

JUNE 24 2025

REGIONAL MEMORANDUM

No. 0624, s. 2025

To: Schools Division Superintendents
All Others Concerned

Batch 05 Regional Training on Trainers Methodology Level 1 (TM) and Competency Assessors' for Senior High School Technical and Vocational Livelihood (SHS -TVL), Junior High School-Special Program for Technical Vocational Education (JHS-SPTVE), and Junior High School Technical and Livelihood Education (JHS-TLE) Teachers

1. With reference to the DepEd Memorandum DM-OUHROD – 20025 – 0458, the National Educators Academy of the Philippines – Caraga (NEAP Caraga) in collaboration with the Curriculum and Learning Management Division (CLMD) and the Technical Education and Skills Development Authority – Caraga (TESDA Caraga) shall conduct the *Batch 05 Regional Training on Trainers Methodology Level 1 (TM) and Competency Assessors' for Senior High School Technical and Vocational Livelihood (SHS -TVL), Junior High School-Special Program for Technical-Vocational Education (JHS-SPTVE), and Junior High School Technical and Livelihood Education (JHS-TLE) Teachers*. The date and venue of the training will be announced in a separate memorandum.
2. The training aims to equip SHS-TVL, JHS-TLE and JHS-SPTVE teachers with the necessary knowledge, attitude and skills in accordance with the prevailing standards in the TVL sector.
3. The Schools Division Offices (SDOs) through the TVL Education Program Supervisors shall inform the nominees 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 should be placed in one green expanded long folder bearing the name of the nominee, the name of school, and the Schools Division Office to be submitted to the Records Unit, Department of Education Caraga Regional Office, Gov. Rosales Avenue, Butuan City not later than **July 11, 2025**.

5. Attached to this memorandum are the following enclosures for your reference and perusal:

- a. Enclosure 1: Sample Workplace Application Plan Template
- b. Enclosure 2: Letter of Intent
- c. Enclosure 3: Memorandum of Agreement (Scholarship Contract)
- d. Enclosure 4: Terms of Reference

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
Regional Director

Encl.: As stated

Reference: DM-OUHROD-2025-0458

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

LEARNING AREA, TLE SCHOLARSHIPS TRAINING

HRDD/ea/c
23/06/2025



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2025- 0458

TO : **Regional Directors**
Schools Division Superintendents
HRDD Chiefs/NEAP R Focal Persons
All Others Concerned

FROM :  **WILFREDO E. CABRAL**
Undersecretary
Human Resource and Organizational Development


CARMELA C. ORACION
Assistant Secretary
Human Resource and Organizational Development
(National Educators Academy of the Philippines)

SUBJECT : **DOWNLOADING OF FUNDS FOR THE BATCH 5 TRAINING ON TRAINERS METHODOLOGY LEVEL I AND COMPETENCY ASSESSORS' ACCREDITATION FOR SHS-TVL, JHS-SPTVE, AND JHS-TLE TEACHERS, AND GUIDELINES ON THE UTILIZATION THEREOF**

DATE : 21 February 2025

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 5 of Training on Trainers Methodology (TM) Level I and Competency Assessors' Accreditation for Senior High School – Technical-Vocational-Livelihood (SHS-TVL), Junior High School – Special Program for Technical-Vocational Education (JHS-SPTVE), and Junior High School – Technology and Livelihood Education (JHS-TLE) Teachers** from July to August 2025. Specific venues will be determined by the Regional Offices (ROs).
2. As major strategies to enhance the competencies of technical-vocational educators, the TM Level I Training and the Competency Assessors' Accreditation aim to empower educators with the necessary knowledge and skills to deliver competency-based training (CBT) aligned with industry standards and 21st century requirements. This is in support of the Department's firm commitment

to provide learners with practical, industry-relevant skills to prepare them for higher education, entrepreneurship, or immediate employment.

