



Republic of the Philippines
Department of Education
 REGION VIII - EASTERN VISAYAS

July 31, 2024

REGIONAL MEMORANDUM
 NO. 864 s.2024

**UPDATES ON THE CONDUCT OF BATCH 3 TRAINING
 ON TRAINERS METHODOLOGY LEVEL I FOR
 SHS-TVL AND JHS-SPTVE TEACHERS**

To: Schools Division Superintendents
 All Others Concerned

1. In reference to the Regional Memorandum No. 663, s. 2024, re: Batch 3 Training on Trainers Methodology Level I for SHS-TVL and JHS-SPTVE Teachers, this Office, through the Curriculum and Learning Management Division in collaboration with the National Educators Academy of the Philippines, announces the updates of the schedule of the said activity:

Date	Modes of Delivery	Venue
September 2 – 11, 2024	10 days Face-to-Face Sessions	To be announced
September 12 – 24, 2024	13 days Virtual Sessions	<i>(Link will be emailed to the participants)</i>
September 25 – October 4, 2024	10 days Face-to-Face Sessions	To be announced
October 7-11, 14-18, 21-23, 2024	Trainers' Methodology Level 1 Competency Assessment Schedule (13 days of Assessment, 6 pax per day)	
November 28-29, 2024	Post-Trainers' Methodology Conference	

2. All other provisions in the aforementioned Memorandum remain in effect.
3. Immediate dissemination of and compliance with this Memorandum are desired.

[Signature]
EVELYN R. FETALVERO, CESO IV
 Regional Director
 DEPARTMENT OF EDUCATION
 RECORDS SECTION, REGIONAL OFFICE NO. VIII
RELEASED
 864
 By: *[Signature]* Date: *8/1/24*

Enclosure: As Stated
 Reference: DM-OUHROD-2024-0313, RM No. 663, s. 2024
 To be indicated in the Perpetual Index under the following subjects:

JHS-STPVE SHS-TVL TRAINERS METHODOLOGY I

CLMD-ESF





Republic of the Philippines
Department of Education
 REGION VIII - EASTERN VISAYAS

June 11, 2024

REGIONAL MEMORANDUM
 NO. 663.2024

**BATCH 3 TRAINING ON TRAINERS METHDOLOGY LEVEL I
 FOR SHS-TVL AND JHS-SPTVE TEACHERS**

To: Schools Division Superintendents
 All Others Concerned

- In reference to the attached DepEd Memorandum DM-OUHROD-2024-0313, re: Batch 3 Training on Trainers Methodology Level I for SHS-TVL and JHS-SPTVE Teachers, this Office, through the Curriculum and Learning Management Division in collaboration with the National Educators Academy of the Philippines, shall conduct the said activity on August 2 to September 3, 2024. The venue shall be announced in a separate memorandum.
- The training dates shall be based on the 10-13-10 cycle arrangement: 10 days face-to-face sessions, 13 days of online sessions, and another 10 days of face-to-face sessions. The TM1 training includes the competency assessment and the Post-TM1 Conference.

Date	Modes of Delivery	Venue
August 2 - 11, 2024	10 days Face-to-Face Sessions	To be announced
August 12 - 24, 2024	13 days Virtual Sessions	<i>(Link will be emailed to the participants)</i>
August 25 September 3, 2024	10 days Face-to-Face Sessions	To be announced
September 4-6, 9-13, 16-20, 2024	Trainers' Methodology Level 1 Competency Assessment Schedule (13 days of Assessment, 6 pax per day)	
November 28-29, 2024	Post-Trainers' Methodology Conference	

- The training aims to equip SHS-TVL and JHS-SPTVE teachers the necessary knowledge, attitude, values, and skills in accordance with the prevailing standards in the Technical Vocational Education and Training (TVET) sector.
- The participants are required to bring their own laptops, chargers, and extension cords for the duration of the training.
- The Schools Division Offices are highly encouraged to support the participation of their teacher representatives in the training and are expected to ensure that the classes of the teacher-participants will be handled by their respective department heads or other qualified substitutes to avoid disruption of classes. The teacher participants must prepare their lesson plans and instructional materials in advance to be used by the substitutes.



