



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



05 March 2024

Regional Memorandum
No. 155 s. 2024

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

To **Schools Division Superintendents**

1. In reference to DM-OUHROD-2024-0313 titled "Batch 3 Training on Trainers Methodology I (TM I) for SHS-TVL and JHS-SPTVE teachers," this Office through the Curriculum and Learning Management Division (CLMD) shall conduct a 33-day training and assessment of TM I on April 29 to June 1, 2024. Official list of participants and venue will to be announced in a separate Memorandum.
2. The training aims to equip SHS-TVL and JHS-SPTVE teachers with the necessary knowledge, attitudes, values, and skills in accordance with the prevailing standards in the technical-Vocational Education and Training (TVET) sector.
3. In nominating participants, Schools Division Offices (SDOs) must consider their needs and priorities. SHS-TVL and JHS-SPTVE teachers should have 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.



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
22 93 0085

5. Below is the list of attachments for your reference:
- Enclosure 1: Sample Workplace Application Plan (WAP) Template
 - Enclosure 2: Letter of Intent
 - Enclosure 3: Scholarship Contract
 - Enclosure 4: Actual Participants Profile Sheet
 - Enclosure 5: Terms of Reference
 - Enclosure 6: Training Matrix
 - Enclosure 7: Number of participants per SDO
6. Below are the required documents and corresponding deadline of submission:



Document	Responsible Personnel	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 SDO
Consolidated LOIs and Participants' (nominees) Profile Sheets per SDO	SDO HRTD (SEPS)	RO-CLMD for validation, screening, selection and endorsement to RO-HRDD	Enclosure 2 and Enclosure 4	11 March 2024
Consolidated LOIs (Region)	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	and	Enclosure 3	
Qualified Participants Profile Sheets	RO-HRDD	CLMD (Upload to the assigned folder via the link https://tinyurl.com/LOIandNotarizedContractTMI	Enclosure 4	

7. Qualified participants are required to bring their own laptops, chargers, and extension cords for the duration of the training.
8. Expenses relative to this activity such as board and lodging, training registration cost, assessment fees, training supplies and materials, and travel expenses shall be charged against RO-Downloaded funds. School MOOE / local funds and other available funds shall be used in case travelling expenses are not sufficient subject to the usual government accounting and auditing rules and regulations.
9. Moreover, teacher participants shall be entitled to Service Credits in accordance with DepEd Order No. 53, s. 2003 titled Updated Guidelines on Grant of 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. SDOs are expected to strongly support the participation of their teachers 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.

10. For clarification and queries, contact VIRGILIO O. GUEVARRA, JR., Education Program Supervisor at virgilio.guevarra@deped.gov.ph or **VIERNALYN M. NAMA**, Chief, CLMD at (02) 8681-7249 loc 420.

11. Immediate and widest dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director 



cc: 02/ROC5



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).

Expected Performance Improvement			
Competencies for Development	Key Result Area(s)	Expected Improvement in Performance Indicator	Means of Verification

Type of Intervention				
<input type="checkbox"/>	Committee Work	<input type="checkbox"/>	Job Shadowing	<input type="checkbox"/> Informal JEL Activities (Please specify) <input type="checkbox"/> Others (Please specify)
<input type="checkbox"/>	Job Expansion	<input type="checkbox"/>	Special Project	
<input type="checkbox"/>	Job Rotation	<input type="checkbox"/>	Stretch Assignments	
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 <i>(What learner be able to do by the end of an activity/ learning session)</i>	Activities <i>(Activities that learner will engage in to meet each learning objective)</i>	Timeline <i>(Start-end of each activity)</i>	Learning Facilitator <i>(Immediate Supervisor or peer assigned to guide learner)</i>	Support/ Resources <i>(Office order, information, etc. needed)</i>

Prepared by (name and position):	Learner's Signature	Date

Reviewed by (name and position):	Signature	Date

Approved 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)

REPUBLIC OF THE PHILIPPINES)

CITY OF) 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

National Educators Academy of the Philippines

Actual Participants Profile Sheet

Program Owner:															
Conducted:		(Indicate implementation date and venue)													
Program Title:		TRAINERS METHODOLOGY (TM) LEVEL 1 FOR SENIOR HIGH SCHOOL TECHNICAL- VOCATIONAL LIVELIHOOD (SHS-TVL) TEACHERS AND JUNIOR HIGH SCHOOL SPECIAL PROGRAM FOR TECHNICAL-V													
n	Division	School Name	School ID	Name	Position Level (Teacher I – III, Master Teacher I – IV, Principal I – IV, etc.)	Grade Level Taught	Specialization (College and Graduate Studies)	NC Level	Actual subject/s taught	Years in the current position	Sex	Age	Civil Status	Religion	Are you Person w. Disability (YES/NO) If yes, please specify

