



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



28 June 2022

Regional Memorandum

**TRAINING FOR SENIOR HIGH SCHOOL (SHS) TECHNICAL
AND VOCATIONAL LIVELIHOOD (TVL) TEACHERS ON
TRAINERS' METHODOLOGY (TM) LEVEL 1**

To Schools Division Superintendents

1. This Office through the Curriculum and Learning Management Division shall conduct the second batch of training on Trainers Methodology (TM) Level 1 for Senior High School Technical and Vocational Livelihood teachers. This hybrid training is scheduled on July 11, 2022 to August 12, 2022. The venue for the ten days face-to-face training shall be announced in a separate Memorandum.
2. The activity aims to capacitate the Senior High School Teachers in TVL with the necessary skills in Trainers Methodology. Furthermore, it is intended to enhance the knowledge, attitude, values, and skills (KAVS) of the learners in accordance with the prevailing standards in the Technical Vocational Education and Training (TVET).
3. Participants to this training are teachers with the following qualifications:
 - a. Senior High School TVL Teachers with permanent status in government;
 - b. holder of National Certificate (NC) II, III, or IV;
 - c. preferably below 55 years old;
 - d. have not availed or undergone any TM 1 training;
 - e. physically, mentally, and emotionally fit; and
 - f. committed to finish the TM 1 training program.
4. Below is the list of attachment for your reference to the said training program:
 - Enclosure 1 – List of Participants
 - Enclosure 2 – Training Matrix
 - Enclosure 3 – Terms of Reference
5. In compliance to IATF policies, all health protocol shall be put in place to prevent the spread of the Coronavirus/COVID-19. Participants must be fully vaccinated and are required to present their Vaccination Card upon entry of the venue.



6. Travel expenses of the participants relative to the conduct of this activity may be charged against downloaded funds subject to usual accounting and auditing rules and regulations. The Participants shall be entitled to service credits in accordance with DO 53, s. 2003 "Granting of Vacation Service Credits to Teachers".
7. For clarifications and queries, contact the Chief of the Curriculum and Learning Management Division (CLMD), **JOB S. ZAPE JR.**, or **VIRGILIO O. GUEVARRA, JR.**, Education Program Supervisor at (02) 8681-7249 local 420 / virgilio.guevarra@deped.gov.ph
8. Immediate dissemination of this Memorandum is desired.


FRANCIS CESAR B. BRINGAS
Regional Director 

cc: clmd /vog

Enclosure 1

PARTICIPANTS

| | NAME | DIVISION |
|-----|--------------------------------|-------------------|
| 1. | Job S. Zape, Jr. | CLMD |
| 2. | Virgilio O. Guevarra, Jr | CLMD |
| 3. | Marvelino M. Niem | CLMD |
| 4. | Eugene Ray Santos | CLMD |
| 5. | Dianne Catherine Teves-Antonio | CLMD |
| 6. | Allan Gilbert M. Jain | Cabuyao City |
| 7. | Alfren T. Hernandez | Quezon Province |
| 8. | Robin Ace M. Monterey | Lucena City |
| 9. | Bernardo Z. Espiritu | Laguna Province |
| 10. | Jonathan Seda Gamo | Batangas Province |
| 11 | Jinky G. Rendon | Calamba City |
| 12 | Dyrille A. Candelaria | Dasmarinas City |
| 13 | Hjalmar O. Pantaleon | Laguna Province |
| 14 | Emmard M. Hermosura | Laguna Province |
| 15 | Rommelie Laboa | Calamaba City |
| 16 | James Harbey R. Arbues | Cavite City |
| 17 | Anna Meccacla V. Ebada | Quezon Province |
| 18 | Christine Obejas | General Trias |
| 19 | Irene P. Barrameda | Binan City |
| 20 | Benzhon Anthony T. Reyes | Dasmarinas City |
| 21 | Liezel R. Umandap | Batangas Province |
| 22 | Aldwin Esguerra Lacsa | Lipa City |
| 23 | Menerva I. Bonza | Cabuyao City |
| 24 | Lean Dennis M. Roldan | Binan City |
| 25 | Melvin M. Manliclic | General Trias |
| 26 | Renzdolf M. Villanueva | Lucena City |
| 27 | Aihlien O. Mendoza | Bacoor City |
| 28 | Ruth R. Pinpin | Dasmarinas City |



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Enclosure 2

MATRIX for SHS-TVL TM 1 Training
 July 11, 2022 to August 12, 2022

| | 8:00-8:15 | 8:15-10:15 | 10:30-12:00 | 1:00-3:15 | 3:30-5:00 |
|--|------------------------------|---|-------------|---|---|
| FACE-TO-FACE (10 DAYS) (July 11, 2022 to July 20, 2022) | | | | | |
| July 11, 2022 | Settling-In and Registration | | | Opening Program - Opening Proper - House Rules - Setting of Expectations | Trainers' Orientation on Course Overview and Pre-Test |
| July 12, 2022 | MOL | Unit of Competency 1 – Plan Training Session | | | |
| July 13, 2022 | MOL | Development Workshop 1 | | | |
| July 14, 2022 | MOL | Unit of Competency 2 – Facilitate Learning Session | | | |
| July 15, 2022 | MOL | Development Workshop 2 | | | |
| July 16, 2022 | MOL | Unit of Competency 3 - Utilize Electronic Media in Facilitating Training - Demo Setting of Electronic Media in Facilitating Training | | | |
| July 17, 2022 | MOL | Unit of Competency 4 – Maintaining Training Facilities Development Workshop 4 | | | |
| July 18, 2022 | MOL | Unit of Competency 5 – Supervise Work-Based Assessment Development Workshop 5 | | | |
| July 19, 2022 | MOL | Unit of Competency 6 – Conduct Competency Assessment | | | |
| July 20, 2022 | MOL | Development Workshop 6 | | | |