3. In preparation for this, NEAP Central Office shall download FY 2024 Continuing Human Resource Development (HRD) Funds amounting to **Php 75,166,800.00** to the Regional Offices (ROs) for the conduct of the aforementioned activities, to be distributed based on the *Allocation List per RO and Breakdown of Expenses (Enclosure 1)*. The ROs are requested to submit a *Certificate of Concurrence (Enclosure 2)* **not later than 10 March 2025**, to signify their agreement to accept the fund.
4. To ensure judicious utilization of the HRD Funds to be downloaded, **NEAP Central Office hereby issues the following guidelines:**
 - a. Upon receipt of the Sub-Allotment Release Order, the RO HRDD Chiefs/NEAP R Focal Persons shall coordinate with the RO Budget/Planning Officer for proper updating in the Program Management Information System (PMIS) reflecting the amount of fund received and facilitate the preparation of Activity Request (AR) / Authority to Conduct (ATC).
 - b. The funds shall be used for the expenses of the activities enumerated below:
 - i. **Batch 5 Training on TM Level I for SHS-TVL, JHS-SPTVE, and JHS-TLE Teachers**
 - Board and lodging of all participants including the Regional Program Management Team (RPMT) and trainers, at Php 2,000.00 per day for twenty (20) days per person
 - Training supplies and materials to be used at Php 300.00 per person
 - Training fees at Php 12,024.00 per person
 - Certificate of Competency 1 at Php 1,661.00 per participant
 - Certificate of Competency 2 at Php 1,662.00 per participant
 - Contingency fund amounting to Php 1,500.00
 - ii. **Competency Assessors' Accreditation**
 - Assessors Accreditation Fee at Php 500.00 per participant
 - c. The savings generated after the conduct of these activities may be used for other reimbursements of travel expenses relative to other activities conducted by NEAP Central Office. On the other hand, should there be any shortage of funds, it is requested that the amount to cover the deficit be charged against RO/SDO HRD/HRTD/local funds, subject to the usual accounting and auditing rules and regulations.
 - d. **Implementation Process including Duties and Responsibilities**
 - i. NEAP-R/HRDD will upload to the PMIS the activity with physical and financial targets.
 - ii. NEAP-R/HRDD, in collaboration with concerned offices, will lead in the preparation of the Training Implementation Plan (TIP) for review and approval of the Regional Director.

- iii. NEAP-R/HRDD will prepare the necessary documents required for the process and approval of the conduct of the training.
- iv. NEAP-R/HRDD will submit to NEAP Central Office the approved TIP.
- v. NEAP-R/HRDD will ensure that training delivery adheres to the standards set forth by DepEd Memorandum No. 044, s. 2023 *“Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the NEAP Core Programs.”*
- vi. NEAP-R/HRDD will ensure a Memorandum of Agreement with accredited TESDA TM Level I providers to formalize partnerships.

e. Monitoring and Evaluation (M&E) Process

- i. NEAP-R/HRDD will upload the physical and financial accomplishments in the PMIS as indicated in DepEd Order No. 011, s. 2021 *“Guidelines on the Operationalization of the PMIS.”*
 - ii. The Central Office Program Management Team and the assigned M&E Team in the Region/Division will conduct the monitoring and evaluation of the activities in their jurisdiction.
 - iii. The M&E activities include the following:
 - Review and discussion of the program and evaluation results
 - Feedback-giving on the conduct of the activities
 - Funding utilization
 - iv. The RPMT will submit the results of the M&E activities to NEAP Central Office.
 - v. The Central Office Program Management Team will consolidate the results of the M&E activities for impact analysis.
5. Should you have questions and concerns, please coordinate with **NEAP Professional Development Division** through email neap.pdd@deped.gov.ph or landline (02) 8715-9919.
6. For immediate dissemination and appropriate action.

