

16 JAN 2026

DIVISION MEMORANDUM
No. 039, s. 2026

**COMPLIANCE WITH TESDA NATIONAL CERTIFICATION
ASSESSMENT AND DOCUMENTARY REQUIREMENTS FOR
THE ESTABLISHMENT OF TESDA ACCREDITED ASSESSMENT
CENTER IN PUBLIC SENIOR HIGH SCHOOL**

To: OIC-Assistant Schools Division Superintendent
OIC-CID Chief Education Supervisor
OIC-SGOD Chief Education Supervisor
Education Program Supervisors
School Heads (Public Senior High Schools, School Heads, and OIC)
SHS-TVL Coordinators
All Others Concerned

1. Pursuant to the issued DepEd Order No. 3 s. 2025, titled “Guidelines on the Implementation of Quality-Assured Assessment for the National Certification of Learners in the SHS-TVL Track and Expansion of the Number of Competency Assessors” and the Regional Memorandum No. 418, s. 2025, titled “Onsite Monitoring and Monthly Online Reporting on the Status of Accreditation of TESDA Assessment Centers in Public Schools”, Public Senior High Schools are required to complete the documentary requirements of the students who will take the Free TESDA Assessment for National Certification, and the establishment of the TESDA Accredited Assessment Center.
2. This is to ensure readiness that all Public Senior High Schools (SHS) strictly comply with the necessary administrative protocols for technical-vocational advancement. Specifically, it seeks to facilitate the completion of all documentary requirements for students participating in the Free TESDA National Certification and to expedite the formal establishment of TESDA Accredited Assessment Center within schools, ensuring all submissions and institutional requirements are finalized on or before January 30, 2026.
3. In this regard, all Public Senior High Schools shall submit the list of endorsed learners who completed the documentary requirements and the status of assessment center application at the records office enclosed in a long-size brown envelope.
4. Schools are expected to conduct an Institutional or Mock Assessment to prepare Grade 12 TVL Senior High School learners and ALS learners, including TESDA scholars, for their actual assessment for the Free TESDA Assessment for National Certification.

5. The travel and other expenses during the learners' schedule for the National Assessment and processing of documentary requirements for the Assessment Center shall be charged against School-MOOE and/or Canteen Fund under the allocation for student development, subject to the usual government accounting and auditing rules and regulations.

6. For queries and clarifications, you may contact Joseph R. Carreon, Education Program Supervisor in EPP/TLE/TVL, at CID - 419-8450 local 211 or at 09273936539.

7. Immediate dissemination of this Memorandum is earnestly desired.



Digitally signed by
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HOMER N. MENDOZA

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



Encl.: As Stated

Reference: As Stated

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

ASSESSMENT CENTER
NATIONAL CERTIFICATION
SENIOR HIGH SCHOOLS
TESDA

cid/jrc/ 1/ 12/ 2026