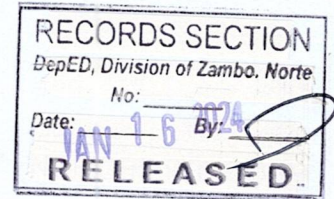




Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

January 16, 2024

Division Memorandum

No. 37, s. 2024

**CREATION OF DEPED SECONDARY SCHOOLS AS TESDA NATIONAL
CERTIFICATION ASSESSMENT CENTERS**

To: Public Schools District Supervisors
Senior High School Principals
Senior High School Assistant Principals
Senior High School Coordinators
School Registrars
All Others Concerned

1. In consonance to depEd MATATAG, Bansang Makabata, Batang Makabansa Agenda, and in reference to the Zamboanga del Norte Division Reform Agenda, and in partnership with TESDA and other Government Agencies, and to support all schools to produce Job Ready Individuals, every District of the Schools Division of Zamboanga del Norte is directed to create one DepEd Senior High School as TESDA National Certification Assessment Center.
2. To act on this, all Public Schools District Supervisors shall coordinate with the Education Program Supervisor, TVL incharge, of this division, to conduct ocular inspection of the Senior High School TVL Laboratories and select one school that will meet the TESDA Assessment Center requirements as soon as possible, and give technical assistance on this regard.
3. Attached is TESDA Assessment Center Checklist of Requirements for your reference.
4. Dissemination of this memorandum is desired.

ROY C. TUBALLA EMD, JD, CESO V
Schools Division Superintendent

CID/nyg/TESDAAssessmentCenter / 01162024



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CHECKLIST OF REQUIREMENTS
COMPETENCY ASSESSMENT CENTER

1.	Letter of Intent
2.	Copy of SEC Registration or equivalent (CDA- registered, R.A., except Sole Proprietorship)
3.	Financial Statement (Latest audited) <ul style="list-style-type: none">• For New Company: Paid up capital required by the SEC• For Existing: Latest Audited by a third party
4.	Business Permit (Current and valid)
5.	Fire Safety Certificate (Current and valid)
6.	BIR Registration (Valid)
7.	Company Profile
8.	Organizational Structure
9.	Staff Complement and Profile
10.	Building lay-out/floor plan/shop lay-out
11.	Self-Assessment Checklist (TESDA-OP-CO-03-F02)
12.	List of complete facilities, tools, equipment, and materials appropriate to the qualification/ applied for (identified in the CATs)
13.	Location map
14.	Lease Contract/Proof of Ownership of the location/premises of the Assessment Center
15.	Checklist of tools, equipment, supplies and materials, and facilities (TESDA-OP-CO-03-F04)