



Republic of the Philippines
Department of Education
 REGIONAL OFFICE IX, ZAMBOANGA PENINSULA
 REQUIREMENTS HIGH SCHOOL TO TECHNICAL-VOCATIONAL SCHOOL

Name of School _____ Division _____
 Address _____ District _____
 Name of School Head _____ Contact No. _____

Required Documents	Complied	Not Complied	Remarks
1. Current school program, signed by the school head and approved by the SDS			
2. Copy of the Technical-Vocational Curriculum Guide (Competency-Based Curriculum) and special technical-vocational curriculum			
3. Approval from the office of the Undersecretary for programs and projects on the technical-vocational course to be offered by the school, aligned with TESDA training Regulations.			
4. Certification by the school head that the technical-vocational course being offered: a. is relevant to the needs of community/local industry b. has available localized curriculum in partnership with local industry and c. is based on specialization aligned with TESDA Training Regulations, for assessment and employment purposes			
5. Feasibility Study, duly recommended by the SDS, indicating the following: a. Need to convert into a technical – vocational school b. current and projected enrollment for a period of 5 years c. demand to open a technical-vocational course d. Organizational Structure e. School Development Plan f. Proposed Budget/Budgetary Requirements			
6. Certified true copy of the Transcript of Record of school head			
7. Certified true copy of National Certificate (NC) or higher certificate for the technical-vocational course attained by school head as issued by TESDA			
8. Certified true copies Transcript of Records of Technical-Vocational Teachers			



region9@deped.gov.ph
 (062) 945-3329 | 09482076710 | 09152475207
 www.depedro9.info | www.ro9-deped.com
 www.facebook.com/DEPEDREGION9
 Pres. Corazon C. Aquino Regional Government Center, Balintawak, Pagadian City, 7016

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9. Certified true copies of NC II or higher certificate issued by TESDA of technical- Vocational Teachers on special Technical-Vocational Skills			
10. Copies of PRC-LET Rating of indicating their field of specialization / concentration			
11. Updated Teachers' Profile			
12. Inventory of relevant learning resources per specialization prepared by school's property custodian and validated by the schools division office.			
13. Certification by the school head that the relevant resources of the school are adequate, duly validated by the SDS			
14. Sangguniang Bayan/Panglungsod Resolution supporting the conversion of the school duly approved by the Municipal/City Mayor indicating therein the proposed name of the school.			
15. Certification from the LGU, duly signed by the Municipal/City Mayor, as the case maybe , where the LGU shall provide funds for the operation and maintenance for at least 5 years or until such time when the funds for the purpose are incorporated in the national budget.			
16 Any documents such as but not limited to Deed of Donation, Deed of Sale or contract of usufruct for 50 years executed in favor of DepEd; Original certificate of Title (OCT) or Transfer Certificate of the Title (TCT) in name of DepEd reflecting the size and boundaries of the school site			
17. Justification from SDS in case the required size of technical-vocational school site cannot be met.			

Findings:

Evaluated by _____

Date : _____



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