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6. Attached are the list of participants, program management team / technical working group, monitoring schedule, and the program of activities for guidance.
7. The participants and the program management team are entitled to service credits / compensatory time-off for training dates that coincide with the observance of a holiday or on a Saturday and Sunday.
8. The expenses incurred relative to this TM1 training shall be charged against OSEC-8-2024-0012 to cover payment for board and lodging of the participants, registration/training cost, assessment fee, travel expenses, supplies, and materials. While the expenses of the Training Facilitators shall be charged against their Division Local Funds / School MOOE subject to the usual government accounting rules and regulations.
9. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO CESO IV
Regional Director

Enclosure: As Stated

Reference: DM-OUHROD-2024-0313

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

JHS-STPVE

SHS-TVL

TRAINERS METHODOLOGY I

CLMD-ESF



Enclosure 1 of RM **663** s. 2024

**REGION VIII PARTICIPANTS FOR THE TRAINERS
METHODOLOGY LEVEL I (TM1) TRAINING
August 1 – September 3, 2024**

A. Senior High School – Technical Vocational Livelihood (SHS-TVL) Teachers:

No.	Division	Name	School	Acquired National Certification
1	Baybay City	Cagol, Eugenio III B.	Baybay City SHS	OAP NCII
2	Baybay City	Calutan, Melboy N.	Baybay City SHS	Cookery NC II
3	Biliran	Reubal Romnick S.	Tucdao NHS	SMAW NC II
4	Biliran	Corton, Rewen O.	Cabucgayan NSAT	EIM NC II
5	Biliran	Corto, Rina Mae, D.	Naval SOF	Food Processing NC II
6	Biliran	Gabing, Jocelyn D.	Almeria NHS	BPP NC II
7	Biliran	Bayon-on, Jinky C.	Maripipi NVS	Cookery NC II
8	Biliran	Cautiver, Judy Ann N.	Biliran NAHS	ACP NC II
9	Biliran	Nierras, Richard R.	Biliran NAHS	Animal Production - Ruminant
10	Biliran	Rodrigo, Remelyn C.	Naval SOF	OAP NC II
11	Borongan City	Araba, Reda D.	Eastern Samar NCHS	Caregiving NCII
12	Borongan City	Catalo, Michael T.	Eastern Samar NCHS	EIM NC II
13	Borongan City	Ladera, Fidel, Jr. L.	Eastern Samar NCHS	CSS NCII
14	Calbayog City	Madamba, Menchie P.	Pilar NAHS	ACP NC III
15	Catbalogan City	Cabael, April F.	Catbalogan NCHS	Bookkeeping NCII
16	Catbalogan City	Condrada, Sheena Mae Y.	Catbalogan NCHS	Caregiving NCII
17	Catbalogan City	Labra, Rejie J.	Silanga NHS	EPAS NC II
18	Eastern Samar	Roque, Azad Calda	Jipapad NHS	Cookery NCII
19	Eastern Samar	Areglado, Ariane Joyce	Can-Avid NHS	Housekeeping NC II
20	Eastern Samar	Lobederio, Rochelle B.	Suiat NHS	FBS NC II
21	Leyte	Guevara, Julita B.	Juan Villablanca MHS	Dressmaking NC II
22	Leyte	Baula, Mary Giselle O.	Tolosa Stand Alone SHS	Cookery NC II
23	Leyte	Copino, Fausto E.	Sta. Mesa NHS	EIM NC II, NC III, NC IV
24	Leyte	Cartel, Leo Robert H.	Palo NHS	Bartending NC II
25	Leyte	Dagami, Jose Chester A.	Palo NHS	Cookery NC2
26	Leyte	Bigoy, Lester H.	Juan Villablanca MHS	Carpentry NC II
27	Leyte	Salarda, Virgilyn R.	Burauen CNHS	BPP NC II & Cookery NC II
28	Leyte	Horca, Omar N.	Carigara NHS	SMAW NCIII

