



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



DEPED-4A-02-RM-21-239

1 June 2021

Regional Memorandum

**ONLINE TRAINING ON TRAINER'S METHODOLOGY (TM) LEVEL 1 FOR TECHNICAL
AND VOCATIONAL LIVELIHOOD (TVL) TEACHERS**

To Schools Division Superintendents

(Rizal Province, Laguna Province, San Pablo City, Lucena City, Cabuyao City, Cavite Province, Calamba City, Batangas City, Sta. Rosa City, Imus City, Batangas Province and Quezon Province)

1. In reference to DM-CI-2021-00179, Senior High School teachers listed below are requested to attend the virtual training on Trainer's Methodology (TM) level 1 for Technical Vocational Livelihood (TVL) teachers from June 14 to July 3 (Phase 1) and July 5 to 17 (Phase 2).

Division	School	Name
Rizal Province	Pantay Integrated High School	Raquel Santiago Lobino
Laguna Province	Sta. Catalina Integrated NHS	Jocelyne V. Mendoza
San Pablo City	Santisimo Rosario Integrated HS	Lorelie C. Mission
Lucena City	Lucena Dalahican NHS	Daisy Jane Dañez Caneo
Cabuyao City	Mamatid Senior High School	Romalyn Dadea Rana
Cavite Province	Emiliano Tria Tirona Memorial NHHS	Gracielyz C. Asing
Calamba City	Makiling Integrated School	Roseller C. Bragais
Batangas City	Conde Labac Integrated School	Rocky Earvin M. Gonzales
Sta. Rosa City	Sinalhan Integrated High School	Joniel S. Cerbito
Imus City	Gen. Panteleon Garcia SHS	Sheela Mae O. Cadavedo
Batangas Province	Baybayin National High School	Rodessa J. Lara
Quezon Province	Unisan Integrated High School	Anthony Bert G. Mendoza

2. The objective of the training is to capacitate the TVL teachers with the necessary skills in TM. Likewise, it also aims to enhance the knowledge, skills, positive attitude, and work values of the learners in accordance with the prevailing standards in the Technical Vocational Education and Training (TVET) sector.
3. In view of this, participants are required to confirm their participation before June 7, 2021 through the link <http://bit.ly/TM1training> using their DepEd official email address.



"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

Trunkline: 02-8682-5773/8684-4914/8647-7487 local 420

Website: dandcalabarzon.nh

4. The participants shall be entitled to service credits in accordance with DepEd Order 53, s. 2003 entitled *Granting of Vacation Service Credits to Teachers*. Miscellaneous expenses such as supplies and materials, internet expenses and assessment fee shall be charged to allocated downloaded funds, subject to the usual accounting and auditing rules and regulations.
6. For information and queries, please contact **Virgilio O. Guevarra, Jr.**, Regional Focal for TVL at (02) 861-7249 local 420.
7. Immediate dissemination of this Memorandum is desired.


FRANCIS CESAR B. BRINGAS
Regional Director 



Republic of the Philippines
Department of Education
**OFFICE OF THE UNDERSECRETARY
FOR CURRICULUM AND INSTRUCTION**

443062

MEMORANDUM

DM-CI-2021- 00179

TO : **All Regional Directors**
Minister, Ministry of Basic, Higher and Technical Education
(MBHTE), BARMM

FROM : **DIOSDADO M. SAN ANTONIO**
Undersecretary for Curriculum and Instruction

SUBJECT : **ONLINE TRAINING ON TRAINER'S METHODOLOGY (TM) LEVEL 1**
FOR TECHNICAL AND VOCATIONAL LIVELIHOOD (TVL)
TEACHERS

DATE : **30 April 2021**

In line with the Department's mandate to continuously provide quality, accessible, relevant, and liberating basic education for all Filipino children, the Bureau of Learning Delivery – Teaching and Learning Division (BLD-TLD) will conduct a virtual training on Trainer's Methodology (TM) Level 1. The training which is intended for Technical and Vocational Livelihood (TVL) Teachers will be from June 14-July 3, 2021 (Phase 1) and July 5-17 (Phase 2).

