

JULY 18 2025

REGIONAL MEMORANDUM

No. 0726, s. 2025

To: Schools Division Superintendents
All Others Concerned

SUBMISSION OF DOCUMENTS FOR BATCH 5 REGIONAL TRAINING ON
TRAINERS METHODOLOGY LEVEL I AND COMPETENCY
ASSESSORS' ACCREDITATION FOR SHS -TVL,
JHS-SPTVE, AND JHS-TLE TEACHERS

1. With reference to the Regional Memorandum No. 0624, s. 2025, NEAP Caraga, in collaboration with CLMD and TESDA Caraga, will conduct Batch 05 Regional Training for Trainers Methodology Level 1 (TM) and Competency Assessors Accreditation for SHS-TVL, JHS-SPTVE, and JHS-TLE programs.
2. The training aims to equip participating teachers with the necessary knowledge, skills, and professional attitude in accordance with the prevailing standards in the Technical-Vocational-Livelihood (TVL) sector.
3. The Schools Division Offices (SDOs), through the TVL Education Program Supervisors, shall select nominees and inform them to submit the following documents:
 - a. Letter of Intent (LOI)
 - b. Certified true copy of valid NC I or NC II,
 - c. Certified true copy of Birth Certificate,
 - d. Certified true copy of Transcript of Records (TOR),
 - e. Service Record,
 - f. Medical Certificate,
 - g. Signed Letter of Intent, and
 - h. Signed Memorandum of Agreement (Scholarship Contract)
4. All pertinent documents must be placed in a green expanded long folder labeled with the nominee's name, school name, and Schools Division Office. To ensure confidentiality of the information submitted, the folder shall be placed in a sealed brown envelope and shall be submitted to the Records Unit, Department of Education Caraga Regional Office, Gov. Rosales Avenue, Butuan City, not later than **July 28, 2025**.
5. In adherence to the provisions of Republic Act No. 10173, also known as the Data Privacy Act of 2012, all personal information collected in relation to this activity shall be handled with the highest level of confidentiality, and used strictly for legitimate and lawful purposes.

6. For queries or concerns, please contact CLMD Chief Bernabe Llamas Linog or HRDD Chief Dr. Flordelisa R. Dalin at telephone number (085) 342-6267 local 120 or through email at caraga@deped.gov.ph.

7. Immediate dissemination of this Memorandum to all concerned is highly desired.


MARIA INES C. ASUNCION
Director IV
Regional Director

Encl.: As stated

Reference: RM No. 0624, s. 2025

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

LEARNING AREA, TLE

SCHOLARSHIPS

TRAINING

HRDD/icm
07/16/2025