



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

August 28, 2024

REGIONAL MEMORANDUM
NO. **997** s.2024

CORRIGENDUM TO REGIONAL MEMORANDUM NO. 864, S. 2024
RE: 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. 864, s. 2024, this Office, through the Curriculum and Learning Management Division in collaboration with the National Educators Academy of the Philippines, announces the new schedule and venue of the Trainers Methodology Level I Training of SHS-TVL and JHS-SPTVE Teachers:

Date	Modes of Delivery	Venue
September 8, 2024 (Arrival and Orientation of the Participants)		Milka Hotel Tacloban City
September 9 – 18, 2024	10 days Face-to-Face Sessions	
September 19 – October 1, 2024	13 days Virtual Sessions	<i>TESDA Google Classroom</i>
October 2 - 11, 2024	10 days Face-to-Face Sessions	Milka Hotel Tacloban City
October 14-18, 2024 October 21-25, 2024 October 28-30, 2024	Trainers' Methodology Level 1 Competency Assessment Schedule (13 days of Assessment, 6 pax per day)	
TESDA Accredited Assessors: Co-Trainers / Facilitators		
Team Tacloban City	Rachel D. Peñalosa, Armie Joy F. Fumar, Glenn S. Bazar, Dennis O. Labutap, Juliet S. Rama	
Team Leyte	Dyna A. Abala, Zyrah H. Espares, Mark Joe Abril, Rodrigo S. Dacara, Virginia B. Cajate	
Schedule of the Co-Trainers / Facilitators		
September 8 - 9, 2024	Team Tacloban City and Leyte	
September 9 – 13, 2024	Team Tacloban City	
September 14 – 18, 2024	Team Leyte	
September 19 – 24, 2024	Team Tacloban City	
September 25 – October 1, 2024	Team Leyte	
October 2 – 6, 2024	Team Tacloban City	
October 7 – 10, 2024	Team Leyte	
October 11, 2024	Team Tacloban City and Leyte	



Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: region8.deped.gov.ph



Schedule of Trainers Methodology Assessment	
October 14 – 18, 2024	Team Leyte
October 21 – 25, 2024	Team Tacloban City
October 28 – 30, 2024	Team Leyte
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.


EVELYN R. FETALVERO CESO IV
 Regional Director

Enclosure: As Stated

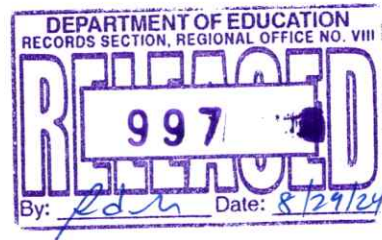
Reference: DM-OUHROD-2024-0313, RM No. 663, s. 2024, RM No. 864, s. 2024
 To be indicated in the Perpetual Index under the following subjects:

JHS-STPVE

SHS-TVL

TRAINERS METHODOLOGY I

CLMD-ESF





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

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	(Link will be emailed to the participants)
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	

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

EVELYN R. FETALVERO CESO IV
 Regional Director
 DEPARTMENT OF EDUCATION
 RECORDS SECTION, REGIONAL OFFICE NO. 8
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 subject:

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 METHDODOLOGY LEVEL I
 FOR SHS-TVL AND JHS-SPTVE TEACHERS**

To: Schools Division Superintendents
 All Others Concerned

1. 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.

2. 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	

3. 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.

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

5. 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.



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 TMI training shall be charged against OSGU 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 MOU, 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 01 100 01 2024 0313

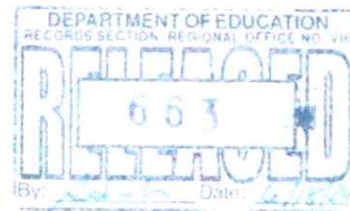
To be indicated in the Perpetual Index under the following Subjects:

HS-SEI-V

SHS-TVL

TRAINERS-ME PEDAGOGY 1

CC: (1) (1) (1)



