



Republic of the Philippines
Department of Education
Region XIII – Caraga
 Butuan City



February 13, 2018

REGIONAL MEMORANDUM

No. 107, s. 2018



PARTICIPATION TO THE NATIONAL TRAINING OF TRAINERS

To: **SCHOOLS DIVISION SUPERINTENDENTS**
CHIEFS OF THE FUNCTIONAL DIVISIONS
 This Region

1. Please see attached Memorandum DM-CI-2018-00043 re: National Training of Trainers (NTOT) for the School Heads Development Program Foundation Course on February 19-23, 2018 at Hotel Fortuna, Cebu City.

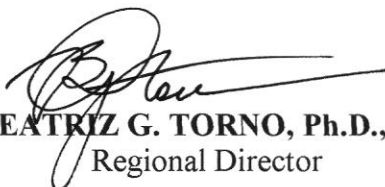
2. This will be participated in by the following representatives from the Region:

Name of Participant	Division/Station
Bernabe Linog	Regional Office
Rhea Yparraguirre	Regional Office
Zenylou Frias	Regional Office
Lope Papeleras	Dinagat Islands
Jay Rian Dalman	Surigao del Sur
Jeanie Mativo	Butuan City
Laila Danaque	Surigao del Norte
Segundino Madjos	Tandag City
Geraldine Vargas	Bayugan City
Imee Vicariato	Bayugan City

3. The participants shall bring personal laptops, pocket wifi, and extension cord.

4. The transportation expenses of the participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

5. Immediate dissemination of and compliance with this Memorandum is desired.


BEATRIZ G. TORNO, Ph.D., CESO IV
 Regional Director



Republic of the Philippines
Department of Education

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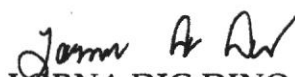
Undersecretary for Curriculum and Instruction

MEMORANDUM

DM-CI-2018-00043

TO: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Secretary, ARMM
Regional Directors
Schools Division Superintendents
Heads, Public Elementary and Secondary Schools
All Others Concerned

FROM:


LORNA DIG DINO

Undersecretary for Curriculum and Instruction

SUBJECT:

NATIONAL TRAINING OF TRAINERS

DATE:

February 6, 2018

1. The Department of Education (DepED), through the National Educators Academy of the Philippines (NEAP), shall conduct the National Training of Trainers (NTOT) for the School Heads' Development Program: Foundation Course on February 19-23, 2018 at Hotel Fortuna, Cebu City. ✓
2. At the end of the aforementioned activity, the participants should be able to share their experiences in the regional rollout of the course, review the program and training designs, suggest revisions i the session guides and slide decks, evaluate their own facilitation and presentation skills, and prepare their Regional Training Implementation Plans (RTIP) including the terms of reference for the training management teams and facilitators.
3. The HRDD Chiefs / representatives, identified national trainers by NEAP CO, facilitators identified by each region are the expected participants.

4. The participants shall be at the venue on February 19 at 10:00 AM for registration. Check-in will be at 2:00 PM on the same date and check-out will be at February 24 at 12:00NN. First meal to be served will be AM snacks on February 19 while the last meal will be breakfast of February 24.
5. Training costs, which cover board and lodging and travel expenses of the management staff, facilitators & Resource Persons, & materials, and contingency, shall be charged against HRD Funds while the travel expenses of the participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
6. Personal laptops, pocket wifi, and extension cords will be needed in the training.
7. The list of participants and activity matrix are attached as references.
8. The participants shall be entitled to Compensatory Time-Off (CTO) in accordance with CSC and DBM Joint Circular No. 2, s. 2004 on *Non-Monetary Remuneration for Overtime Service Rendered*.
9. For confirmation of attendance, all concerned may contact Ana-Sol B. Reyes at cellphone no. 0928-725-1119 or at email address anasolreyesneap@gmail.com.
10. Immediate dissemination of and compliance with this Memorandum is desired.