29	Leyte	Pangan, Juana Leonor	Hilongos NVS	FBS NC II
30	Leyte	Suganob, Carlo Mark L.	Hilongos NVS	Automotive NC I
31	Leyte	Giamayo, Jose N.	Hilongos NVS	SMAW NC II, EIM NC II
32	Maasin City	Alico, Jonaville B.	Matin-aw NHS	Cookery NC II
33	Maasin City	Macaldo, Maridel O.	San Rafael NHS	Agricultural Crop NC III
34	Maasin City	Vallinas, Edsel Ray B.	Maasin City NHS	CSS NC II
35	Maasin City	Alesna, Ma. Jovelyn P.	Matin-aw NHS	CSS NC II
36	Maasin City	Silmaro, Joemar M.	San Rafael Stand Alone SHS	Masonry NCII/ Carpentry NCII
37	Northern Samar	Salor, Anthony P.	Victoria SASHS	BPP NC II
38	Northern Samar	Galiano, Ruben N.	BBCMAIS	BPP NC II
39	Northern Samar	Lagrimas, Josieca G.	Laoang NTHS	BPP NC II
40	Ormoc City	Malquisto, Irene R.	Matica-a NHS	Bookkeeping NCIII
41	Ormoc City	Canque, Richelle A.	New Ormoc City NHS	FBS NC II
42	Southern Leyte	Gono, Janeth O.	Hilaan NHS	SMAW NCII
43	Southern Leyte	Eupeña, Cheryl Liz U.	Libagon NHS	Beauty Care
44	Southern Leyte	Olor, Pepito	Sogod NHS	EIM
45	Southern Leyte	Tenio, Anatalio Jr. A.	Sogod NHS	SMAW NC II
46	Tacloban City	Reposposa, Rolando A.	Leyte NHS	CSS NC II
47	Tacloban City	Vivero, Maneth B.	Leyte NHS	CSS NC II
48	Tacloban City	Uyvico, Rosario Ali A.	San Jose NHS	CSS NC II

B. Junior High School – Special Program in Technical Vocational Education (JHS-SPTVE) Teachers:

No.	Division	Name	School	Acquired National Certification
1	Biliran	Aravan, Marie M.	Tabunan NHS	OAP NC II
2	Biliran	Javanes, Leah Ann D.	Naval SOF	ACP NC II
3	Calbayog City	Loberiano, Jojo P.	Pilar NAHS	OAP NC II
4	Calbayog City	Avestruz, Aileen G.	Pilar NAHS	OAP NC II
5	Eastern Samar	Oriondo, Ma. Daisy O.	Nena NHS	Dressmaking NC II
6	Eastern Samar	Lacbayen, Maichel P.	Giporlos NTS	Cookery NC II
7	Eastern Samar	Sandia, Melanie Joy M.	Samar National Pilot Opportunity School of Agriculture	Cookery NC II
8	Eastern Samar	Gajol, Ma. Nenita P.	General Macarthur NAS	Horticulture NC III

