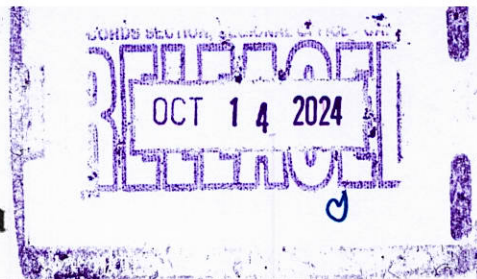




Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM
No. **1076**, s. 2024

OCT 10 2024

To: Schools Division Superintendents
All Others Concerned

BATCH 4 REGIONAL TRAINING ON TRAINING METHODOLOGY LEVEL 1
(TM1) FOR SENIOR HIGH SCHOOL TECHNICAL - VOCATIONAL -
LIVELIHOOD (SHS-TVL) TEACHERS

1. With reference to the DepEd Memorandum DM-OUHROD – 20024 – 1146, 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 The date and venue of the training will be announced in a separate memorandum.
2. The training aims to equip SHS TVL 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 **October 16, 2024**.
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: List of Participants
 - e. Enclosure 5: Actual Participants Profile Sheet
 - f. Enclosure 6: 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
Director III
Officer-in-Charge
Office of the Regional Director

Encl.: As stated

Reference: DM-OUHROD-2024-0313

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

LEARNING AREA, TLE TRAINING SENIOR HIGH SCHOOL

HRDD/ea/c
10/09/2024



Republica ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2024-146

FOR : ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

Regional Directors
Schools Division Superintendents
Regional CLMD and HRDD Chiefs
SDO TVL-EPS and HRTD-SEPS
All Others Concerned

FROM : WILFREDO E. CABRAL
Regional Director
Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development

SUBJECT : TRAINING ON TRAINERS METHODOLOGY LEVEL I FOR SHS-TVL TEACHERS

DATE : 14 June 2024

1. The Teacher Education Council Secretariat (TECS), in collaboration with the National TVET Trainers Academy (NTTA), National Educators Academy of the Philippines (NEAP), and the Bureau of Learning Delivery – Teaching and Learning Division (BLD-TLD) will conduct the *Training on Trainers Methodology (TM) Level I for Senior High School Technical-Vocational-Livelihood (SHS-TVL) Teachers from August to December 2024*. The training will be held in selected TESDA accredited training and assessment centers nationwide.
2. The training aims to equip SHS-TVL teachers with the necessary knowledge, values, attitude, and skills in accordance with the prevailing standards in the TVET sector. It encompasses competencies required of a technical-vocational trainer to perform the tasks based on TESDA's Training Regulation in the following areas:
 - Planning training sessions;
 - Facilitating learning sessions (with e-learning);
 - Supervising work-based learning;
 - Conducting competency assessment;
 - Maintaining training facilities; and
 - Utilizing electronic media in facilitating training.



3. The Regional Offices (ROs) are requested to nominate permanent SHS-TVL teachers as training participants with the following qualifications:

- Holders of National Certificate II or III (valid until 2025 at least);
- Have not availed or undergone any TM I training (whether under TESDA or DepEd); and
- Physically, mentally, and emotionally fit to undergo the 33-day training.

4. Upon completion of the training, participants are expected to do the following:

- Finish and implement their work action plan;
- Take and pass the National Assessment; and
- Implement a *Workplace Application Plan (Enclosure 1)* in TVL.

5. The table below shows the proposed number of participants per region.

Region	Allotted No. of Participants
I	55
II	45
III	70
IV-A	83
IV-B	35
V	70
VI	75
VII	83
VIII	33
IX	83
X	55
XI	78
XII	35
XIII	55
NCR	45
CAR	17
Total	917

6. Each nominated participant must submit a *Letter of Intent (Enclosure 2)* and *Contract with DepEd (Enclosure 3)*, and *Participant Profile Sheet (ULI filtered by TESDA) (Enclosure 4)*, which shall be submitted/uploaded by the concerned RO to the folder which can be accessed through the link <https://bit.ly/3R14dyH>. The deadline of submission of the said requirements is 28 June 2024.