The training aims to capacitate the Senior High School Teachers in TVL with the necessary skills in TM. Also, another objective of the training is to enhance the knowledge, skills, positive attitude, and work values of the learners in accordance with the prevailing standards in the Technical Vocational Education and Training (TVET) sector.

The participants to this training shall be:

- Senior High School TVL Teachers;
- a holder of National Certificate (NC) II, III, or IV;
- employed in the government service for at least three years; and
- 55 years old and below.

Also, the nominated participants should be:

- adept with the usage of online technology;
- committed to comply with all training requirements e.g., submission of timely and quality outputs; and to finish the entire thirty-three (33) days of training period (Phase 1 & Phase 2);
- willing to be trained and share his/her learnings; and

- physically, mentally, and emotionally fit

The regions are requested to:

- (1) strictly comply with the criteria in the identification of participants for the training;
- (2) take note of the number of participants allotted per region under each TVL strand;

	No. of Participants				
	Agri-Fishery Arts Strand	Home Economics Strand	Industrial Arts Strand	ICT Strand	TOTAL
Region I	2	2	2	1	7
Region II	1	2	1	1	5
Region III	3	3	3	3	12
CALABARZON	3	3	3	3	12
MIMAROPA	1	1	1	1	4
Region V	1	2	2	2	7
CAR	1	1	1	1	4
NCR		2	3	3	8
Region VI	3	3	3	2	11
Region VII	3	2	2	3	10
Region VIII	2	2	2	1	7
Region IX	1	1	1	1	4
Region X	2	2	2	1	7
Region XI	2	1	1	2	6
Region XII	2	1	1	1	5
CARAGA	2	1	1	2	6
BARMM	1	1	1	2	5
TOTAL	30	30	30	30	

- (3) submit the names of the qualified participants using the required template on or before May 31, 2021;

Region	Division	Full Name	Email address	Mobile Number	FB account

- (4) instruct the nominated participants to individually register on or before **June 7, 2021** through the link - <http://bit.ly/TM1training>; and
- (5) require the participants to use their DepEd official email address for concerns related to the activity. The link for the online platform to be used during the

online training will be sent to the participants through their email. Hence, participants are advised to use their DepEd official email address.

Enclosed is the proposed program of activities of the said training.

The participants shall be entitled to service credits in accordance with DepEd Order 53, s. 2003 entitled *Granting of Vacation Service Credits to Teachers*. The Regional Offices and School Division Offices are highly encouraged to fully support the participation of their representatives in this activity.

Miscellaneous expenses such as supplies and materials, internet expenses and assessment fee shall be charged to allocated downloaded funds, subject to the usual accounting and auditing rules and regulations. However, in the case of BARMM participants, expenses shall be charged to local funds.

For submission of names of participants, queries and clarifications, please contact Mr. Fernando Estacio and Ms. Glenda M. Granadozin through their Facebook Messenger accounts, *Ferdy Estacio* and *Glenda Paras-Monterozo Granadozin*, respectively. Participants may also contact the BLD-TLD through email at bld.tld@deped.gov.ph.

Kindly indicate the subject in the email as **TM Training for TVL Teachers**.

For compliance, information and guidance.

- physically, mentally, and emotionally fit

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- (1) strictly comply with the criteria in the identification of participants for the training;
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Region V	1	2	2	2	7
CAR	1	1	1	1	4
NCR		2	3	3	8
Region VI	3	3	3	2	11
Region VII	3	2	2	3	10
Region VIII	2	2	2	1	7
Region IX	1	1	1	1	4
Region X	2	2	2	1	7
Region XI	2	1	1	2	6
Region XII	2	1	1	1	5
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Kindly indicate the subject in the email as **TM Training for TVL Teachers**.

For compliance, information and guidance.

