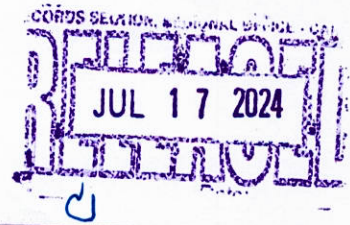




Republic of the Philippines
Department of Education
CARAGA REGION



July 15, 2024

REGIONAL MEMORANDUM

No. 0690, s. 2024

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

BATCH 3 REGIONAL TRAINING ON TRAINERS METHODOLOGY LEVEL 1
(TM) FOR SHS -TVL AND JHS – SPTVE TEACHERS

1. The Curriculum and Learning Management Division (CLMD) in collaboration with the Human Resource and Development Division (HRDD) shall spearhead the conduct of the Batch 3 Regional Training on Trainers Methodology Level 1 (TM) for SHS -TVL and JHS – SPTVE Teachers on July 22-31, and August 14-23, 2024 at Amontay Beach Resort, Nasipit, Agusan del Norte.
2. The activity aims to capacitate the Junior High School Teachers in SPTVE and SHS-TVL with the necessary skills in accordance with the prevailing standards in the Technical Vocational Education and Training sector in Trainer's Methodology.
3. Attached are the following enclosures for your perusal, to wit:
Enclosure No. 1: Program Management Team;
Enclosure No. 2: List of Participants; and
Enclosure No. 3: Program Matrix
4. Participants are required to bring their Travel Authority, laptop and extension cord.
5. Travel expenses of the teacher-participants shall be charged against OSEC-13-24-0018 funds to be downloaded to the concerned SDOs, while travel expenses of the PMT shall be charged against local fund subject to the usual accounting and auditing procedures.
6. Teacher-participants are entitled to a Service Credit in accordance with DepEd Order No. 53, s. 2023 titled, "Updated on the Grant of Vacation Service Credits to Teachers", while the Program Management Team shall be provided with Compensatory Time – Off (CTO) per CSC and DBM Joint Memorandum No 2, s. 2004.
7. The first meal to be served is breakfast on Day 1 and the last meal is dinner on the last day of each activity.

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8. For queries or concerns contact the Curriculum and Learning Management Division (CLMD) through Bernabe L. Linog, Chief – CLMD or Celsa M. Cataluña, EPS – CLMD at telephone number (085) 342-6267 local 120 or through clmd_caraga@deped.gov.ph

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

MARIA INES C. ASUNCION
Director III
Officer-in-Charge
Office of the Regional Director

Encl/s.: As stated
Reference/s: DM-OUHROD-2024-0313
To be indicated in the Perpetual Index
under the following subjects:

JHS SHS SPTVE TRAINER TVL

CLMD/cmc
07/15/2024



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Enclosure No. 1 to RM No. 0690, s. 2024

PROGRAM MANAGEMENT TEAM

Name	Designation	Role
Maria Ines C. Asuncion	Regional Director	Top Management
Pedro T. Escobarte Jr., PhD	Assistant Regional Director	Top Management
Bernabe L. Linog	Chief, CLMD	Learning Manager
Flordelisa R. Dalin, EdD	Chief, HRDD	Program Manager
Marlyne M. Villareal	Education Program Supervisor, HRDD	Assistant Training Manager
Celsa M. Cataluña	Education Program Supervisor, CLMD	Assistant Training Manager
Roy S. Rele	Senior Education Program Specialist II, HRDD	Assistant Training Manager
Elan M. Elpidang, PhD	Education Program Supervisor, QAD	QAME
Elmer Augustus F. Conde	Education Program Specialist II	Welfare Officer
Titche Lynn G. Caparoso/ Abe Naireza A. Ibano	Education Program Specialist II	Secretariat
Alma P. Llanos	Administrative Assistant II	Secretariat

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Enclosure No. 2 to RM No. 0690, s. 2024