Enclosure 1 of RM

083 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	Vagol, Eugenio III B.	Baybay City SHS	OAP NC II
2	Baybay City	Calatran, Melboy N.	Baybay City SHS	Cookery NC II
3	Biliran	Reulsa Romanick S.	Tucdao NHS	SMAW NC II
4	Biliran	Cortez, Rowen O.	Cabugayan NSAT	WJM NC II
5	Biliran	Corte, Rina Mae, D.	Naval SHS	Food Processing NC II
6	Biliran	Castang, Jocelyn D.	Almerna NHS	IBPP NC II
7	Biliran	Bayonon, Jinky C.	Mariposa NHS	Cookery NC II
8	Biliran	Cantiveros, Judy Ann N.	Biliran NHS	ACP NC II
9	Biliran	Siergas, Richard R.	Biliran NHS	Animal Production - Poultry
10	Biliran	Rodrigo, Remelyn C.	Naval SHS	OAP NC II
11	Borongan City	Arabe, Feda D.	Eastern Samar NC HS	Caregiving NC II
12	Borongan City	Katolo, Michael T.	Eastern Samar NC HS	EJM NC II
13	Borongan City	Ladena, Fidel, Jr. L.	Eastern Samar NC HS	CSS NC II
14	Calbayog City	Madamba, Menchie P.	Pilar NHS	ACP NC III
15	Catbalogan City	Cabael, April F.	Catbalogan NC HS	Bookkeeping NC II
16	Catbalogan City	Lantrada, Shreeta Mae Y.	Catbalogan NC HS	Caregiving NC II
17	Catbalogan City	Lanosa, Rose Jh.	Silanga NHS	EPAS NC II
18	Eastern Samar	Roque, Azal Calda	Apapal NHS	Cookery NC II
19	Eastern Samar	Areglado, Ariane Joyce	Car-Acad NHS	Housekeeping NC II
20	Eastern Samar	Tubertano, Rochelle B.	Sanao SHS	EPAS NC II
21	Leyte	Carsana, Jalita B.	Juan Villablanca NHS	Threshmoking NC II
22	Leyte	Raulo, Mary Giselle O.	Eolosa Stano Alon SHS	Cookery NC II
23	Leyte	Copino, Fausto E.	Sol. Moev NHS	EJM NC II, NC III, NC III
24	Leyte	Carcel, Leo Robert H.	Dabo NHS	Welding NC II
25	Leyte	Tagam, Jose Chester A.	Dabo NHS	Cookery NC II
26	Leyte	Bisaw, Dexter H.	Juan Villablanca NHS	Carpentry NC II
27	Leyte	Solardo, Virgilyn R.	Bunawan NHS	IBPP NC II & Cookery NC II
28	Leyte	Alonzo, Omar N.	Cangara NHS	SMAW NC III

29	Leyte	Pangon, Juana Leonor	Hilongos NLS	IBS NC II
30	Leyte	Suganob, Carlo Mark L.	Hilongos NLS	Automotive NC I SMAW NC II (E) EIM NC II
31	Leyte	Umanayo, Jose N.	Hilongos NLS	NC II
32	Maasin City	Alco, Jonaville B.	Maasin aw NLS	Cookery NC II
33	Maasin City	Macardo, Mandel O.	San Rafael NLS	Agricultural Crop NC III
34	Maasin City	Vallinas, Edsel Ray B.	Maasin City NLS	CSS NC II
35	Maasin City	Moran, Ma. Jewelyn P.	Maasin City NLS	CSS NC II Masonry NCII-Carpentry NC II
36	Maasin City	Silmaro, Joemar M.	San Rafael Strad Alone SHS	NC II
37	Northern Samar	Saba, Anthony P.	Victoria SASES	JPP NC II
38	Northern Samar	Valdama, Ruben N.	BIR MAIS	HPP NC II
39	Northern Samar	Lagranta, Joseca G.	Laosang NPLS	HPP NC II
40	Ormoc City	Malquisto, Irene R.	Maticora NLS	Bookkeeping NC III
41	Ormoc City	Cantuar, Richelle A.	New Ormoc City NLS	IBS NC II
42	Southern Leyte	Caro, Janeta O.	Hibon NLS	SMAW NCII
43	Southern Leyte	Lapeña, Cheryl Liz U.	Libagon NLS	Beauty Care
44	Southern Leyte	Olor, Pepito	Sogod NLS	EIM
45	Southern Leyte	Benio, Anatalio Jr. A.	Sogod NLS	SMAW NC II
46	Talibuban City	deposposa, Rolando A.	Leyte NLS	CSS NC II
47	Talibuban City	Victor, Maneth B.	Leyte NLS	CSS NC II
48	Talibuban City	Uyaco, Rosario Ali A.	San Jose NLS	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	Araoz, Marie M.	Tuburan NLS	GAP NC II
2	Biliran	Jayanes, Leah Ann D.	Naval SOJ	ACP NC II
3	Calbayog City	Lubriano, Jojo P.	Pilar NAFS	GAP NC II
4	Calbayog City	Avestruz, Aileen G.	Pilar NAFS	GAP NC II
5	Eastern Samar	Oronero, Ma. Daisy O.	Nena NLS	Dressmaking NC II
6	Eastern Samar	Laloven, Machel P.	Laporlos NLS	Cookery NC II
7	Eastern Samar	Sandia, Melanie Joy M.	Samar National Pilot Opportunity School of Agriculture	Cookery NC II
8	Eastern Samar	Cajoc, Ma. Benita P.	General Macionline NAS	Horticulture NC III