: Use separate sheet for SHS and JHS Profile Sheet

Terms of Reference

Office/Focal	Terms of Reference
SDO-TVL EPS/Focal	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Consolidates LOI and participant's profile sheet/s • Submits/endorsees SDO nominees to RO CLMD
SDO-TVL EPS/Focal & SDO-HRTD SEPS	<ul style="list-style-type: none"> • Monitor participants' learning progress • Ensure submission and implementation of WAP • Submit Progress Report to RO-CLMD
RO-CLMD	<ul style="list-style-type: none"> • Validate, screen, and select qualified participants to TM1 • Submit to RO-HRDD the final list of participants, LOI and profiles
RO-HRDD	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Approve nominees from the ROs • Create a database of all qualified participants.

	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Monitor participants' learning progress • Provide NEAP report on the learning progress and pre and pos assessment

Training Matrix on Trainers Methodology Level I for
SSH-TVL and JHS-SPTVE Teachers
April 29, 2024 to June 1, 2024

	7:30-8:00	8:00 – 10:15	10:30-12:00	1:00-3:15	3:30-5:00
Virtual Opening and Pre-Test (April 22, 2024, 1:30pm)					
Face-To-Face (10 days) April 29, 2024 to May 8, 2024					
April 29	Registration	Unit of Competency 1 – Plan Training Session			
April 30	MOL	Development Workshop 1			
May 1	MOL	Unit of Competency 2 – Facilitate Learning Session			
May 2	MOL	Development Workshop 2			
May 3	MOL	Unit of Competency 3 - Utilize Electronic Media in Facilitating Training - Demo Setting of Electronic Media in Facilitating Training			
May 4	MOL	Unit of Competency 4 – Maintaining Training Facilities Development Workshop 4			
May 5	MOL	Unit of Competency 5 – Supervise Work-Based Assessment			
May 6	MOL	Development Workshop 5			
May 7	MOL	Unit of Competency 6 – Conduct Competency Assessment			
May 8	MOL	Development Workshop 6			
Online / Asynchronous (13 days) May 9, 2024 to May 21, 2024					
May 9	MOL	Preparation of Individual Portfolio Competency 1 – Planning training session			
May 10	MOL	Preparation of Individual Portfolio Competency 1 – Planning training session			
May 11	MOL	Preparation of Individual Portfolio Competency 2 – Facilitating learning sessions			
May 12	MOL	Preparation of Individual Portfolio Competency 2 – Facilitating learning sessions			
May 13	MOL	Preparation of Individual Portfolio Competency 3 – Supervising work-based learning			
May 14	MOL	Preparation of Individual Portfolio Competency 3 – Supervising work-based learning			
May 15	MOL	Preparation of Individual Portfolio Competency 4 – Conducting competency assessment			
May 16	MOL	Preparation of Individual Portfolio Competency 4 – Conducting competency assessment			
May 17	MOL	Preparation of Individual Portfolio Competency 4 – Conducting competency assessment			
May 18	MOL	Preparation of Individual Portfolio Competency 5 – Maintaining training facilities			
May 19	MOL	Preparation of Individual Portfolio Competency 5 – Maintaining training facilities			
May 20	MOL	Preparation of Individual Portfolio Competency 5 – Maintaining training facilities			
May 21	MOL	Preparation of Individual Portfolio Competency 5 – Maintaining training facilities			
Face-To-Face (10 days) May 22, 2024 to May 31, 2024					
May 22	MOL	Trainers Input Demo Teaching for COC 1 and 2			
May 23	MOL	Trainers Input Demo Teaching for COC 1 and 2			
May 24	MOL	Trainers Input Demo Teaching for COC 1 and 2			

May 25	MOL	Trainers Input Demo Teaching for COC 1 and 2
May 26	MOL	Trainers Input Demo Teaching for COC 1 and 2 and Post-Test
May 27	TESDA National Assessment (Batch 1 – 20 participants)	
May 28	TESDA National Assessment (Batch 2 – 20 participants)	
May 29	TESDA National Assessment (Batch 3 – 20 participants)	
May 30	TESDA National Assessment (Batch 4 – 15 participants)	
May 31	Graduation	
June 1	Preparation of Report and Clearing House	

Module Title:

- 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.

Number of Participants per SDO

SDO	SHS-TVL	SPTVE
Antipolo City	1	
Batangas City	3	
Binan City	3	
Cabuyao City	3	
Calamba City		3
Cavite City	2	
Dasmarinas City	2	
Gen. Trias City	4	
Lipa City	1	
Imus City	1	
Lucena City	2	
San Pablo City	2	
San Pedro City		2
Sta. Rosa City	1	
Tayabas City	3	
Laguna Province	4	
Rizal Province	5	
Cavite Province	4	7
Batangas Province	5	7
Quezon Province	4	6
Total	50	25