Enclosures:

Enclosure 1 – Allocation List per Regional Office and Breakdown of Expenses

Enclosure 2 – Certificate of Concurrence

Copy furnished:

OFFICE OF THE SECRETARY

Terms of Reference

Office/Focal	Terms of Reference
SDO-TVL EPS/Focal	• Determines priorities and needs in the selection of nominees • Determines SHS-TVL and JHS-SPTVE teacher-nominees for TM1 based on the qualifications indicated in the memo • Submits nominees to HRTD-SEPS requirement consolidation
SDO-HRTD SEPS	• Consolidates LOI and participant's profile sheet/s • Submits/endorsees SDO nominees to RO CLMD
SDO-TVL EPS/Focal & SDO-HRTD SEPS	• Monitor participants' learning progress • Ensure submission and implementation of WAP • Submit Progress Report to RO-CLMD
RO-CLMD	• Validate, screen, and select qualified participants to TM1 • Submit to RO-HRDD the final list of participants, LOI and profiles
RO-HRDD	• Process participants' notarized contracts and submit to NEAP-CO, together with the LOI and Participants' Profile Sheets • Endorse to NEAP-CO approved nominees
RO-CLMD & RO-HRDD	• Plan and manage the budgetary expenditures for the conduct of TM1 • Assess and monitor participants' learning progress • Ensure the submission of WAP • Conduct program implementation review (monitoring and evaluation) of teacher recipient of the TM1 Training for the provision of relevant learning and development intervention
NEAP-CO	• Approve nominees from the ROs • Create a database of all qualified participants.

	• Consolidate Participants' Profile Sheet, LOI, and Contracts • Hold coordination meeting with TESDA, CO, RO, SDO focals, and BLD-TLD • Monitor and evaluate program implementation
BLD-TLD	• Monitor participants' learning progress • Provide NEAP report on the learning progress and pre and pos assessment

(Enclosure No. 8 to DepEd Memorandum No. _____ s. 2023)



Republic of the Philippines
Department of Education

National Educators Academy of the Philippines

Enclosure 1

Sample Workplace Application Plan (WAP) Template

Name of Learners				Office and Position
Title of PD Programs				Date of Delivery
				PD Program Provider
				Office and Position
Name of Immediate Supervisor				

Background and Rationale of WAP Plan:

Briefly describe why the WAP will be implemented. Identify the competency gaps that will be addressed and current performance level on key result area(s).

Reviewed by (name and position):	Signature	Date

Approved by (name and position):	Learner's Signature	Date

Expected Performance Improvement			
Competencies for Development	Key Result Area(s)	Expected Improvement in Performance Indicator	Means of Verification

Type of Intervention						
Committee Work		Job Shadowing		Informal JEL Activities (Please specify)		Others (Please specify)
Job Expansion		Special Project		WAP Implementation		
Job Rotation		Stretch Assignments				

Briefly describe the intervention (e.g., type of special project, nature of committee and role of learners, etc.), and specify duration and offices where learner will be assigned, if appropriate. Use one to two paragraphs.

Application Objective				
State what learner will be able to do by the end of the WAP, following ABCD (Audience-Behavior-Condition-Degree) guidelines.				
Learning Objectives (What learner be able to do by the end of an activity/learning session)	Activities (Activities that learner will engage in to meet each learning objective)	Timeline (Start-end of each activity)	Learning Facilitator (Immediate Supervisor or peer assigned to guide learner)	Support/Resources (Office order, information, etc. needed)

Prepared by (name and position):	Learner's Signature	Date

Date

<Name of Schools Division Superintendent>
Schools Division Superintendent
DepEd SDO of _____
<Address Line 1>
<Address Line 2>

**NEAP-RECOGNIZED PROFESSIONAL DEVELOPMENT PROGRAMS AND COURSES
LETTER OF INTENT**

Superintendent <Name>:

Greetings!

This is _____ (NAME), _____ (POSITION) in
_____ (NAME OF SCHOOL).

I am writing to you to signify my intent to register for the _____ (PROGRAM OR
COURSE TITLE) offered by _____ (NAME OF SERVICE PROVIDER) under
the NEAP-Recognized Professional Development Programs and Courses.