LIST OF PARTICIPANTS

Name	Division	School
1. Blady Mark C. Mercado	La Union Senior High School Stand Alone	Cabadbaran City
2. Rushel Joy R. Calo	La Union Senior High School	Cabadbaran City
3. Ivy E. Tac-on	Calamba National High School- SHS	Cabadbaran City
4. Berny S. Balili	Calamba National High School	Cabadbaran City
5. Caitlin Andrea M. Perral	Gigaquit National School of Home Industries	Surigao del Norte
6. Bryll R. Morales	Gigaquit National School of Home Industries	Surigao del Norte
7. Jennifer C. Lejesta	Mainit National High School	Surigao del Norte
8. Renee C. Villamor	Alegria Stand Alone SHS	Surigao del Norte
9. John E. Perang	Placer National High School	Surigao del Norte
10. Gisel S. Prontes	Bacuag National Agro-Industrial School	Surigao del Norte
11. Analour F. Caluyong	Bacuag National Agro-Industrial School	Surigao del Norte
12. Anthony Glen F. Masuhay	Amando A. Fabio Memorial National High School	Surigao del Norte
13. Maria Rubie C. Lopez	Tubod National High School	Surigao del Norte
14. Raymond A. Daposala	Campo National High School	Surigao del Norte
15. Josephine B. Galido	Bacuag National Agro-Industrial School	Surigao del Norte
16. Marife J. Adolfo	Gigaquit National School of Home Industries	Surigao del Norte
17. Charlie O. Manliguez	Nonoc National High School	Surigao City
18. Shaina P. Menor	Libuac National High School	Surigao City
19. Rolyn C. Calejesan	Anomar National High School	Surigao City
20. Juvy L. Abian	Anomar National High School	Surigao City
21. Cherrynel R. Costillas	Ipil National High School	Surigao City
22. Juliet C. Morang	Buenavista National High School	Tandag City
23. Gree Angelo N. Bernadas	Salvacion National High School	Bayugan City
24. Jeny Boy Casol	Salvacion National High School	Bayugan City
25. Grace Ann L. Lariba	Nasipit National Vocational School	Agusan del Norte
26. Eunice T. Mahumot	Nasipit National Vocational School	Agusan del Norte
27. Joel P. Talidro	Nasipit National Vocational School	Agusan del Norte
28. Jover C. Dultra	Kitcharao National High School	Agusan del Norte
29. Reyna G. Ello	Jagupit National High School	Agusan del Norte
30. Joecer Ryan E. Baguasan	Cambatong National High School	Surigao del Sur
31. Junelyn M. Sabroso	Barobo National high School	Surigao del Sur
32. Marvin O. Ranario	Barobo National high School	Surigao del Sur
33. Catherine P. Besas	Carmen National Agricultural High	Surigao del Sur