9	Leyte	Herreros, Rey B.	Alingdong MAS	SMAW NC II
10	Leyte	Li, Araldyn D.	Burauen NIS	FIS NC II
11	Leyte	Loza, Nancy Kathy S.	Ligugan NIS	Coaching NC II
12	Leyte	Lomosa, Jerry M.	Tanauan NIS	CSS NC II
13	Leyte	Pal, Rosario F.	Dilogos MAS	Cookery NC II
14	Leyte	Albos, Ace Shernyll S.	Dilogos MAS	FIM NC II
15	Leyte	Lusuegro, Miguel	Dilogos MAS	Carpentry NC II
16	Northern Samar	Manita, Maria G.	ABCMAIS	Beauty Nail Care NC II
17	Northern Samar	Mayano, Darwin A.	San Isidro MAS	Carpentry NC II
18	Northern Samar	Barbado, Gerald P.	San Isidro MAS	BPP NC II
19	Northern Samar	Tebano, Joyce O.	San Roque	BPP NC II
20	Northern Samar	Tulay, Reynaldo A.	Pandagan VHS	Carpentry NC II
21	Samar	Hojimat, Iverson R.	Claretian Carriages MSF	NC II BPP
22	Samar	Frava, Philip Kristian E.	Valentao C. Yano Las MAS	NC II BPP, NC II Cookery NC II FFS
23	Samar	Germudez, Maridou Calomot	Villalad NIS	NC II BPP
24	Southern Leyte	Aguiar, Nicki Jaye C.	Hambangon NIS	Cookery NC II
25	Southern Leyte	Aras, Cleone L.	Lipon NIS	FIM NC II
26	Southern Leyte	Castro, David Tony	Pintuyan MAS	DOMRAC NC II
27	Southern Leyte	Pimentel, Justin T.	Pintuyan MAS	CSS NC II

Enclosure 1 of EM

2024

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

Name	Position	Role
Evelyn R. Betalvero	Regional Director	Overall Lead
Ronelo Alk. Farnio	Assistant Regional Director	Overall Lead
Harvie D. Villamor	HRDD Chief	Program Manager
Cherita De Luna	ASDS	Asst. Program Manager
Michael Durano	EPS II	Co-Program Manager
Gertudes C. Matayon	OIC-CLMD Chief	Learning Manager
Ergoni S. Fernandez Jr.	EPS	Learning Manager
Joy B. Bilog	EPS	Learning Manager
Randy G. Acuan	EPS	Learning Manager
Ryssa Tia	EPS	Learning Manager
Miguelo Cafe	EPS	Learning Manager
Dean Rie Estrada	EPS	Learning Manager
Nova Jorge	EPS	Learning Manager
Sarah Unabulna	EPS	Learning Manager
Ampina Aspa	EPS	Learning Manager
Marge Halledo	EPS	Learning Manager
Engr. Ricky Phandang	TESDA Sr. TESD Specialist / Trainer	Resource Person
Rachel G. Benavos	Master Teacher I	
Arnie Joy P. Farnio	Master Teacher II	
Glenn S. Bazar	Teacher III	
Dennis O. Labatop	Teacher II	
Juliet S. Rama	Master Teacher II	Training Coordinators
Dyna A. Abala	Master Teacher II	DEPED Accredited
Zyrah H. Espares	Teacher II	Assessors
Mark Joe Abril	Teacher II	
Rodrigo S. Duterte	Teacher II	
Virginia B. Cajate	Teacher II	
Camal Nemi	ESSD	Working Officer
Cesar Vertunigue	Chief QAD	Mid-Level
Marlon Composano	EPS	Mid-Level/Front