If accepted, please be rest assured that I intend to:

- Maintain the academic standards and other course requirements set under the program
- Fulfill the required service obligation required under Sections 17 and 19 Rule VIII of the Omnibus Rules Implementing Book V of Executive Order No. 292
- Submit and implement my Re-Entry Action Plan
- Sign the NEAP-Recognized Professional Development Program Contract
- Refund in full to the Department of Education such sums of money as may have been defrayed by the Philippine government for expenses incidental for having attended the program or course, for failure to comply with any of the foregoing conditions through my fault or willful neglect, resignation from the service, transfer to other agencies, voluntary retirement or other causes within my control

Thank you.

Regards,

<Name of Teacher>
<Position>
<School>



To authenticate this document,
please scan the QR code



DEPED-OSEC-438423

MEMORANDUM OF AGREEMENT

(Scholarship Contract)

I, _____ (NAME) _____ Filipino, of legal age and with residence at _____
_____ (HOME ADDRESS) _____, _____ (POSITION) _____ of SCHOOL / OFFICE
/STATION) for and in consideration of the scholarship grant on (PROGRAM CODE AND
TITLE OF THE COURSE) at the (VENUE OF THE COURSE) for the period (INCLUSIVE
DATES OF THE COURSE) do hereby agree to observe the following terms and conditions:

DepEd shall:

- a. provide full salary and other benefits and privileges during the scholarship period;
- b. facilitate the return and assumption to duty of the scholar upon completion of the scholarship;
- c. designate mentor/supervisor shall support and jointly implement the Re-Entry Action Plan/ Work Action Plan of the scholar;
- d. the DepEd shall monitor the implementation of the REAP/WAP.

DepEd Scholar shall:

- a. maintain the academic standards and other course requirements set for by the program of the institution and Department of Education (DepEd) and that failure to do so would be sufficient grounds for disqualification and termination of the scholarship;
- b. conduct himself/herself in such manner that will uphold the moral integrity and professionalism of DepEd public servant;
- c. return to official station and resume functions immediately upon the completion or termination of my scholarship or training grant;
- d. at the end of the scholarship or training grant, submit to the head of office and the Department of Education (DepEd) through the National Educators Academy of the Philippines (NEAP) a copy of the scholarship reports containing lessons for the conduct of echo seminars to share new learnings, teaching innovations, and strategies

- to their co-teachers and administrators; various trainings, program highlights and general impressions constituting my (scholar's) evaluation of the program;
- e. upon return to their station, implement the echo seminars and submit reports to the Professional Development Division, National Educators Academy of the Philippines at Second Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City;
 - f. shall teach the subject / conduct echo seminars on the course in which they were granted the scholarship and continue to serve their school / division / region for at least three years which is the service obligation equivalent for a year of scholarship or a fraction thereof;
 - g. shall **refund in full** to the Department of Education such sums of money as may have been defrayed by the Philippine government for expenses incidental to my scholarship, for failure to comply with any of the foregoing conditions through my fault or willful neglect, resignation from the service, transfer to other agencies, voluntary retirement or other causes within my control. For reasons beyond the control of the scholar, the conditions do not apply, provided that all documentary requirements including doctor's certification are met and are acceptable to DepEd.

IN WITNESS WHEREOF, I set my hand this ____ day of _____ at _____.

DepEd Scholar
(signature over printed name)

Schools Division Superintendent
(signature over printed name)

Witness:

BERNABE L. LINO
CLMD Chief

FLORDELISA R. DALIN, EdD
HRDD Chief

Regional Director
(signature over printed name)

REPUBLIC OF THE PHILIPPINES)

CITY OF) S.S.

BEFORE ME, a Notary Public, for and in the above jurisdiction, personally appeared the following:

Name	ID	Date/Place Issued
_____	_____	_____
_____	_____	_____

are known to me as the same persons who executed the foregoing instrument and acknowledged to me that the same are their own free and voluntary act and deed.

This instrument consists of three (3) pages including the page wherein this acknowledgement is written and is signed by parties and their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, this _____ day of _____ at Pasig City, Philippines.

Notary Public

Doc No. : _____

Page No. : _____

Book No. : _____

Series of : _____