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	School	
34.Ediesel Canda-Aque	Davisol National High School	Surigao del Sur
35.Jay S. Cacho	Dugmanon National High School	Surigao del Sur
36.Mervin L. Camorro	St. Christine National High School	Surigao del Sur
37.Lourgen S. Fajardo	Talacogon National High School	Agusan del Sur
38.Bonifacio S. Ingaling	Mabuhay National High School	Agusan del Sur
39.Maryjoy G. Rubrico	Del Monte National High School	Agusan del Sur
40.Kenny V. Nareto	Trento National High School	Agusan del Sur
41.Marle A. Otacan	Sta. Josefa National High School	Agusan del Sur
42.Taciana C. Sernicula	San Vicente National High School	Agusan del Sur
43.Sheryl D. Panes	Trento National High School	Agusen del Sur
44. Renato V. Balolot	Trento National High School	Agusan del Sur
45. Charliemar G. Gubal	Guadalupe National High School	Agusan del Sur
46.Prinjie D. Sutana	Albor National High School	Dinagat
47.Deza Mae M. Rollen	Dinagat School of Fisheries	Dinagat
48.Wilpert Eme L.Raza	Roma National High School	Dinagat
49.Marinel A.Macababayao	Jade B. Ecleo -Aurelio National High School	Dinagat
50.Eiezel M. Borja	Tag-abaca National High School	Dinagat
51.Christine B. Tangente	Tag-abaca National High School	Dinagat
52. Jaycon P. Caspe	DREESMNHS	Dinagat
53. Esalco S. Congreso	BCSAT	Butuan City
54. Rhea C. Maturan	BCSAT	Butuan City
55. Rojevelle D. Montilla	Libertad National High School	Butuan City
56. Micha A. Jore	Butuan City Comprehensive High School	Butuan City
57. Karren Kate Rafael	Butuan City Comprehensive High School	Butuan City
58. Jordan D. Buhion	Claver National High School	Surigao del Norte
59. Riorafn M. Marco	Hacienda National High School	Surigao del Norte
60. Joeneven M. Lejesta	Mainit National High School	Surigao del Norte
61. Jeramie S. Espanola	Pilar National High School	Siargao



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Republic of the Philippines
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Enclosure No. 3 to RM No. 069D, s. 2024

TRAINING PROGRAM MATRIX
Phase 1 – July 22-31, 2024
Face – to – Face Platform

July 22, 2024 (Day 1)

TIME	ACTIVITIES	TIME	ACTIVITIES
6:00 – 9:00 AM	✓ Arrival of Participants ✓ Setting-in and Registration	10:00 – 10:15 AM	HEALTH BREAK
9:00 – 10:00 AM	OPENING PROGRAM ➤ Philippine National Anthem ➤ Prayer ➤ DepEd Quality Policy ➤ Statement of Purpose ➤ Welcome Remarks ➤ Participants Introduction ➤ House Rules ➤ Training Briefer	10:15 – 11:00 AM	Course Overview and Assessment Arrangement
		11:00 – 12:00 AM	The Phil. TVET System: An Overview
		12:00 – 1:00 PM	LUNCH BREAK
		1:00 – 5:00 PM	Competency 1: Plan Training Session
		6:00 – 7:00 PM	Dinner



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TRAINING PROGRAM MATRIX

Phase 1 – July 22-31, 2024

Face – to – Face Platform

Time	July 23, 2024 (Day 2)	July 24, 2024 (Day 3)	July 25, 2024 (Day 4)	July 26, 2024 (Day 5)	July 27, 2024 (Day 6)	July 28, 2024 (Day 7)	July 29, 2024 (Day 8)	July 30, 2024 (Day 9)	July 31, 2024 (Day 10)
8:00 – 8:15 AM	Management of Learning (MOL)								
8:15 – 10:00 AM	Competency 1 Continuation of Workshop 1	Competency 2 Utilized Electronic Media in Facilitating Training	Competency 3 Facilitate Learning Sessions	Continuation of Workshop 3	Competency 4 Conduct Competency Assessment	Competency 5 Maintain Training Facilities	Continuation of Workshop 5 ➤ Reading Assignment ➤ Portfolio Preparation	Competency 6 Supervise Work -based Learning	Skills Demonstration of Conducting Assessment
10:00 -10:15 AM	Health Break								
10:16 – 12:00 PM	Continuation of Workshop 1	Workshop 2	Workshop 3	Continuation of Workshop 3	Workshop 4	Workshop 5	Continuation of Workshop 5 ➤ Portfolio Preparation	Workshop 6	Institutional Summative Assessment
12:00 – 1:00 PM	Lunch Break								
1:00 -5:00 PM	Competency Assessment 1	Competency Assessment 2	Continuation of Workshop 3	Competency Assessment 3	Competency Assessment 4	Continuation of Workshop 5 ➤ Reading Assignment ➤ Portfolio Preparation	Competency Assessment 5	Competency Assessment 6	Institutional Summative Assessment
Expected Output	Training Session Prepared and Competency 1 Skills Assessed	Competency 2 Skills Assessed	Facilitation of Learning Session learnt	Competency 3 Skills Assessed	Competency 4 Skills Assessed		Competency 5 Skills Assessed	Competency 6 Skills Assessed	6 competencies learnt and assessed
Officer of the Day	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD

