



Republic of the Philippines
Department of Education
CARAGA REGION



June 29, 2022

REGIONAL MEMORANDUM
No. 0561, s. 2022

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

**CORRIGENDUM AND ADDENDUM ON RM 0510 RE: TRAINING FOR SHS
TECHNICAL AND VOCATIONAL LIVELIHOOD (TVL) TEACHERS ON
TRAINER'S METHODOLOGY (TM) LEVEL 1**

1. Please be informed that the Regional Trainers Methodology Training Level 1 (TM-I) for Senior High School Technical Vocational Teachers (SHS-TVL) which shall be scheduled in July shall be postponed indefinitely. Final schedule and venue of the said activity shall be announced through an advisory.
2. The participants shall also comply the following additional requirements prerequisite by the service provider, TESDA to wit:
 - Accomplished registration form with attached documents:
Birth certificate, diploma or Transcript of Records and copy of National Certification (NC) to be placed in one folder;
 - The document shall be submitted to TESDA through the regional EPS focal person, Dr. Elizabeth A. Bautista and;
 - Attend to Training Induction Program (TIP) to be conducted by TESDA 2 days before the TM training through a virtual platform.
3. The corresponding duties and responsibilities/terms of references of the Regional Program Management Team during the conduct of the training are attached to this RM for information and ready reference.
4. All other provisions in the RM 0510, s. 2022 are still in effect.
5. Immediate dissemination of this Memorandum is desired.


MA. GEMMA MERCADO LEDESMA
Regional Director

Encls: As stated
Reference: DM-CI-2022-00209, s. 2022
To be indicated in the Perpetual Index
under the following subjects:

METHODOLOGY SHS TRAINING TVL

CLM/eab
06/29/22



Address: J.P. Rosales Avenue,
Butuan City
Trunkline No: (085) 342-8207
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph



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TERMS of REFERENCE

Training for SHS TVL Teachers on Trainers Methodology I **TERMS OF REFERENCE**

I. DepEd Regional Supervisor for TVL

The DepEd TVL Regional Supervisor who shall serve as lead person for the TVL TM 1 training and shall perform the following functions:

1. coordinate with the TLD-BLD re: TVL TM1 Training;
2. oversee the smooth conduct of the TVL TM 1 training (training implementation, financial and administrative matters) and the TM National Assessment conducted in the Region;
3. coordinate with TESDA Training Provider as to the venue of the training and assessment center for TM1 training;
4. delegate 3 representatives from the Region or Division to monitor the 33-day training following the 10/13/10 cycle with one representative dedicated to each cycle;
5. submit inception report to TLD-BLD on or before June 24, 2022;
6. delegate medical personnel for the 33-day training;
7. oversee the safety and health protocols are observed in the venues for training and assessment; and
8. submit training completion report of the TVL TM1 training (including Directory of Participants) and the result of the National Assessment to TLD-BLD on or before October 5, 2022.

II. DepEd Regional Representative/Division Supervisor

Three representatives from the Region or the Division shall serve as Training Managers and each shall perform the following functions:

1. monitor the day-to-day conduct of the 33-day TVL TM1 training (following the 10/13/10 cycle) from July 4 to August 6, 2022;
2. prepare the daily monitoring log during the conduct of the Training;
3. monitor the daily attendance;
4. facilitate the implementation plan of the Training program (with relevant documents – attendance sheet, google links, etc.);
5. facilitate the representation of the Regional/Division Officials during the opening and closing program for the training;
6. monitor the conduct of the TM National Assessment for the completers of the TVL TM1 training; and
7. maintain health and safety protocols during the 33-day training program.

III. TESDA Training Provider

The TESDA Training Provider for the TVL TM1 training and TM National Assessment shall perform the following functions:

1. coordinate with DepEd Regional TVL Supervisor on the implementation plan of the training;
2. register participants on the TESDA Management Information System (MIS);
3. provide Trainers or Resource Persons for the 33-day TM1 Training;
4. provide Assessors for the TM National Assessment;
5. ensure that the Trainer/Resource person monitors and submits the progress of participants during each training cycle;
6. submit completion report of the TVL TM1 training and the result of the National Assessment to Regional Supervisor on or before September 5, 2022;
7. issue the following certificates for the successful completers of the TM1 training;
 - i. Certificate of Achievement per competency
 - ii. Certificate of Training
8. facilitate assessment of TM1 completers; and
9. issue the Trainers Methodology Certificate (TMC) for passers of the TM National Assessment.

IV. TESDA Trainers/Resource Persons

There shall be at least one TESDA Trainer for the regional training to perform the following functions:

1. prepare slide deck, session plan/guide and other training paraphernalia/materials;
 2. observe the 10/13/10 cycle
 - a. 10 days for content input (e.g., simulation, hands-on activities, etc.)
 - b. 13 days for guided preparation of individual portfolios
 - c. 10 days for demonstration and return-demo, checking/enhancement/consolidation of portfolio and preparation for national assessment;
 3. attend consultation meeting with DepEd counterparts on training and assessment;
 4. utilize digital and non-digital formats for the efficiency and effectiveness of the training;
 5. facilitate training through provision of content and mechanics for the attainment of the 6 competencies of TM 1;
 6. review and/or check trainees' output on learning progress, and in the development and completion of portfolio;
 7. monitor the Achievement and Progress Charts of the participants;
 8. coach/mentor trainees in case of non-achievement of competencies;
 9. prepare trainees for the national assessment after the training; and
 10. submit completion report including training materials to the TESDA training provider at the end of the training.
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V. Bureau of Learning Delivery – Teaching and Learning Division

Members of the Senior High School Key Stage and selected personnel of the BLD-TLD shall perform the following functions:

1. prepare the implementation plan of the training;
2. orient BLD-TLD monitoring team for the training;
3. disseminate to the field the conduct of the activity;
4. select participants for the training based on the set criteria;
5. coordinate with the Regional Supervisor on the implementation plan through meetings or updates;
6. consolidate the inception plan submitted by the Regions;
7. prepare the general structure for the opening and closing programs (refer to indicative program of activities);
8. prepare templates for the monitoring form, inception report and completion report;
9. provide the recorded messages of the Undersecretary, the BLD Director and the TLD Chief for the opening and closing program of the training;
10. monitor the first and the last 5-day activities of the TM1 Training;
11. monitor the 10/13/10 cycle of the training;
12. monitor the conduct of the national assessment; and
13. consolidate completion reports from the regions.

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