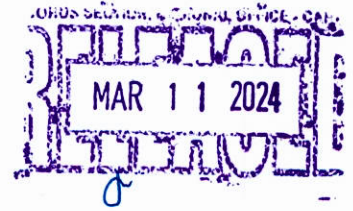




Republic of the Philippines
Department of Education
CARAGA REGION



March 11, 2024

REGIONAL MEMORANDUM

No. 0330, s. 2024

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

**BATCH 3 TRAINING ON TRAINERS METHODOLOGY 1 FOR SHS -TVL
AND JHS- SPTVE TEACHERS**

1. Relative to the DM-OUHROD-2024-0313, the Regional- National Educators Academy of the Philippines (R- NEAP) in collaboration with the Curriculum and Learning Management Division (CLMD) shall conduct the Batch 3 Training on Trainers Methodology 1 for Senior High School -Technical Vocational Livelihood (SHS-TVL) and Junior High School – Special Program in Technical Vocational Education (JHS- SPTVE) from April – August 2024, venue to be announced in a separate Memorandum.
2. The training aims to equip SHS-TVL and JHS-SPTVE teachers with the necessary knowledge, attitude, values, and skills in accordance with the prevailing standards in the Technical – vocational Education and Training (TVET) sector.
3. In view with this, the Schools Division Offices (SDOs) through the TVL Education Program Supervisor shall nominate at least seven (7) qualified teachers following these criteria:
 - a. Holders of National Certificate (NC) II or III with validity at least until CY 2025;
 - b. Below 50 years old;
 - c. Have not availed or undergone any TM 1 training and;
 - d. Physically, mentally, and emotionally fit to undergo the 33-day training and assessment.
4. In addition, the nominee shall also submit the following documents to wit:
 - a. Letter of Intent (LOI)
 - b. Certified true copy of NC I or II;
 - c. Certified true copy of Birth Certificate;
 - d. Certified true copy of Transcript of Records (TOR);
 - e. Service Record; and
 - f. Medical Certificate.
5. All pertinent documents should be placed in one folder bearing the name of the nominee, name of school, and the division.



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (085) 225-1151
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph
Website: <https://caraga.deped.gov.ph/>



Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	1 of 2

6. Attached is DepEd Memo from the Office of the Undersecretary for Human Resource and Organizational Development (DM-OUHROD) for your perusal in the timeline of submission, template for Letter of Intent (LOI), template for Memorandum of Agreement, and the Terms of Reference (TOR) to those who are involve prior to the actual conduct of the said training.

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

8. 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

BY THE AUTHORITY OF THE REGIONAL DIRECTOR:

JOEL B. ROSALES
Chief - ASD

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

JHS- SPTVE SHS-TVL TRAINERS METHODOLOGY

CLMD/cmc
03/11/2024



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

MEMORANDUM
DM-OUHROD-2024-0213

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 : BATCH 3 TRAINING ON TRAINERS METHODOLOGY LEVEL I FOR SHS-TVL AND JHS-SPTVE TEACHERS

DATE : 23 February 2024

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 3 of Training on Trainers Methodology (TM) Level I for Senior High School – Technical-Vocational-Livelihood (SHS-TVL) and Junior High School – Special Program for Technical-Vocational Education (JHS-SPTVE) Teachers** from April to August 2024 at selected TESDA Training Centers nationwide.
2. The training aims to equip SHS-TVL and JHS-SPTVE teachers in the regions with the necessary knowledge, attitude, values, and skills in accordance with the prevailing standards in the Technical-Vocational Education and Training (TVET) sector. It covers the competencies required of a Technical-Vocational Trainer to perform based on TESDA's Training Regulation of Trainers Methodology I 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. In nominating participants, Regional Offices (ROs) and Schools Division Offices (SDOs) must consider their needs and priorities. Each RO shall nominate a total of seventy-five (75) SHS-TVL and JHS-SPTVE teachers with the following qualifications:

- Holders of National Certificate (NC) II or III with validity at least until 2025;
- Below 50 years old;
- Have not availed or undergone any TM I training; and
- Physically, mentally, and emotionally fit to undergo the 33-day training and assessment.

4. Participants are expected to do the following:

- Attend and finish the TM I training program;
- Take and pass the National Assessment after the TM I training program; and
- Implement a Workplace Application Plan (**Enclosure 1**) in TVL after completion of the program, to be monitored by NEAP Central Office, BLD, and RO-HRDD and -CLMD.

5. Below are the required documents and corresponding deadline of submission:

Document	Person/Office to Submit	Office to Receive	Reference Template	Deadline
Letter of Intent (LOI)	SHS-TVL and JHS-SPTVE teacher-applicants	SDO-TVL EPS/Focal for consolidation and endorsement to SDO-HRTD SEPS	Enclosure 2	To be determined by the SDO
Consolidated LOIs and Participants' (nominees) Profile Sheets	SDO-HRTD SEPS	RO-CLMD for validation, screening, selection and endorsement to RO-HRDD	Enclosure 2 and Enclosure 4	11 March 2024
Consolidated LOIs	RO-HRDD	NEAP Central Office (Upload to the assigned folder via the link http://tinyurl.com/4pd56cn6)	Enclosure 2	20 March 2024
Copies of Notarized Contracts of qualified participants	RO-HRDD		Enclosure 3	
Qualified Participants' Profile Sheets	RO-HRDD		Enclosure 4	

6. Qualified participants are required to bring their own laptops, chargers, and extension cords for the duration of the training.

7. Expenses relative to this activity such as board and lodging, travel expenses, training registration costs, assessment fees, training supplies and materials, and internet allowance of participants shall be charged against RO-downloaded funds, while travel expenses of resource persons, training managers and assistants, and BLD and NEAP representatives will be covered through direct payment, subject to the existing auditing rules and regulations. ROs may design a mechanism towards the efficient implementation of the program.

8. Moreover, teacher-participants shall be entitled to Service Credits in accordance with DepEd Order No. 53, s. 2003 titled *Updated Guidelines on Grant of Vacation Service Credits to Teachers*. Likewise, non-teaching personnel including Division Chiefs may avail of Compensatory Time-Off under CSC-DBM Joint Circular No. 2, s. 2004 titled *Non-Monetary Remuneration for Overtime Services Rendered*, on account of their direct involvement in the TVL TM I training. ROs and SDOs are expected to strongly support the participation of their teacher representatives in the training. Nonetheless, adherence to the **No Disruption of Classes Policy** as stated in DepEd Order No. 9, s. 2005 must be observed.
9. The Terms of Reference (**Enclosure 5**) defining the duties and responsibilities of concerned DepEd units and personnel is attached.
10. For further information or any concerns, please contact the **NEAP Scholarship Secretariat** through email scholarships@deped.gov.ph and or landline (02) 8715-9919.
11. Immediate dissemination of and appropriate action on this Memorandum are instructed.

Copy furnished:

GINA O. GONONG

Undersecretary for Curriculum and Teaching

LEILA P. AREOLA

Director IV, Bureau of Learning Delivery

[NEAPScholarshipSecretariat/Pereyra]



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	
Name of Immediate Supervisor		Office and Position	

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	Others (Please specify)
Job Expansion		Special Project		(Please specify)	
Job Rotation		Stretch Assignments		WAP Implementation	
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:

School Head
(signature over printed name)

Assistant Schools Division Superintendent
(signature over printed name)

Regional Director
(signature over printed name)

)

) 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

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