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| ONLINE / ASYNCHRONOUS (13 DAYS) (July 21, 2022 to August 2, 2022) | | |
|--|-----|--|
| July 21, 2022 | MOL | Preparation of Individual Portfolios <ul style="list-style-type: none"> - Competency 1 – Training Session |
| July 22, 2022 | MOL | Preparation of Individual Portfolios <ul style="list-style-type: none"> - Competency 1 – Plan Training Session |
| July 23, 2022 | MOL | Preparation of Individual Portfolios <ul style="list-style-type: none"> - Competency 2 – Facilitate Learning Session |
| July 24, 2022 | MOL | Preparation of Individual Portfolios <ul style="list-style-type: none"> - Competency 2 – Facilitate Learning Session |
| July 25, 2022 | MOL | Preparation of Individual Portfolios <ul style="list-style-type: none"> - Competency 2 – Facilitate Learning Session |
| July 26, 2022 | MOL | Preparation of Individual Portfolios <ul style="list-style-type: none"> - Competency 4 – Maintain Training Facilities |
| July 27, 2022 | MOL | Preparation of Individual Portfolios <ul style="list-style-type: none"> - Competency 4 – Maintain Training Facilities |
| July 28, 2022 | MOL | Preparation of Individual Portfolios <ul style="list-style-type: none"> - Competency 4 – Maintain Training Facilities |
| July 29, 2022 | MOL | Preparation of Individual Portfolios <ul style="list-style-type: none"> - Competency 5 - Supervise Work-Based Assessment |
| July 30, 2022 | MOL | Preparation of Individual Portfolios <ul style="list-style-type: none"> - Competency 5 - Supervise Work-Based Assessment |
| July 31, 2022 | MOL | Preparation of Individual Portfolios <ul style="list-style-type: none"> - Competency 6 – Conduct Competency Assessment |
| Aug 1, 2022 | MOL | Preparation of Individual Portfolios <ul style="list-style-type: none"> - Competency 6 – Conduct Competency Assessment |
| Aug 2, 2022 | MOL | Preparation of Individual Portfolios <ul style="list-style-type: none"> - Competency 6 – Conduct Competency Assessment |

| FACE-TO-FACE (10 DAYS) (August 3, 2022 to August 12, 2022) | | | |
|--|-----|---|--|
| Aug 3, 2022 | MOL | Trainers Input Demo Teaching for COCs 1 and 2 | Checking, Enhancement and Consolidating of Portfolio |
| Aug 4, 2022 | MOL | Trainers Input Demo Teaching for COCs 1 and 2 | |
| Aug 5, 2022 | MOL | Participant Demo Teaching for COCs 1 and 2 | |
| Aug 6, 2022 | MOL | Participant Demo Teaching for COCs 1 and 2 | |
| Aug 7, 2022 | MOL | Participant Demo Teaching for COCs 1 and 2 | |
| Aug 8, 2022 | MOL | Participant Demo Teaching for COCs 1 and 2 | |
| Aug 9, 2022 | MOL | Participant Demo Teaching for COCs 1 and 2 | |
| Aug 10, 2022 | MOL | Participant Demo Teaching for COCs 1 and 2 | |
| Aug 11, 2022 | MOL | Post-Test and Preparation for National Assessment | |
| Aug 12, 2022 | MOL | Closing <ul style="list-style-type: none"> - Closing Program - Clearing House | |

Module Title Summary

- TVT232301 – Plan Training Sessions
- TVT232302 – Facilitate Learning Sessions
- TVT232303 - Supervise Work-based learning
- TVT232304 – Conduct Competency Assessment
- TVT232305 – Maintain Training Facilities
- TVT232306 - Utilize Electronic Media in Facilitating Training

Enclosure 3

Terms of Reference

The CLMD shall be responsible for the entire conduct of the activity from venue to the logistics needed:

The **Focal Persons** shall:

- craft the proposal, memorandum, and RBA;
- coordinate with the workshop venue management and prepare the contract for the event;
- coordinate with the Supplies Officer for the supplies needed;
- conduct meetings with the facilitator;
- lead the review and evaluation of the presentation to be used for the activity;
- oversee the conduct of the activity;
- provide workshop templates,
- lead the team for the conduct of debriefing sessions.

The **Regional Secretariat** shall:

- prepare the completion report;
- request preparation of contract and supplies;
- prepare the room listing;
- coordinate with the moderator regarding the materials needed for the workshop and the documents that needed to be accomplished daily;
- prepare the documents needed for liquidation;
- submit the needed requirements to respective functional divisions after the conduct of the activity.

The **Facilitator** shall:

- lead the MOL;
- lead the FGD;
- provide instructions and inputs during the workshop;
- facilitate the collection and presentation of outputs;
- give the synthesis;
- ensure maximum participation of the participants; and
- address all concerns of the day (i.e., health, food restrictions, accommodation, etc.).

The **Participants** shall:

- participate actively during the activity;
- produce the needed outputs/ deliverables relative to the objective of the activity;
- submit all the target outputs on time; and
- be responsible and accountable on the outputs to be submitted.