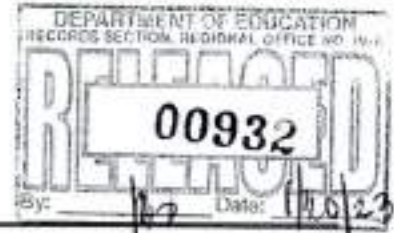




Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



17 January 2023

**Regional Memorandum**

No.13 s.2023

**WORKSHOP ON THE FINALIZATION OF TVL COURSES  
OFFERING TO ALIGN LOCAL DEVELOPMENT GOALS**

To **Regional Functional Division Chief  
Schools Division Superintendents**

1. In reference to DepEd Order No. 54 s. 2022 entitled "Guidelines on the Selection of Senior High School Technical-Vocational-Livelihood Specialization," this Office shall conduct the Workshop on the Finalization of Technical-Vocational-Livelihood Courses Offering to align Local Development Goals on February 21-24, 2023, in a venue to be announced in a separate Advisory.
2. The activity aims to achieve the following:
  - a. revisit the courses offering in Senior High School Technical-Vocational-Livelihood (SHS-TVL) track to check if it is aligned to the current and future demands of the industry; and,
  - b. develop a strategic plan of action (to be included in the Division Education Development Plan or DEDP) in realigning the courses offerings in SHS-TVL to the development goals of the immediate community.
3. Participants in this activity are selected Regional Office personnel, CID Chiefs, Education Program Supervisors of TVL, Select SHS Coordinators, and representatives of the education and economic sector of the Region.
4. Below are the list of attachments for your reference to the said activity.
  - Enclosure 1 – Number of participants
  - Enclosure 2 – Workshop Matrix
  - Enclosure 3 – Terms of Reference
5. Travel expenses of the participants relative to the conduct of this activity may be charged against local funds subject to usual government accounting and auditing rules and regulations.



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6. For clarification and queries, contact **VIRGILIO O. GUEVARRA, Jr.**, Education Program Supervisor at [virgilio.guevarra@deped.gov.ph](mailto:virgilio.guevarra@deped.gov.ph) or **VIERNALYN MATEO NAMA**, Chief, CLMD at (02) 8681-7249 loc 420.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director 

cc: clmd/vog

## Enclosure 1 – Number of participants

CO Personnel	1			
CLMD	7			
QAD	1			
PPRD	1			
SDO Nurse	1			
NEDA	1			
DOLE / Zone Administrator	2			
TESDA, CHED, DTI,	3			
LGU	5			
	CID Chief	EPS-TVL	SDO SHS Coordinator	SH Principal (Schools near Industrial Zones)
Antipolo City	1	1	-	-
Bacoor City	1	1	-	-
Batangas City	1	1	-	-
Biñan City	1	1	-	-
Cabuyao City	1	1	-	-
Calamba City	1	1	-	1
Cavite City	1	1	-	-
Dasmariñas City	1	1	-	-
Imus City	1	1	-	-
General Trias City	1	1	-	-
Lipa City	1	1	-	1
Lucena City	1	1	-	-
San Pablo City	1	1	-	-
San Pedro City	1	1	-	-
Santa Rosa City	1	1	-	-
Santo Tomas City	1	1	-	1
Tanauan City	1	1	-	-
Tayabas City	1	1	-	-
Cavite Province	1	1	1	1
Laguna Province	1	1	1	1
Batangas Province	1	1	1	2
Rizal Province	1	1	1	1
Quezon Province	1	1	1	1
<b>Total</b>	<b>23</b>	<b>23</b>	<b>5</b>	<b>9</b>
<b>Grand Total</b>			<b>82</b>	

## Enclosure 2 – Workshop Matrix

**WORKSHOP MATRIX**

February 21-24, 2023

<b>Day 1</b> Feb 21, 2023	<b>Day 2</b> Feb 22, 2023	<b>Day 3</b> Feb 23, 2023	<b>Day 4</b> Feb 24, 2023
Registration 7:00 – 8:00	Management of Learning 8:00 – 8:15	Management of Learning 8:00 – 8:15	Management of Learning 8:00 – 8:15
Opening Program 8:00 – 8:15	Presentation of:  1. Existing Industries, 2. Priority Sectors, and 3. Economic Development Plan.  <b>Provincial            Government of:</b>  <b>Batangas</b> (8:15 – 9:15)  <b>Rizal</b> (9:30-10:30)  <b>Quezon</b> (10:30 – 11:30)  <b>Open Forum</b> 11:30 – 12:00	DepEd Order No. 36 s. 2015 or the Implementing Rules and Regulations (IRR) of Republic Act No. 10618 (Rural Farm School)  <b>Central Office</b> 8:15-9:00	Continuation ...  Presentation and Critiquing of Output  <b>CLMD and PPRD</b> 8:15 - 10:30
ASEAN Mutual Recognition Agreement for Tourism Professionals <i>(Department of Tourism)</i> 8:15 – 10:00		Developing Skills of the Filipino People: TESDA's Mandate and PPAs  <b>TESDA, Regional Office</b> 9:00 – 10:00	Accreditation of SHS Offerings  <b>QAD</b> 10:45 - 11:15
Gearing Up Towards Matatag, Maginhawa at Pangatag na Buhay: NEDA's Economic Policies, Plan and Programs (National and Regional Plans)  <i>(National Economic and Development Authority)</i> 10:15 – 12:00		Feedback on the Readiness of SHS learners to Tertiary Education  <b>CHED</b> 10:00-11:00	Point-to-point CLMD's Present and Ways Forward  <b>Chief, CLMD</b> 11:15 – 12:00
		<b>Workshop No. 1</b>  Understanding the Needs of the School and the Community, and Aligning SHS- TVL Courses to Local Development Plans 11:00 – 12:00	
<b>Lunch Break (12:00 – 1:00)</b>			
Management of Learning 1:00 – 1:15	Management of Learning 1:00 – 1:15	Management of Learning 1:00 – 1:15	

<p>Presentation of:</p> <ol style="list-style-type: none"> <li>Existing Industries,</li> <li>Priority Sectors, and</li> <li>Economic Development Plan.</li> </ol> <p><b>Provincial Government of:</b></p> <p><b>Cavite</b> 1:15 – 2:15</p> <p><b>Laguna</b> 2:15 – 3:15</p>	<p>Employment Opportunities, Soft and Hard Skills of Industry Workers, and Strategic Direction of DOLE</p> <p><b>(Department of Labor and Employment)</b> 1:15 – 3:00</p>	<p><b>Workshop 2</b></p> <p>Preparation of Action Plan (Addressing Gaps, Alignment to Community Needs, and integration of Plans to DEDP) 1:00 – 3:30</p> <p>Presentation and Critiquing of Output</p> <p><b>ARD, CLMD Chief and PPRD Representative</b> 3:30-5:00</p>	<p>Closing Program</p> <p>1:15 to 2:00</p>
<p>DTI's Mandate and the Development and Promotion of Services for MSMEs</p> <p><b>DTI</b> 3:30 - 5:00</p>	<p>Republic Act No. 7916</p> <p>Creation, Operation, Administration, and Coordination of Special Economic Zones in The Philippines</p> <p><b>(Administrator, Special Economic Zones)</b> 3:15-5:00</p>		

Enclosure 3 – Terms of Reference

**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 facilitators;
- oversee the conduct of the activity;
- provide workshop templates,
- lead the team for the conduct of debriefing sessions.
- prepare the completion report;
- request preparation of contract and supplies;

The **Regional Secretariat** shall:

- 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.