Online Training of Technical and Vocational Livelihood (TVL) Teachers on Trainer's Methodology (TM) Level 1
June 14 – July 3, 2021

Indicative Program of Activities (for all Groups)

PHASE I

PHASE I	June 14 (Monday)	June 15 (Tuesday)	June 16 (Wednesday)	June 17 (Thursday)	June 18 (Friday)
Schedule	07:45 AM – 08:00 AM 08:00 AM – 08:15 AM 08:15 AM – 08:30 AM 08:30 AM – 09:00 AM 09:00 AM – 010:00 AM 10:00 AM – 10:15 AM 10:00 AM – 11:00 AM 11:00 AM – 12:00 NN 12:00 NN – 01:00 PM 01:00 PM – 02:00 PM 02:00 PM – 03:00 PM 03:00 PM – 03:15 PM 03:15 PM – 04:00 PM 04:00 PM – 05:00 PM Officer of the Day	June 15 (Tuesday)	June 16 (Wednesday)	June 17 (Thursday)	June 18 (Friday)
Platform Log-in					
Management of Learning					
Opening Program	Administrative Arrangement	Unit of Competency 1 Plan Training Session	Development Workshop 2:	Unit of Competency 2 Facilitate Learning Session	Institutional Assessment Unit of Competency 2
Health Break					
Course Overview and Assessment Arrangement	The Phil. TVET System: An Overview	Development Workshop 1	Continuation Development Workshop 2	Continuation Unit of Competency 2	Institutional Assessment Unit of Competency 2
Lunch Break					
Asynchronous Activity	Continuation Development Workshop 1	Institutional Assessment Unit of Competency 1	Continuation Unit of Competency 2	Institutional Assessment Unit of Competency 2	
Reading Assignment	Unit of Competency 1 Plan Training Session	Continuation Development Workshop 1	Continuation Institutional Assessment Unit of Competency 1	Continuation Unit of Competency 2	Institutional Assessment Unit of Competency 2
Health Break					
Assigned TLD Specialist	Assigned TLD Specialist	Assigned TLD Specialist	Assigned TLD Specialist	Assigned TLD Specialist	Assigned TLD Specialist

Schedule	June 19	June 20	June 21	June 22	June 23

Note: This training matrix will be used by all groups of participants and trainer simultaneously.

	(Saturday)	(Sunday)	(Monday)	(Tuesday)	Wednesday)
07:45 AM – 08:00 AM	Platform Log-in				
08:00 AM – 08:15 AM	Management of Learning				
08:15 AM – 10:00 AM	Unit of Competency 3 Utilize Electronic Media in Facilitating Training Health Break	Asynchronous Activity	Unit of Competency 4 Supervise Work-Based Learning	Continuation Development Workshop 3	Institutional Assessment Unit of Competency 4
10:00 AM – 10:15 AM			Health Break		
10:00 AM – 11:00 AM	Asynchronous Activity	Institutional Assessment Unit of Competency 3	Continuation Unit of Competency 4	Continuation Development Workshop 3	Institutional Assessment Unit of Competency 4
11:00 AM – 12:00 NN	Reading Assignment		Break		
12:00 NN – 01:00 PM	Unit of Competency 2				
01:00 PM – 02:00 PM	Asynchronous Activity	Asynchronous Activity	Development Workshop 3	Continuation Development Workshop 3	Institutional Assessment Unit of Competency 4
02:00 PM – 03:00 PM			Health Break		
03:00 PM – 03:15 PM			Continuation Development Workshop 3	Continuation Development Workshop 3	Institutional Assessment Unit of Competency 4
03:15 PM – 04:00 PM	Self-Practice Activity	Institutional Assessment Unit of Competency 3			
04:00 PM – 05:00 PM	Assigned TLD Specialist	Assigned TLD Specialist	Assigned TLD Specialist	Assigned TLD Specialist	Assigned TLD Specialist
Officer of the Day	Assigned TLD Specialist	Assigned TLD Specialist	Assigned TLD Specialist	Assigned TLD Specialist	Assigned TLD Specialist

Schedule	June 24 (Thursday)	June 25 (Friday)	June 26 (Saturday)	June 27 (Sunday)	June 28 (Monday)
07:45 AM – 08:00 AM			Platform Log-in		

Note: This training matrix will be used by all groups of participants and trainer simultaneously.