9	Leyte	Boreres, Rey B.	Alangalang AIS	SMAW NC II
10	Leyte	Lu, Analyn D.	Burauen CNHS	FBS NC II
11	Leyte	Poa, Nesty Keith S.	Tanauan SCHII	Cookery NCH
12	Leyte	Logrosa, Jeric M.	Tanauan SCHI	CSS NC II
13	Leyte	Pil, Rosario F.	Hilongos NVS	Cookery NCH
14	Leyte	Albeos, Ace Shernyll S.	Hilongos NVS	EIM NCH
15	Leyte	Lusuegro, Miguel	Hilongos NVS	Carpentry NCH
16	Northern Samar	Pacho, May O.	BBCMAIS	Beauty Nail Care NC II
17	Northern Samar	Bayabay, Darwin A.	San Isidro AIS	Carpentry NCH
18	Northern Samar	Barbado, Jerold P.	San Isidro AIS	BPP NC II
19	Northern Samar	Echano, Janice O.	Laong NTHS	BPP NC II
20	Northern Samar	Dulay, Reynaldo A.	San Roque-Pambujan VHS	Carpentry NCH
21	Samar	Dohinog, Jerson R.	Clarencio Calagos MSF	NC II BPP
22	Samar	Eraya, Philip Kristian E.	Valeriano C. Yancha MAS	NC II BPP, NC II Cookery, NC II FBS
23	Samar	Bermudez, Marilou Calomot	Villareal NHS	NC II BPP
24	Southern Leyte	Agoylo, Nikki Jaye C.	Himbangan NHS	Cookery NCH
25	Southern Leyte	Anas, Eleone L.	Liloan NTVHS	EIM NCH
26	Southern Leyte	Gono, David T.	Pintuyan NVHS	DOMRAC NC II
27	Southern Leyte	Pimentil, Justin T.	Pintuyan NVHS	CSS NC II

Enclosure 2 of RM **663** 2024

**REGIONAL OFFICE PROGRAM MANAGEMENT TEAM /
TECHNICAL WORKING GROUP**

Name	Position	Role
Evelyn R. Fetalvero	Regional Director	Over-all Lead
Ronelo Al K. Firmo	Assistant Regional Director	Over-all Lead
Harvie D. Villamor	HRDD Chief	Program Manager
Elena De Luna	ASDS	Asst. Program Manager
Michael Parado	EPS II	Co-Program Manager
Gertrudes C. Mabutin	OIC-CLMD Chief	Learning Manager
Ernani S. Fernandez Jr.	EPS	Learning Manager
Joy B. Bihag	EPS	Learning Manager
Dandy G. Acuin	EPS	Learning Manager
Ryan Tiu	EPS	Learning Manager
Alfredo Cafe	EPS	Learning Manager
Dean Ric Endriano	EPS	Learning Manager
Nova Jorge	EPS	Learning Manager
Sarah Cabaluna	EPS	Learning Manager
Amenia Aspa	EPS	Learning Manager
Margie Balleo	EPS	Learning Manager
Engr. Ricky Piandong	TESDA Sr. TESD Specialist / Trainer	Resource Person
Rachel D. Peñalosa	Master Teacher I	Training Facilitators (TESDA Accredited Assessors)
Armie Joy F. Fumar	Master Teacher II	
Glenn S. Bazar	Teacher III	
Dennis O. Labutap	Teacher II	
Juliet S. Rama	Master Teacher II	
Dyna A. Abala	Master Teacher II	
Zvrah H. Espares	Teacher II	
Mark Joe Abril	Teacher II	
Rodrigo S. Dacara	Teacher II	
Virginia B. Cajate	Teacher II	
Camil Nemil	ESSD	Welfare Officer
Cesar Verunque	Chie QAD	M&E Lead
Marlou Camposano	EPS	M&E Regional Focal

Schedule of the Training Facilitators:

Dates	Mode of Delivery	Training Facilitators
August 1, 2024	Opening Program	Rachel D. Peñalosa, Armie Joy F.
August 2 - 6, 2024	Face-to-Face Training	Fumar, Glenn S. Bazar, Dennis
August 12-17, 2024	Asynchronous Training	O. Labutap, Juliet S. Rama
August 25-29, 2024	Face-to-Face Training	Dyna A. Abala, Zvrah H. Espares, Mark Joe Abril, Rodrigo S. Dacara, Virginia B. Cajate
August 7 - 11, 2024	Face-to-Face Training	
August 18-24, 2024	Asynchronous Training	
August 30 - September 3, 2024	Face-to-Face Training and Closing Program	





Republic of the Philippines
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Enclosure 3 of RM 053 s. 2024

TRAINERS METHODOLOGY LEVEL I PROGRAM OF ACTIVITIES
 August 2 - September 3, 2024

TRAINING SCHEDULE: August 2 - September 3, 2024
NO. OF DAYS: 33 days

TRAINER: Engr. Ricky P Piandong

NOTED BY: Mr. PRIMO V. REGIS, JR.

