



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
GATE 2, KARANGALAN VILLAGE  
1900 CAINTA, RIZAL




6 January 2021

**Regional Memorandum**

**LIST OF PARTICIPANTS TO THE 2021 NATIONAL TRAINING OF TRAINERS (NTOT) ON  
PERSONAL FINANCIAL MANAGEMENT (PFM)**

To **Schools Division Superintendents of SDOs Biñan City, Dasmariñas City,  
Gen. Trias City, Quezon Province and Rizal Province**

1. Relative to DM-PHRODFO-2020-00484 on the conduct of the National Training of Trainers for Personal Financial Literacy (PFL), please be informed that the Regional Trainers on Personal Financial Management from your SDO will participate in the said activity via online on January 13-15, 2021.
2. Herewith attached are the List of Participants for the said training and copy of DM-PHRODFO-2020-00484.
3. Immediate dissemination of this memorandum to all concerned is desired.

  
**WILFREDO E. CABRAL**  
Regional Director

hrdd/neap/marm



**"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"**

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Republika ng Pilipinas

## Department of Education

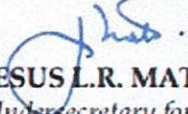
OFFICE OF THE UNDERSECRETARY

PLANNING, HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

## MEMORANDUM

DM-PHRODFO-2020-00484

TO : Undersecretaries and Assistant Secretaries  
Regional Directors  
Schools Division Superintendents  
Others concerned

FROM :  JESUS L.R. MATEO  
Undersecretary for Planning and Human Resource and  
Organizational Development

SUBJECT : National Training of Trainers for Personal Financial Management Program

DATE : December 7, 2020

In line with the Department of Education's (DepEd) efforts to expand the scope of employee welfare to respond to the needs of our teaching and non-teaching personnel, the Bureau of Human Resource and Organizational Development - Employee Welfare Division (BHROD - EWD) developed the **PERSONAL FINANCIAL MANAGEMENT PROGRAM (PFM)**, a program that aims to address the financial wellness of DepEd employees.

In relation to this, the BHROD-EWD will conduct a **National Training of Trainers (NTOT) for Personal Financial Management Program** for its implementation in the field offices. The NTOT aims to provide various methods and techniques to our PFM trainers on how to deliver a training course on PFM Program. It equips the participants to perform the PFM training cycle from planning, preparation, implementation, and evaluation. Training materials for the roll out of the PFM shall be provided.

The participants who completed this training shall:

1. be the point person of EWD in all communications and projects pertaining to PFM;
2. be in charge of the PFM program implementation to their respective region and divisions, hence, earmark a budget for the roll out in 2021 onwards;
3. provide program implementation updates and/or monitoring and evaluation report to EWD.



The NTOT will be conducted via online platform on the following schedules:

DATE	PARTICIPANTS	
January 13-15, 2021	NCR	16pax
	CAR	8pax
	Region 1	10pax
	Region 2	8pax
	Region 3	10pax
	Region 4A	8pax
	Region 4B	10pax
	Region 5	10pax
January 20-22, 2021	Region 6	10pax
	Region 7	10pax
	Region 8	10pax
	Region 9	10pax
	Region 10	10pax
	Region 11	10pax
	Region 12	10pax
	CARAGA	10pax

The Regional Director shall identify participants for this training with the following considerations:

1. Has experience in mass training/roll out of training;
2. Must be available and willing to conduct seminars in other Regions and Divisions should the EWD needs additional Resource Speakers;
3. In case the participant is a teacher, he/she must be a Master Teacher;
4. Must be Financially credible and stable.

The participants are requested to register through this link - [bit.ly/Reg\\_PFMNTOT](https://bit.ly/Reg_PFMNTOT) on or before January 5, 2021. Attached are the following for reference:

- Annex A – Activity Design
- Annex B – Reminders

Communication expenses for this activity shall be charged against the local fund subject to the accounting and auditing rules and regulations.

For clarifications and other concerns, please contact **Ms. Marge Latosa** through mobile number 0908-3159960 or email at [margery.latosa@deped.gov.ph](mailto:margery.latosa@deped.gov.ph).

For your proper action.



**ANNEX A - ACTIVITY DESIGN**  
**National Training of Trainers for Personal Financial Management Program**

**DAY 1**

TIME	ACTIVITY	REMARKS
8:00am - 8:15am	Check in	Participants enter the meeting room
8:15am	Preliminaries <ul style="list-style-type: none"> <li>• Session Norms</li> <li>• Lupang Hinirang</li> <li>• Opening Prayer</li> <li>• Welcome Remarks</li> <li>• Introduction</li> </ul>	
8:30am	Expectation Setting  Objectives of the Program  Pre-test	
9:00am	Session 1 <ul style="list-style-type: none"> <li>• Introduction of PFM</li> <li>• Financial Planning</li> <li>• Q&amp;A</li> </ul>	
10:15am	Break	
10:30am	Session 2 <ul style="list-style-type: none"> <li>• Saving</li> <li>• Budgeting</li> <li>• Borrowing</li> <li>• Q&amp;A</li> </ul>	
12nn	Lunch Break	
1:00pm	Check In Ice Breaker	
1:15pm	Session 3 <ul style="list-style-type: none"> <li>• Investing</li> <li>• Q&amp;A</li> </ul>	
2:15pm	Break	
2:30pm	Session 4 <ul style="list-style-type: none"> <li>• Consumer Protection</li> <li>• Fraud and Scams</li> <li>• Q&amp;A</li> </ul>	
3:30pm	Discussion: Workshop 1 Return Demo  Reminders for Day 2  End of Day 1	