7. The qualified participants are advised to bring their own laptops, chargers, and extension cords for the whole duration of the training.

8. Expenses relative to this activity such as board and lodging, travel expenses, training cost registration, assessment fee, training supplies and materials, as well as other training expenses of the training management team and resource persons shall be charged against RO downloaded funds, subject to existing budgeting, accounting, auditing, and procurement laws, rules, and regulations.

9. Moreover, participants shall be entitled to service credits in accordance with DepEd Order 53, s. 2003 titled *Updated Guidelines on Grant of Vacation Service Credits to Teachers*. Likewise, non-teaching staff may also avail themselves of the same, on account of their direct involvement in the training. ROs and Schools Division Offices are expected to strongly support the participation of their teacher representatives in this activity. Consequently, adherence to the *No Disruption of Classes Policy* must be observed, as stated in DepEd Order 9, s. 2005 titled *Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith*.
10. The roles and responsibilities of all concerned offices/units/focal persons are specified in the *Terms of Reference (Enclosure 5)*. An online coordination meeting with all Regional TVL focal persons, TECS focal in-charge of the activity, BLD-TLD focal for TVL, and NEAP focal for scholarships will also be held.
11. Should you have questions and concerns, please coordinate with Dr. Donnabel Bihasa, TECS Senior Education Program Specialist, through email tec@deped.gov.ph or landline (02) 8638-6172.
12. For immediate dissemination and appropriate action.

Enclosures:

- Enclosure 1 – Workplace Application Plan
Enclosure 2 – Letter of Intent
Enclosure 3 – Contract with DepEd
Enclosure 4 – Participant Profile Sheet (ULI filtered by TESDA)
Enclosure 5 – Terms of Reference

[TECS/Bihasa]

(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 : _____

Republic of the Philippines
Department of Education

Enclosure 4

Actual Participants Profile Sheet

[illegible]