Schedule of the Training Facilitators:

Dates	Mode of Delivery	Training Facilitators
August 1, 2024	Opening Program	Rachel G. Benavos, Arnie Joy P.
August 2 - 6, 2024	Face-to-Face Training	Farnio, Glenn S. Bazar, Dennis
August 12 - 17, 2024	Asynchronous Training	O. Labatop, Juliet S. Rama
August 25 - 29, 2024	Face-to-Face Training	
August 7 - 11, 2024	Face-to-Face Training	Dyna A. Abala, Zyrah H. Espares,
August 18 - 24, 2024	Asynchronous Training	Mark Joe Abril, Rodrigo S.
August 30 - September 3, 2024	Face-to-Face Training and Closing Program	Duterte, Virginia B. Cajate



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

Enclosure: 1 of 04
 Date: August 23, 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. Pindong

NOTED BY: MR. PRIMO V. RECISER

DATE	Unit of Competency	Module Title	Module Content	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 	<ul style="list-style-type: none"> Setting of Expectations 	<ul style="list-style-type: none"> Identify learners' training requirements Prepare session plan Prepare instructional materials Prepare assessment instrument's (institutional) 	<ul style="list-style-type: none"> Study Sample Plan Training Assess Portfolio Prepare Assessment Instrument Check Learning COC I 	<ul style="list-style-type: none"> USA FORMS Session plan for one unit of competency CEM for one Learning Objective Institutional Competency Evaluation tool for one competency Table of specifications 	Lecture Discussion	CEM Room	Day 0
August 2, 2024 Friday	<ul style="list-style-type: none"> Competency Plan Training Session 	<ul style="list-style-type: none"> Setting of Expectations 	<ul style="list-style-type: none"> Identify learners' training requirements Prepare session plan Prepare instructional materials Prepare assessment instrument's (institutional) 	<ul style="list-style-type: none"> Study Sample Plan Training Assess Portfolio Prepare Assessment Instrument Check Learning COC I 	<ul style="list-style-type: none"> USA FORMS Session plan for one unit of competency CEM for one Learning Objective Institutional Competency Evaluation tool for one competency Table of specifications 	Lecture Discussion	CEM Room	Day 1

Opening program Part 2:

- Trainer's Orientation on Course Overview and Pre-Test
- Fill-out form for TMI assessment (**August 9, 2024 Deadline of submission**)

<p>August 3, 2024 Saturday</p>	<p>Facilitate Learning Session</p>	<ul style="list-style-type: none"> Organize learning and teaching resources Prepare training materials/resources Conduct pre-assessment Facilitate learning sessions Conduct competency assessment Review training delivery 	<ul style="list-style-type: none"> Task for demonstrators Individual update Achievement Chart and Progress Chart 	<p>10:00 AM - 12:00 PM</p>
<p>August 4, 2024 Sunday</p>	<p>Supervised Work-Based Learning</p>	<ul style="list-style-type: none"> Establish training requirements for trainees Monitor work-based learning Review and evaluate work-based learning effectiveness 	<ul style="list-style-type: none"> Study sample Facilitator Learning Session Portfolio Practice written test examination Practice duration COCE 	<p>10:00 AM - 12:00 PM</p>
<p>August 4, 2024 Sunday</p>	<p>Supervising Work-Based Learning</p>	<ul style="list-style-type: none"> Study sample Supervised Work-based Learning Portfolio Practice written test examination Practice duration COCE 	<ul style="list-style-type: none"> TNA for Industry Training Facilities Potential Partners Log of Tools, Equipment and Materials MOA MOU Learning Plan Trainers' Progress Book Trainers' Progress Sheet 	<p>10:00 AM - 12:00 PM</p>



