the ROPODOs.
- B. TESDA to notify DepEd by the 3rd quarter of the year if there is an excess in the budget allocation.
- C. The ROPODO Financial Officers/ Budget Analysts shall monitor the actual utilization and unutilized funds based on the QM. Accordingly, the Finance Officers at the RO/PO/DO shall maintain a separate subsidiary ledger for the purpose. The RO Budget Officer shall consolidate the reports and reflect the same in the Financial Accountability Reports. TESDA ROs to update monthly the real-time fund utilization report.

TESDA CIRCULAR

Subject: Amended Implementing Guidelines on the Support to Expand the Number of Accredited Assessors		Page 9 of 9 Number <u>047</u> , Series of 2025
Date Issued: APR 12 2025	Effectivity: Immediately	Supersedes: TESDA Circular No. 046 s. 2024

D. To ensure compliance of all Operating Units to policies and procedures in the implementation of the program, the Certification Office together with the Provincial/District Directors shall conduct regular inspection of the Training Institutions/Assessment Centers particularly those granted with slots for the training and assessment of Teaching and Non-Teaching Personnel.

VII. SEPARABILITY CLAUSE

If for any reason, any part or provision of these guidelines is declared invalid or unconstitutional, any part or provision not affected thereby shall remain in full force and effect.

VIII. REPEALING CLAUSE

All provisions of existing circulars and other issuances from DepEd and TESDA which are inconsistent with these guidelines are hereby modified or repealed accordingly.

IX. EFFECTIVITY

This Circular shall take effect immediately.


JOSE FRANCISCO "KIKO" B. BENITEZ
Secretary/Director General, TESDA  