Note: Use separate sheet for SHS and JHS Profile Sheet

NO.	REGION	DIVISION	SCHOOL	NAME	NC QUALIFICATION	EMAIL
1	Caraga	Agusan Del Norte	Magdagoooc NHS	MARK ANGELO DIGAMON ENOY	Caringing NC II	markangelo.enoy@deped.gov.ph
2	Caraga	Agusan Del Norte	Marapa NHS	STIFFI APPLE MANGAO VALDEHUEZA	Food and Beverages NC II	stiffiapple.valdehueza@deped.gov.ph
3	Caraga	Agusan Del Norte	Durian NHS	JOCELYN MATUGAS PUERTA	Housekeeping NC II	jocelyn.puerta@deped.gov.ph
4	Caraga	Agusan Del Sur		Allen L. Molo		
5	Caraga	Agusan Del Sur	Laminga National High School	Rosemarie Guzman	NCIII	rosemarie.guzman001@deped.gov.ph
6	Caraga	Agusan Del Sur	Trento National High School	Rosalinda T. Bailiquig	NCIII	rosalinda.bailiquig@deped.gov.ph
7	Caraga	Agusan Del Sur	DUANGAN NATIONAL HIGH SCHOOL	ALLEN L. MOLO	HOUSEKEEPING NCII	allen.molo@deped.gov.ph
8	Caraga	Agusan Del Sur	Sia. Cruz National High School	Rhea T. Asis		
9	Caraga	Agusan Del Sur	SAN TORIBIO NATIONAL HIGH SCHOOL	June/yn A. Enopepequez	COOKERY NCII Organic Agriculture Production NCII and Agricultural Crop Production NCIII	june/yn.enopepequez@deped.gov.ph
10	Caraga	Agusan Del Sur	Desamparados National High School	John Jr. T. Sevellano	Agricultural Crops Production NCIII and Aquaculture NCII	johnjr.sevellano@deped.gov.ph
11	Caraga	Agusan Del Sur	Causwegan National High School	Vincent Bajen	Organic Agriculture Production NCII and Cookery NCII	vincent.bajen@deped.gov.ph
12	Caraga	Bayugan City	Stand Alone Senior High School	Michel Esmad Porras	Electrical Installation and Maintenance NC II	micheel.porras001@deped.gov.ph
13	Caraga	Bayugan City	Stand Alone Senior High School	Arthur Gallenero	Shielded Metal Arc Welding NC II	eisa.sabute@deped.gov.ph
14	Caraga	Bayugan City	Stand Alone Senior High School	Whelagen Abdon Lumapas	Organic Agriculture NC II	whelagen.lumapas@deped.gov.ph
15	Caraga	Bayugan City	Stand Alone Senior High School	Raymund Labastilla Penaitor	Computer System Servicing NCII	
16	Caraga	Big City	San Jose National High School	JESSA A. SOMBLINGO	CSS NC II	
17	Caraga	Big City	Mangagoy National High School	Maria Mercedes Ravelo	Dressmaking NC II and Tailoring NC II	mariamercedes.ravelo@deped.gov.ph
18	Caraga	Big City	Matanika National High School	REY REOLO ANGEL	CSS NC II	rey.angel001@deped.gov.ph
19	Caraga	Big City	Bislig City National High School	LEA CUBO PILONGO	DRESSMAKING AND WELLNESS MASSAGE nc ii NC - Breed and Pasty and Cookery	lea.pilongo@deped.gov.ph
20	Caraga	Butuan		Jeanelyn C. Abanquez	NC - ANIMAL PRODUCTION (RUMINANT) Carpentry NC II, Fish Capture NC I	jeanelyn.abanquez@deped.gov.ph
21	Caraga	Butuan City	agusan pequenonational high school	EILEEN PEARL DASLAO BONILLA	COOKERY NC II	eileenpearl.bonilla@deped.gov.ph
22	Caraga	Butuan City	BCSAT - Main Campus	FEDERICO L. CELESTIAL	COOKERY NC II	federico.celestial001@deped.gov.ph
23	Caraga	Butuan City	BCSHS-Stand Alone	KINAING,MARYROSE		
24	Caraga	Butuan City	Butuan City SDchool of Arts and Trades	Federico B. Alabata	Carpentry NC II	federico.alabata@deped.gov.ph
25	Caraga	Butuan City	Blily National High School	Nho Vir V. Longos	SMaw NC-II	nhovir.longos@deped.gov.ph
26	Caraga	Butuan City	Pigdaulan National High School	ROLANDO JAKE M. MAGALLANES	CSS NC II	rolandojake98@gmail.com
27	Caraga	Butuan City	San Vicente NHS	CHANDY LLOYD BONGATO ONDOY	SMaw NC II	chandyllloyd.ondoy@deped.gov.ph
28	Caraga	Cababaran City	Calamba Natlona High School	DINA TORMES CUESTAS	NC II	dina.cuestas@deped.gov.ph
29	Caraga	Cababaran City	Senior High School	JEESREL SAYSON CORTES	NC II	jeesrel.cortes@deped.gov.ph
30	Caraga	Cababaran City	Senior High School	NINO TORAYA EMBOY	NC II	nino.emboy@deped.gov.ph
31	Caraga		Loreto NHS - Stand Alone	Sharon I. Ylac-Sulapas	NC II	sharon.ylac@deped.gov.ph
32	Caraga	Dinagat	Saring NHS	Riza O. Candilado	NCII	riza.candilado@deped.gov.ph
33	Caraga	Dinagat	Saring NHS	Gladys Ann E. Aseblas	NC II	gladysann.edulantes@deped.gov.ph
34	Caraga	Dinagat	Liberty NHS	Carmela G. Oquina	NC II	carmela.quina@deped.gov.ph
35	Caraga	Dinagat	Cagdianao NHS	Junny B. Nunez	Organic Agriculture Production- NC II	junny.nunez@deped.gov.ph
36	Caraga	Dinagat	DREESNMNHS	Edwin L. Lozada	Shielded Metal Arc Welding	edwin.lozada@deped.gov.ph
37	Caraga	Dinagat	DREESNMNHS	Ranel D. Bustamante	Electrical Installation and Maintenance	raneld.bustamante@deped.gov.ph
38	Caraga	Surigao City	MANUAGAO NATIONAL HIGH SCHOOL	LIEZEL ALIPAO RESARE	HOUSEKEEPING NC II	liezel.alipao@deped.gov.ph
39	Caraga	Surigao City	CANTIASAY NATIONAL HIGH SCHOOL	MICHAEL RENAN C. TINIO	HOUSEKEEPING NC II, FOOD BEVERAGE AND SERVICES	mtchaelrenan.tinio@deped.gov.ph
40	Caraga	Surigao City	MANUAGAO NATIONAL HIGH SCHOOL	RHEA ORILLO DENZO	HOUSEKEEPING NC II	rhea.denzo@deped.gov.ph
41	Caraga	Surigao City	CANTIASAY NATIONAL HIGH SCHOOL	SHARLYN T. COLLADO	COOKERY NC II	sharlyn.collado@deped.gov.ph
42	Caraga	Surigao Del Norte	San Francisco National High School	Raymond Y. Jubasan	NC II Holder	raymond.jubasan@deped.gov.ph
43	Caraga	Surigao Del Norte	PLACER NATIONAL HIGH SCHOOL	JUZIELOU DE GRACIA RESARE	EIM NC II Holder	juzielou.resare@deped.gov.ph
44	Caraga	Surigao Del Norte	Surigao Norte National High School	IRIS JANE M. CANOY	CSS NC II	irisjane.canoy@deped.gov.ph