Republic of the Philippines

Department of Education

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Undersecretary for Curriculum and Instruction

Attachment 1: List of Participants

National Educators Academy of the Philippines NATIONAL TRAINING OF TRAINERS (NTOT) LIST OF PARTICIPANTS

NEAP CO	John Arnold Siena	Leonardo Nuestro	Ana-Sol Reyes
	Owen Milambiling	Fe Almodiel	
	Eric Sarmiento	Caroline Anne Miranda	
REGION	HRDD Chiefs/ Representatives	Identified National Trainers By NEAP-CO (no proxy)	Facilitators identified by the Regions
I	Maria Theresa Bautista	Belen Aquino	Antonio Laceste, Jr. Angelita Muñoz Nestor Herana Diosdado Cayabyab
II	Jerry Sario, Jr.	Leo Banatao Maribel Arellano	Nelia Mabuti Wilma Bumagat Jonathan Fronda Sonia Pagbilao Alexander Geronimo
III	William Bacani		Celia Lacanlale Paulino de Pano Lourdes de la Cruz Roderick Tadeo Nicolasa Camaya
IV-A	Luz Osmeña		Rosemarie Torres Josilyn Solana Celedonio Balderas Hermogenes Panganiban Elias Alicaya
IV-B	Eric Teñoso	Aurea Mazo	Alfonso Encisa Sylvia Muniz Nancy Alaska Marivic Velasco Joey Gutierrez
V	Catalina Garcia	Francy Valdemoro	Mary Jane Romero Jocelyn Navera Gloria Fontelar Noel Ibis Rex Barbin
CAR	Jennifer Ande	Marilyn Api-it	Jerry Ymson Marina Tabangcura Francis Peckley

NCR	Felicino Trongco	Arnulfo Esturas, Jr.	Roger Morillos Jennifer Vivas Carleen Sedilla Virgilio Santos Nerisse Lomeda
VI	Susan Severino	Dondy Depositario Jonel Sembrano	
VII	Misael Borgonia	John Ariel Lagura	Merden Bryant Sylvio Sabino Pamela Rodemio Jeanne Eger Neolita Sarabia
VIII	Harvie Villamor	Alejandra Lagumbay Anabelle Yangzon	Liza Demeterio Rose Mary Achacoso Rey Bulawan Felicidad Espinosa Ma. Luz Orbe
IX	Marietta Anhaw	Juliet Magallanes Alma Belarmino	Melrose Saliot Eva Haijimmuddin Eimie Aruelo Diosa Peralta Ernesto Tardo
X	Rebecca Postrano	Cristina Ganas	Olga Alonsabe Alicia Anghay Mala Ephra Magnaong Edna Dumaog Helen Maasin
XI	Danilo Canda	Arnel Zaragosa	Jay Nang Florefes Colmenares Emmanuel Clarion Isadora Cermino Andy Cabodoc
XII	Norman Valeroso	Agnes Gisera	Juliet Lastimosa Elpidio Daquipil Ismael Ambalgan Meilrose Peralta Belen Fajemolin
CARAGA	Bernabe Linog	Zenylou Frias Lope Papeleras Jay Rian Dalman Rhea Yparraguirre	Jeanie Mativo Laila Danaque Segundino Madjos Geraldine Vergas Imee Vicariato
ARMM	To be identified by the Region		Jamaila Marohomsalic Jerilyn Asanti Abdulaziz Iya Jerry Jimmy Waisah Arsad
NIR	Karl Credo	Leny Nillos	Angelito Bongcavel Milagros Suyoy Milagros Mananquil Lorenzo Arcon Junry Esparar

Attachment 2: Activity Matrix

NATIONAL ACADEMY OF THE PHILIPPINES
NATIONAL TRAINING OF TRAINERS
February 19-23, 2018; Hotel Fortuna, Cebu City

Time	Day 1 (Feb.19)	Day 2 (Feb. 20)	Day 3 (Feb. 21)	Day 4 (Feb. 22)	Day 5 (Feb. 23)
6:00 – 7:30		Breakfast			
7:45 – 8:00		MOL	MOL	MOL	MOL
8:00 – 10:00		Walkthrough of Modules' Session Guides and Slide Decks	Walkthrough of Modules' Session Guides and Slide Decks	Simulation	Synthesis of Observations
10:00 – 10:15	Morning Break				
10:15 – 12:00	Arrival and Registration				Presentation of RTIP
12:00 – 1:00	Lunch				
1:00 – 3:00	Opening Program Objective Setting Leveling of Expectations Orientation GTKY				Clearing House, Next Steps and Closing Program
3:00 – 3:15	Afternoon Break				
3:15 – 5:00	Walkthrough of the Program and Training Designs		Facilitation and Presentation Skills		
5:00 – 7:00	Meeting with the HRDD Chiefs/Representatives		Preparation for the Simulation		
7:00	Fellowship Dinner				
Outputs	Participants' Directory Initial RTIP	Possible Challenges and Solutions in the Conduct of the Sessions	Possible Challenges and Solutions in the Conduct of the Sessions Simulation Plan	Accomplished Facilitators' Observation Tool with Strengths and Areas for Improvement	RTIP with Tasking
Officers of the Day	Faye	Sol	Owen	Sol	Faye