Address: Government Center Building, 11th Floor
 Telephone No: 6733 2322
 Email Address: dejed@moe.gov.sg
 Website: <https://www.dejed.gov.sg/>

Wednes day	Conduct Competency Assessment	Conducting Competency Assessment	Organize assessment activities	Practice demo setting Smart TV/Projector to the Laptop	Practice written test examination	Practice evaluation (COC)	Practice evaluation	Accomplished Application Form	Accomplished Attendance Sheet	Accomplished Self Assessment Guide	Assessor's Guide	CVCS	IOCAFED	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	10	
August 8, 2024	Thursday		<ul style="list-style-type: none"> Prepare the candidate With evidence Make the assessment decision Record assessment results Provide feedback to candidates 	<ul style="list-style-type: none"> Practice written test examination Practice evaluation (COC) 	<ul style="list-style-type: none"> Practice written test examination Practice evaluation (COC) 	<ul style="list-style-type: none"> Practice evaluation (COC) 	<ul style="list-style-type: none"> Practice evaluation 	<ul style="list-style-type: none"> Accomplished Application Form 	<ul style="list-style-type: none"> Accomplished Attendance Sheet 	<ul style="list-style-type: none"> Accomplished Self Assessment Guide 	<ul style="list-style-type: none"> Assessor's Guide 	<ul style="list-style-type: none"> CVCS 	<ul style="list-style-type: none"> IOCAFED 	<ul style="list-style-type: none"> Letter of Assignment as TESDA Representative 	<ul style="list-style-type: none"> Letter of Appointment 	<ul style="list-style-type: none"> Ratings Sheet 	<ul style="list-style-type: none"> Three(3) trainees as props 	<ul style="list-style-type: none"> Individual update Achievement Chart and Progress Chart 	<ul style="list-style-type: none"> Lecture Discussion 	<ul style="list-style-type: none"> TM ROOM 	7	
August 9, 2024	Friday																				8	
August 10, 2024	Saturday																					9
August 11, 2024	Sunday																					10

NON FACE TO FACE / ASYNCHRONOUS (13) DAYS

- On line meeting using google meet At least 2 hrs.
- Presentation of Portfolio output and video output (COC)
- Presentation of Portfolio output for COC2

FACE TO FACE (10) DAYS

- PRACTICE DEMONSTRATION COC1 AND COC2**
- COC1 : DELIVER TRAINING SESSION**
- COC2 : CONDUCT COMPETENCY ASSESSMENT**

August 12 - 21, 2024

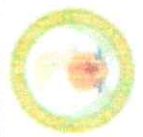
August 22 - 24, 2024

August 25 - September

Online Meeting 10 days

Online Meeting 3 days

8 days



Address: Subdivision Center, Kalingay, Zamboanga City
 Telephone No. (063) 412-2007
 Email Address: region6@deped.gov.ph
 Website: https://region6.deped.gov.ph



ber 1,
2024

Septem-
ber 2,
2024

Saturda-
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Septem-
ber 3,
2024
Sunday

POST TEST AND REVIEW FOR NATIONAL ASSESSMENT and CLOSING PROGRAM

CLOSING PROGRAM



Address: Government Center, Marikina - 4014
Telephone No. (053) 432-2697
Email Address: region3@deped.gov.ph
Website: <http://deped.gov.ph>



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2024-0213

FOR : **ATTY. REVERE 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.



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 86337206, (+632) 86218494, (+632) 86366549
Email Address: usac.hrdd@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	DM-OUHROD	Rev	00
Effectivity	03.23.23	Page	1 of 3



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 I) 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/4nd86cn6)	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 Overtimes 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:
GENA O. GORONG
Undersecretary for Curriculum and Teaching

LEILA P. ARBOLA
Director IV, Bureau of Learning Delivery

[NEAPScholarshipSecretariat/Pereyra]



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