DATE	Unit of Competency	Module Title	Content	Module	Activity	Expected Output (Portfolio)	Methodology	Venue	DAY
August 1, 2024 Thursday	<ul style="list-style-type: none"> Settling In- and Registration Opening Proper House Rules Setting of Expectations 	Opening program Part 1: <ul style="list-style-type: none"> Settling In- and Registration Opening Proper House Rules Setting of Expectations 	<ul style="list-style-type: none"> Identify learner's training requirements Prepare session plan Prepare instructional materials Prepare assessment instruments (Institutional) 	<ul style="list-style-type: none"> Study sample Plan Training Session Portfolio Practice written test examination Practice Demo on COCI 	<ul style="list-style-type: none"> Trainer's Orientation on Course Overview and Pre-Test Fill- out form for TMI assessment (August 9, 2024 Deadline of submission) 	<ul style="list-style-type: none"> TNA FORMS Session plan for one unit of competency CBLM for one Learning Outcome Institutional Competency Evaluation Tool for one competency Table of specifications 	<ul style="list-style-type: none"> Lecture Discussion 	TM Room	Day 0
August 2, 2024 Friday	Competency Plan Training Session	Planning Training Session							

<p>August 3, 2024 Saturday</p>	<p>Facilitate Learning Session</p>	<p>Facilitating Learning Session</p>	<ul style="list-style-type: none"> Organize learning and teaching resources Prepare training facilities/resources Conduct pre-assessment Facilitate learning sessions Conduct competency assessment Review training delivery 	<ul style="list-style-type: none"> Study sample Facilitate Learning Session Portfolio Practice written test examination Practice Demo on COCI 	<ul style="list-style-type: none"> Task for demonstrations Individual update Achievement Chart and Progress Chart Training Activity Matrix Achievement Chart Progress Chart Pre-Test Post Test Three(3) trainees as props Individual update Achievement Chart and Progress Chart 	<p>Lecture Discussion</p>	<p>TM ROOM</p>	<p>2</p>
<p>August 4, 2024 Sunday</p>	<p>Supervised Work-Based Learning</p>	<p>Supervising Work-Based Learning</p>	<ul style="list-style-type: none"> Establish training requirements for trainees Monitor work-based training Review and evaluate work-based training effectiveness 	<ul style="list-style-type: none"> Study sample Supervised Work-based Learning Portfolio Practice written test examination Practice Demo on COCI 	<ul style="list-style-type: none"> TNA for Industry Potential Partners <ul style="list-style-type: none"> Training Facilities List of Tools, Equipment and Materials MOA / MOU Training Plan Trainees Record Book Trainees Progress Sheet 	<p>Lecture Discussion</p>	<p>TM ROOM</p>	<p>3</p>



<p>August 5, 2024 Monday</p>	<p>Maintain Training Facilities</p>	<p>Maintaining Training Facilities</p>	<ul style="list-style-type: none"> Plan and schedule maintenance activities Implement housekeeping activities Maintain training equipment and tools Document maintenance inspection 	<ul style="list-style-type: none"> Study sample Maintain Training Facilities Portfolio Practice written test examination Practice Demo on COCI 	<ul style="list-style-type: none"> <i>Individual update Achievement Chart and Progress Chart</i> Workshop Layout Equipment Maintenance Inspection Checklist Equipment Maintenance Schedule Purchase Requisition Waste Management Plan Waste Segregation List Workshop Inspection Checklist <i>Individual update Achievement Chart and Progress Chart</i> 	<p>Lecture Discussion</p>	<p>TM ROOM</p>	<p>4</p>
<p>August 6, 2024 Tuesday</p>	<p>Utilize electronic media in facilitating training</p>	<p>Utilizing electronic media in facilitating training</p>	<ul style="list-style-type: none"> Present a lesson through direct video footage/capture Present lesson via film viewing method Utilize computer and multimedia technology to present a lesson 	<ul style="list-style-type: none"> Practice demo setting Smart TV/Projector to the Laptop Practice written test examination Practice Demo on COCI 	<ul style="list-style-type: none"> PowerPoint Presentations for COC 1 demo <i>Individual update Achievement Chart and Progress Chart</i> 	<p>Lecture Discussion</p>	<p>TM ROOM</p>	<p>5</p>
<p>August 7, 2024</p>						<p>Lecture Discussion</p>	<p>TM ROOM</p>	<p>6</p>

