

05 MARCH 2026

DIVISION MEMORANDUM
No. 139, s. 2026

**PREPARATORY MEETING FOR THE ONE-STOP SHOP AND
JOB FAIR ACTIVITY**

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

1. In line with the commitment of the Department of Education to enhance the employability of Senior High School (SHS) learners and strengthen industry ties through One-Stop Shop and Job Fair activity, this Office will conduct a meeting on March 12, 2026, 2:00 PM – 4:00 PM at Bulwagang Imusenyong of the Schools Division of Imus City.
2. The agenda of the meeting will focus on:
 - Guidance for all graduating SHS-TVL target applicants in accomplishing the National Skills Registration Program (NSRP) Form and refining their Resumes prior to the activity.
 - Setting up a booth dedicated to exhibition services and display of Student Outputs, Portfolios, and Products; Information Leaflets/Brochures of Products and Services.
 - Assignment of committees and floor plan layout for the venue and the logistical and technical preparations for the One-Stop Shop and Job Fair activity.
3. To ensure that all instructions are cascaded accurately, attendance of School Heads and SHS-TVL Coordinators/Focal persons from four Senior High Schools is highly expected.
4. 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.

5. Immediate and wide dissemination of this Memorandum is desired.



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:

MEETING
SENIOR HIGH SCHOOLS
TESDA

cid/jrc/2-05-2026