08:00 AM – 08:15 AM	Management of Learning				
08:15 AM – 10:00 AM	Unit of Competency 6 Maintain Training Facilities	Continuation Development Workshop 4	Asynchronous Activity	Asynchronous Activity	Unit of Competency 5 Conduct Competency Assessment
10:00 AM – 10:15 AM	Health Break				Health Break
10:15 AM – 11:00 AM	Continuation Unit of Competency 4	Continuation Development Workshop 4	Institutional Assessment Unit of Competency 6	Reading Assignment Unit of Competency 5	Skills Demonstration Conducting Assessment
11:00 AM – 12:00 NN					
12:00 NN – 01:00 PM	Break				
01:00 PM – 02:00 PM	Development Workshop 4	Continuation Development Workshop 4	Asynchronous Activity	Asynchronous Activity	Continuation Skills Demonstration
02:00 PM – 03:00 PM					Health Break
03:00 PM – 03:15 PM	Health Break		Institutional Assessment Unit of Competency 6	Reading Assignment Unit of Competency 5	Continuation Skills Demonstration
03:15 PM – 04:00 PM	Continuation Development Workshop 4	Continuation Development Workshop 4			
04:00 PM – 05:00 PM	Assigned TLD Specialist	Assigned TLD Specialist	Assigned TLD Specialist	Assigned TLD Specialist	Assigned TLD Specialist
Officer of the Day					

Schedule	June 29 (Tuesday)	June 30 (Wednesday)	July 1 (Thursday)	July 2 (Friday)	July 3 (Saturday)
07:45 AM – 08:00 AM	Platform Log-in				
08:00 AM – 08:15 AM	Management of Learning				

Note: This training matrix will be used by all groups of participants and trainer simultaneously.

08:15 AM – 10:00 AM	Continuation Skills Demonstration	Continuation Skills Demonstration	Continuation Skills Demonstration	Institutional Summative Assessment	Continuation Institutional Summative Assessment
10:00 AM – 10:15 AM	Health Break				
10:15 AM – 11:00 AM	Continuation Skills Demonstration	Continuation Skills Demonstration	Continuation Skills Demonstration	Continuation Institutional Summative Assessment	Continuation Institutional Summative Assessment
11:00 AM – 12:00 NN	Break				
12:00 NN – 01:00 PM					
01:00 PM – 02:00 PM	Continuation Skills Demonstration	Continuation Skills Demonstration	Continuation Skills Demonstration	Continuation Institutional Summative Assessment	Closing Program Phase 1
02:00 PM – 03:00 PM	Health Break				
03:00 PM – 03:15 P<	Continuation Skills Demonstration	Continuation Skills Demonstration	Continuation Skills Demonstration	Continuation Institutional Summative Assessment	
03:15 PM – 04:00 PM	Continuation Skills Demonstration	Continuation Skills Demonstration	Continuation Skills Demonstration	Continuation Institutional Summative Assessment	
04:00 PM – 05:00 PM	Continuation Skills Demonstration	Continuation Skills Demonstration	Continuation Skills Demonstration	Continuation Institutional Summative Assessment	
Officer of the Day	Assigned TLD Specialist	Assigned TLD Specialist	Assigned TLD Specialist	Assigned TLD Specialist	Assigned TLD Specialist

Note:

- All Saturdays and Sundays will be scheduled as independent learning activity for the participants.
- All Assessment method for written will posted in the Google Drive.
- Assessment method for practical will be through a video presentation as evidence of skills performance to be submitted to the trainer.

Online Training of Technical and Vocational Livelihood (TVL) Teachers on Trainer's Methodology (TM) Level 1

July 5 – July 17, 2021

Indicative Program of Activities (for all Groups)

PHASE II

Schedule	July 5 (Monday)	July 6 (Tuesday)	July 7 (Wednesday)	July 8 (Thursday)	July 9 (Friday)
07:45 AM – 08:00 AM	Platform Log-in				

Note: This training matrix will be used by all groups of participants and trainer simultaneously.