Wednes day	Conduct Competency Assessment	Conducting Competency Assessment	Organize assessment activities	Practice demo setting Smart TV/Projector to the Laptop	Accomplished Application Form			
August 8, 2024 Thursday		<ul style="list-style-type: none"> Organize assessment activities Prepare the candidate Gather evidence Make the assessment decision Record assessment results Provide feedback to candidates 	<ul style="list-style-type: none"> Practice demo setting Smart TV/Projector to the Laptop Practice written test examination Practice Demo on COC1 	<ul style="list-style-type: none"> Accomplished Application Form Accomplished Attendance Sheet Accomplished Self-Assessment Guide Assessors Guide CARS ID CARD Letter of Assignment as TESDA Representative Letter of Appointment Ratings Sheet Three(3) trainees as props Individual update Achievement Chart and Progress Chart 	Lecture Discussion	TM ROOM	7	
August 9, 2024 Friday					Lecture Discussion	TM ROOM	8	
August 10, 2024 Saturday					Lecture Discussion	TM ROOM	9	
August 11, 2024 Sunday					Lecture Discussion	TM ROOM	10	
August 12 - 21, 2024		NON FACE-TO-FACE / ASYNCHRONOUS (13) DAYS		<ul style="list-style-type: none"> On line meeting using google meet At least 2 hrs. 	<ul style="list-style-type: none"> Presentation of Portfolio output individual for COC1 	Online Discussion	Google Meet	10 days
August 22 - 24, 2024					<ul style="list-style-type: none"> Presentation of Portfolio output for COC2 	Online Discussion	Google Meet	3 days
August 25 - Septem		FACE to FACE (10 DAYS)						
		PRACTICE DEMONSTRATION COC1 AND COC2						
		COC1 : DELIVER TRAINING SESSION						
		COC2 : CONDUCT COMPETENCY ASSESSMENT						
		FACE to FACE (10 DAYS)						
		PRACTICE DEMONSTRATION COC1 AND COC2						
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		COC2 : CONDUCT COMPETENCY ASSESSMENT						
		FACE to FACE (10 DAYS)						
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September 1, 2024		
September 2, 2024 Saturday	POST TEST AND REVIEW FOR NATIONAL ASSESSMENT and CLOSING PROGRAM	1 day
September 3, 2024 Sunday	CLOSING PROGRAM	1 day



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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2024-0013

FOR : ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

Regional Directors
Schools Division Superintendents
Regional CLMD and HRDD Chiefs
SDO TVL-EPS and HRTD-SEPS
All Others Concerned

FROM : WILFREDO E. CABRAL
Regional Director
Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development

SUBJECT : BATCH 3 TRAINING ON TRAINERS METHODOLOGY LEVEL I FOR SHS-TVL AND JHS-SPTVE TEACHERS

DATE : 23 February 2024

1. The National Educators Academy of the Philippines (NEAP) in collaboration with the Bureau of Learning Delivery – Teaching and Learning Division (BLD-TLD), will conduct the **Batch 3 of Training on Trainers Methodology (TM) Level I for Senior High School – Technical-Vocational-Livelihood (SHS-TVL) and Junior High School – Special Program for Technical-Vocational Education (JHS-SPTVE) Teachers** from April to August 2024 at selected TESDA Training Centers nationwide.
2. The training aims to equip SHS-TVL and JHS-SPTVE teachers in the regions with the necessary knowledge, attitude, values, and skills in accordance with the prevailing standards in the Technical-Vocational Education and Training (TVET) sector. It covers the competencies required of a Technical-Vocational Trainer to perform based on TESDA's Training Regulation of Trainers Methodology I in the following areas:
 - Planning training sessions;
 - Facilitating learning sessions (with e-Learning);
 - Supervising work-based learning;
 - Conducting competency assessment;
 - Maintaining training facilities; and
 - Utilizing electronic media in facilitating training.