45	Caraga	Surigao Del Norte	CLAVER NATIONAL HIGH SCHOOL	JOMOC, MARY JOY GALANIDA	AGRI CROPS PRODUCTION NC III	maryjoy.jomoc@deped.gov.ph
46	Caraga	Surigao Del Norte	Timamana National High School	JULIETA O. DIMATA	NC II	
47	Caraga	Surigao Del Sur	Rizal National High School	Romelyn S. Lozada	NC II	romelyn.lozada@deped.gov.ph
48	Caraga	Surigao Del Sur	Roxas NHS, Hinatuan West District	Rey Q. Olacan	FBS NCII & COOKERY NCII	rey.olacan@deped.gov.ph
49	Caraga	Surigao Del Sur	San Miguel NCHS, San Miguel 2 District	Rosly B. Abis	Bartending NC2	rosly.abis@deped.gov.ph
50	Caraga	Surigao Del Sur	Canlian NHS, Canlian District	Ivy Grace D. Campos	FBS NCII & COOKERY NCII	ivygrace.campos@deped.gov.ph
51	Caraga	Surigao Del Sur	Badong NHS, Tago 2 District	Cristina E. Tibayan		cristina.tibayan001@deped.gov.ph
52	Caraga	Surigao Del Sur	Quary 1 IS	Rose R. Tampas	Tailoring NC2, Dressmaking NC2	rose.tampas@deped.gov.ph
53	Caraga	Surigao Del Sur	Cabangahan IS, Canlian District	Deceelyn N. Ormba		benny.cuadrado@deped.gov.ph
54	Caraga	Tandag City	Carmen Integrated School	Benny M. Cuadrado	NC II EIM	
55	Caraga	Siargao	Roxas National High School	Jesamutia V. Ramirez	NC II, SMAV	jesamutia.vertudazo@deped.gov.ph

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