		Management of Learning			
08:00 AM – 08:15 AM	Opening Program				
08:15 AM – 09:00 AM	Demonstration Teaching Deliver and Conduct Competency Assessment	Continuation Demonstration Teaching	Continuation Demonstration Teaching	Continuation Demonstration Teaching	Continuation Demonstration Teaching
09:00 AM – 10:00 AM					
10:00 AM – 10:15 AM	Continuation Demonstration Teaching	Health Break			
10:15 AM – 11:00 AM		Continuation Demonstration Teaching	Continuation Demonstration Teaching	Continuation Demonstration Teaching	Continuation Demonstration Teaching
11:00 AM – 12:00 NN					
12:00 NN – 01:00 PM	Continuation Demonstration Teaching	Break			
01:00 PM – 02:00 PM		Continuation Demonstration Teaching	Continuation Demonstration Teaching	Continuation Demonstration Teaching	Portfolio Checking, Enhancement and Consolidation
02:00 PM – 03:00 PM					
03:00 PM – 03:15 PM	Continuation Demonstration Teaching	Health Break			
03:15 PM – 04:00 PM		Continuation Demonstration Teaching	Continuation Demonstration Teaching	Continuation Demonstration Teaching	Continuation Portfolio Checking
04:00 PM – 05:00 PM					
Officer of the Day	Assigned TLD Specialist	Assigned TLD Specialist	Assigned TLD Specialist	Assigned TLD Specialist	Assigned TLD Specialist

Schedule	July 10 (Saturday)	July 11 (Sunday)	July 12 (Monday)	July 13 (Tuesday)	July 14 (Wednesday)
07:45 AM – 08:00 AM	Platform Log-in				
08:00 AM – 08:15 AM	Management of Learning				
08:15 AM – 09:00 AM	Continuation Portfolio Checking	Asynchronous Activity	Continuation Portfolio Checking	Continuation Portfolio Checking	Continuation Portfolio Checking
09:00 AM – 10:00 AM			Health Break	Health Break	
10:00 AM – 10:15 AM			Continuation	Continuation	Continuation
10:00 AM – 11:00 AM	Continuation				

Note: This training matrix will be used by all groups of participants and trainer simultaneously.

	Portfolio Checking	Enhancement and Consolidation of Portfolio	Portfolio Checking	Portfolio Checking	Portfolio Checking
11:00 AM – 12:00 NN					
12:00 NN – 01:00 PM	Break				
01:00 PM – 02:00 PM	Continuation Portfolio Checking	Asynchronous Activity	Continuation Portfolio Checking	Continuation Portfolio Checking	Continuation Portfolio Checking
02:00 PM – 03:00 PM	Health Break		Health Break		
03:00 PM – 03:15 PM					
03:15 PM – 04:00 PM	Continuation Portfolio Checking	Enhancement and Consolidation of Portfolio	Continuation Portfolio Checking	Continuation Portfolio Checking	Continuation Portfolio Checking
04:00 PM – 05:00 PM					
Officer of the Day	Assigned TLD Specialist	Assigned TLD Specialist	Assigned TLD Specialist	Assigned TLD Specialist	Assigned TLD Specialist

Note: PHASE II

- All teacher participants are required to watch the demo teaching, to maximized the acquisition of knowledge and application of the activity to the real classroom situation.
- Trainers will group the participants (break out groupings) for the scheduled demonstration and portfolio checking.
- Trainers will conduct orientation on the expectations of the activity.
- Guide each teacher participant on the expected outcome of the portfolio and training delivery.

Schedule	July 15 (Thursday)	July 16 (Friday)	July 17 (Saturday)
07:45 AM – 08:00 AM	Platform Log-In		
08:00 AM – 08:15 AM	Management of Learning		
08:15 AM – 09:00 AM	Preparation for National Assessment	Preparation for National Assessment	Preparation for National Assessment
09:00 AM – 10:00 AM	Health Break		
10:00 AM – 10:15 AM	Preparation for National	Preparation for National	Preparation for National
10:00 AM – 11:00 AM			
11:00 AM – 12:00 NN			

Note: This training matrix will be used by all groups of participants and trainer simultaneously.

	Assessment	Assessment	Assessment
12:00 NN – 01:00 PM	Break		
01:00 PM – 02:00 PM	Preparation for National Assessment	Preparation for National Assessment	Preparation for National Assessment
02:00 PM – 03:00 PM	Assessment	Assessment	Assessment
03:00 PM – 03:15 PM	Health Break		
03:00 PM – 04:00 PM	Preparation for National Assessment	Preparation for National Assessment	Closing Program Phase II
04:00 PM – 05:00 PM	Assigned TLD Specialist	Assigned TLD Specialist	Assigned TLD Specialist
Officer of the Day	Assigned TLD Specialist	Assigned TLD Specialist	Assigned TLD Specialist

Note: This training matrix will be used by all groups of participants and trainer simultaneously.