TRAINING PROGRAM MATRIX

Phase II- August 1-13, 2024

Modular Platform- (13 days) Portfolio Development (Synchronous/ Asynchronous)

Date	Non-Face-to-Face Synchronous/ Asynchronous (13) days Portfolio Development	
	8:00 - 8:15	8:15 AM - 5:00 PM
August 1, 2024 (Day 11)	MOL	Preparation of Individual Portfolios
August 2, 2024 (Day 12)	MOL	Competency 1- Plan Training Session
August 3, 2024 (Day 13)	MOL	Preparation of Individual Portfolios
August 4, 2024 (Day 14)	MOL	Competency 2- Utilize Electronic Media in Training Facilitation
August 5, 2024 (Day 15)	MOL	Preparation of Individual Portfolios
August 6, 2024 (Day 16)	MOL	Competency 3- Facilitate Learning Sessions
August 7, 2024 (Day 17)	MOL	Preparation of Individual Portfolios
August 8, 2024 (Day 18)	MOL	Competency 4- Conduct Competency Assessment
August 9, 2024 (Day 19)	MOL	Preparation of Individual Portfolios
August 10, 2024 (Day 20)	MOL	Competency 5 – Maintain Training Facilities
August 11, 2024 (Day 21)	MOL	Preparation of Individual Portfolios
August 12, 2024 (Day 22)	MOL	Competency 6- Supervised Work-based Learning
August 13, 2024 (Day 23)	MOL	

GUIDE POST:

- All teacher participants will develop their individual portfolio with the guidance from the trainer during 13 day synchronous/asynchronous activities.
- Trainers will guide each teacher participants on the expected outcome of the portfolio for all COC1-6 and training delivery.
- Trainers will group the participants (break out groupings) for the scheduled demonstration and portfolio checking.
- All sessions shall have working/non-working AM and PM snacks.

TRAINING PROGRAM MATRIX

Phase III – August 14 -23, 2024

Face – to –Face Platform (10 days)

Date	ACTIVITIES	
	8:00 -8:15	8:15 AM - 5:00 PM
August 14, 2024 (Day 24)	MOL	Trainers inputs Demo Teaching for COC 1 and COC 2
August 15, 2024 (Day 25)	MOL	Trainers inputs Demo Teaching for COC 1 and COC 2
August 16, 2024 (Day 26)	MOL	Participants Demo Teaching for COC 1 and COC 2
August 17, 2024 (Day 27)	MOL	Participants Demo Teaching for COC 1 and COC 2
August 18, 2024 (Day 28)	MOL	Participants Demo Teaching for COC 1 and COC 2
August 19, 2024 (Day 29)	MOL	Participants Demo Teaching for COC 1 and COC 2
August 20, 2024 (Day 30)	MOL	Participants Demo Teaching for COC 1 and COC 2
August 21, 2024 (Day 31)	MOL	Preparation for National Assessment
August 22, 2024 (Day 32)	MOL	Post test and preparation for National Assessment
August 23, 2024 (Day 33)	MOL	Closing Program
		Pre – Closing ➤ Clearing house and National Assessment schedule ➤ Future Initiatives Closing Proper ➤ Prayer ➤ Nationalistic Song ➤ Impressions ➤ Pledge of Commitment ➤ Closing Remarks ➤ Community Singing

Checking, Enhancement and Consolidation of Portfolios

Prepared by:

CELSA M. CATALUÑA
EPS, CLMD

Approved by:

BERNABE L. LINOG
Chief, CLMD



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