## DAY 2

TIME	ACTIVITY	REMARKS
8:00am - 8:15am	Check in/MOL	Participants enter the meeting room
8:15am	Workshop 1 - Return Demo Planning	Participants will be directed to their respective Break Out Session Rooms
12nn	Break	
1:00pm onwards	Workshop 1 - Return Demo Planning and Recording	

## DAY 3

TIME	ACTIVITY	REMARKS
8:00am - 8:15am	Check in	Participants enter the meeting room
8:15am	Plenary - Return Demo <ul style="list-style-type: none"> <li>• Group 1 - Introduction (8:15am to 8:35am)</li> <li>• Group 2 - Financial Planning (8:40am to 9:20am)</li> <li>• Group 3 - Saving (9:20am to 9:45am)</li> </ul>	
9:45am	Break/Post Test	
10:00am	Plenary - Return Demo <ul style="list-style-type: none"> <li>• Group 4 - Budgeting (10:00am to 10:30 am)</li> <li>• Group 5 - Borrowing (10:30am to 11:00am)</li> </ul>	
11:00am	Plenary - Evaluation/Comments/Suggestions	
12:00nn	Lunch	
1:00pm	Ice Breaker	
1:15pm	Plenary - Return Demo <ul style="list-style-type: none"> <li>• Group 6 - Investing (1:15pm to 2:00pm)</li> <li>• Group 7 - Consumer Protection (2:00pm to 2:30pm)</li> <li>• Group 8 - Fraud and Scams (2:30pm to 3:00pm)</li> </ul>	
3:00pm	Synthesis/Ways Forward  Closing Program  End of Workshop	



**ANNEX A - ACTIVITY DESIGN**  
**National Training of Trainers for Personal Financial Management Program**

**DAY 1**

TIME	ACTIVITY	REMARKS
8:00am – 8:15am	Check in	Participants enter the meeting room
8:15am	Preliminaries <ul style="list-style-type: none"> <li>• Session Norms</li> <li>• Lupang Hinirang</li> <li>• Opening Prayer</li> <li>• Welcome Remarks</li> <li>• Introduction</li> </ul>	
8:30am	Expectation Setting  Objectives of the Program  Pre-test	
9:00am	Session 1 <ul style="list-style-type: none"> <li>• Introduction of PFM</li> <li>• Financial Planning</li> <li>• Q&amp;A</li> </ul>	
10:15am	Break	
10:30am	Session 2 <ul style="list-style-type: none"> <li>• Saving</li> <li>• Budgeting</li> <li>• Borrowing</li> <li>• Q&amp;A</li> </ul>	
12nn	Lunch Break	
1:00pm	Check In Ice Breaker	
1:15pm	Session 3 <ul style="list-style-type: none"> <li>• Investing</li> <li>• Q&amp;A</li> </ul>	
2:15pm	Break	
2:30pm	Session 4 <ul style="list-style-type: none"> <li>• Consumer Protection</li> <li>• Fraud and Scams</li> <li>• Q&amp;A</li> </ul>	
3:30pm	Discussion: Workshop 1 Return Demo  Reminders for Day 2  End of Day 1	

## **ANNEX B - WORKSHOP REMINDERS**

### **National Training of Trainers for Personal Financial Management Program**

1. All participants are requested to register on or before January 5, 2021 through this link: [bit.ly/Reg\\_PFMNTOT](https://bit.ly/Reg_PFMNTOT)
2. Please use your DepEd email when you register. Kindly link your email account to MS Office 365. Contact your Regional IT Officer (for RO personnel) or Division IT Officer (for DO and School Personnel) to link your account.
3. The session link will be emailed to your registered email a day before the workshop
4. A link containing all PFM materials such as modules/speaker's guide, PFM presentation, collaterals, and other learning materials will be sent to the registered participants on January 5. As a pre-work, participants are requested to review the speaker's guide and prepare for a Return Demonstration during the workshop.

*Note: The Speaker's Guide is a generic PFM module guide for the speakers. The trainers may contextualize the module based on their target audience, location, etc during the return demo. Please do not share this link to others.*

[EWD/Latos]





Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
GATE 2, KARANGALAN VILLAGE  
1900 CAINITA, RIZAL

OFFICIAL LIST OF PARTICIPANTS TO THE NATIONAL TRAINING OF TRAINERS ON PERSONAL FINANCIAL MANAGEMENT

January 13-15, 2021

No	Name	Sex	Designation	Division	Mobile Number	E-Mail
1.	MARK ANTHONY R. MALONZO	M	SEPS	NEAP-RO4A/ HRDD	09218370463	markanthony.malonzo001@deped.gov.ph
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4.	ROGIN O. CONTEMPRATO	M	PSDS	SDO-GEN. TRIAS CITY	09569578576	rogin.contemptrato@deped.gov.ph
5.	SHEM VERLEE O. CABOTAJE	F	Principal I	SDO RIZAL PROVINCE	09171170989	shemverlee.cdbotaje@deped.gov.ph
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7.	LUNINGNIG E. DEVILLA	F	MT II	SDO QUEZON	09496157560	luningning.devilla@deped.gov.ph
8.	JEREMIAH OLIVER P. ARCIAGA	M	ADAS	SDO DASMARIÑAS CITY	09272890609	jeremiaholiver.arciaga@deped.gov.ph

Prepared:

Noted:

  
**MARK ANTHONY R. MALONZO**  
SEPS-NEAP-R4A

  
**LUZ E. OSMEÑA**  
Chief ES, HRDD-NEAP-R4A

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