3. In nominating participants, Regional Offices (ROs) and Schools Division Offices (SDOs) must consider their needs and priorities. Each RO shall nominate a total of seventy-five (75) SHS-TVL and JHS-SPTVE teachers with the following qualifications:

- Holders of National Certificate (NC) II or III with validity at least until 2025;
- Below 50 years old;
- Have not availed or undergone any TM I training; and
- Physically, mentally, and emotionally fit to undergo the 33-day training and assessment.

4. Participants are expected to do the following:

- Attend and finish the TM I training program;
- Take and pass the National Assessment after the TM I training program; and
- Implement a Workplace Application Plan (Enclosure 1) in TVL after completion of the program, to be monitored by NEAP Central Office, BLD, and RO-HRDD and -CLMD.

5. Below are the required documents and corresponding deadline of submission:

Document	Person/Office to Submit	Office to Receive	Reference Template	Deadline
Letter of Intent (LOI)	SHS-TVL and JHS-SPTVE teacher-applicants	SDO-TVL EPS/Focal for consolidation and endorsement to SDO-HRTD SEPS	Enclosure 2	To be determined by the SDO
Consolidated LOIs and Participants' (nominees) Profile Sheets	SDO-HRTD SEPS	RO-CLMD for validation, screening, selection and endorsement to RO-HRDD	Enclosure 2 and Enclosure 4	11 March 2024
Consolidated LOIs	RO-HRDD	NEAP Central Office (Upload to the assigned folder via the link http://tinyurl.com/4pd56cn6)	Enclosure 2	20 March 2024
Copies of Notarized Contracts of qualified participants	RO-HRDD		Enclosure 3	
Qualified Participants' Profile Sheets	RO-HRDD		Enclosure 4	

6. Qualified participants are required to bring their own laptops, chargers, and extension cords for the duration of the training.

7. Expenses relative to this activity such as board and lodging, travel expenses, training registration costs, assessment fees, training supplies and materials, and internet allowance of participants shall be charged against RO-downloaded funds, while travel expenses of resource persons, training managers and assistants, and BLD and NEAP representatives will be covered through direct payment, subject to the existing auditing rules and regulations. ROs may design a mechanism towards the efficient implementation of the program.

8. Moreover, teacher-participants shall be entitled to Service Credits in accordance with DepEd Order No. 53, s. 2003 titled *Updated Guidelines on Grant of Vacation Service Credits to Teachers*. Likewise, non-teaching personnel including Division Chiefs may avail of Compensatory Time-Off under CSC-DBM Joint Circular No. 2, s. 2004 titled *Non-Monetary Remuneration for Overtime Services Rendered*, on account of their direct involvement in the TVL TM I training. ROs and SDOs are expected to strongly support the participation of their teacher representatives in the training. Nonetheless, adherence to the **No Disruption of Classes Policy** as stated in DepEd Order No. 9, s. 2005 must be observed.
9. The Terms of Reference (**Enclosure 5**) defining the duties and responsibilities of concerned DepEd units and personnel is attached.
10. For further information or any concerns, please contact the **NEAP Scholarship Secretariat** through email scholarships@deped.gov.ph and or landline (02) 8715-9919.
11. Immediate dissemination of and appropriate action on this Memorandum are instructed.

Copy furnished:
GINA O. GONONG
Undersecretary for Curriculum and Teaching

LEILA P. ARBOLA
Director IV, Bureau of Learning Delivery

[NEAPScholarshipSecretariat/Pereyra]



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