



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



CLMD-RM-2024-453

25 June 2024

**Regional Memorandum**  
No. 453 s. 2024

**TRAINING ON TRAINERS METHODOLOGY LEVEL I (TM I)  
FOR SHS-TVL TEACHERS**

To **Schools Division Superintendents**

1. In reference to DM-OUHROD-2024-01146 titled "Training on Trainers Methodology I for SHS-TVL teachers," this Office through the Curriculum and Learning Management Division (CLMD) shall conduct a 33-day training and assessment of TM I on October 14, to December 13, 2024. Official list of participants and venue will be announced in a separate Memorandum.
2. The training aims to equip SHS-TVL teachers with the necessary knowledge, attitudes, values, and skills in accordance with the prevailing standards in the Technical-Vocational Education and Training (TVET) sector. It encompasses competencies required of a technical-vocational trainer to perform the tasks based on TESDA's Training Regulation in the following areas:
  - 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.
3. In nominating participants, Schools Division Offices (SDOs) must consider their needs and priorities. **Permanent** SHS-TVL teachers should have the following qualifications:
  - Holders of National Certificate (NC) II or III with validity at least until 2025;
  - **Have not availed or undergone any TM I training;** and
  - Physically, mentally, and emotionally fit to undergo the 33-day training and assessment.



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

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 RO-HRDD and CLMD.
5. Below is the list of attachments for your reference:
- a. Enclosure 1: Sample Workplace Application Plan (WAP) Template
  - b. Enclosure 2: Letter of Intent
  - c. Enclosure 3: Scholarship Contract
  - d. Enclosure 4: Actual Participants Profile Sheet
  - e. Enclosure 5: Terms of Reference
  - f. Enclosure 6: Training Matrix
  - g. 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 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 with <u>ULI filtered by TESDA</u> | SDO HRTD (SEPS)            | RO-CLMD for validation, screening, selection and endorsement to RO-HRDD   | Enclosure 2 and Enclosure 4 | 13 July 2024            |
| Consolidated LOIs (Region)  | RO-HRDD                    | Scan copy to be upload to CO link   | Enclosure 2                 | 20 July 2024            |
| Copies of Notarized Contracts of qualified participants   | RO-HRDD                    | <a href="https://bit.ly/3R14dyH">https://bit.ly/3R14dyH</a><br><br>and  | Enclosure 3                 |                         |
| Qualified Participants Profile Sheets   | RO-HRDD                    | Scan copy to be uploaded submitted via email:<br><br><a href="mailto:virgilio.guevarra@deped.gov.ph">virgilio.guevarra@deped.gov.ph</a><br><br>and<br><br>Signed and Notarized Hard Copy shall be submitted to CLMD Office on or before <b>July 20, 2024.</b> | Enclosure 4                 |                         |



7. Qualified participants are required to bring their own laptops, chargers, and extension cords, and medicine 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 CO-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. Consequently, adherence to the **No Disruption of Classes Policy must be observed**, as stated in DepEd Order No. 9, s. 2005 titled "Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith.
10. 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 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



(Enclosure No. 8 to DepEd Memorandum No. \_\_\_\_\_ s. 2023)



Republic of the Philippines  
**Department of Education**

Teacher Education Council Secretariat

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   |                     |   |                         |  |
|--|---------------------|---|-------------------------|--|
| Committee Work   | Job Shadowing       | Informal JEL Activities<br>(Please specify) | Others (Please specify) |  |
| Job Expansion  | Special Project     |   |                         |  |
| Job Rotation   | Stretch Assignments | WAP Implementation                          |                         |  |
| 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<br><i>(What learner be able to do by the end of an activity/learning session)</i>                        | Activities<br><i>(Activities that learner will engage in to meet each learning objective)</i> | Timeline<br><i>(Start-end of each activity)</i> | Learning Facilitator<br><i>(Immediate Supervisor or peer assigned to guide learner)</i> | Support/Resources<br><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>

**TRAINING OF SENIOR HIGH SCHOOL TECHNICAL- VOCATIONAL LIVELIHOOD (SHS-  
TVL) FOR TRAINERS METHODOLOGY 1**

**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 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 Teacher Education Council Secretariat (TECS) 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 Teacher Education Council Secretariat 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)*

\_\_\_\_\_  
**WILFREDO E. CABRAL**  
 Regional Director  
 Officer-in-Charge, Office of the  
 Undersecretary  
 Human Resource and Organizational  
 Development

Witness:

\_\_\_\_\_  
**RUNVI V. MANGUERRA, PhD**  
 Executive Director II,  
 TEC Secretariat

\_\_\_\_\_  
 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* : \_\_\_\_\_

(Enclosure No. 15 to DepEd Memorandum No. \_\_\_\_\_ s. 2023)



Republic of the Philippines  
**Department of Education**

Teacher Education Council Secretariat

Enclosure 4

**Actual Participants Profile Sheet**

| PD Program Owner:      |          |             |           |      |   |                    |   |                         |                               |     |     |              |          |  |   |                                 |                     |
|------------------------|----------|-------------|-----------|------|---|--------------------|---|-------------------------|-------------------------------|-----|-----|--------------|----------|--|---|---------------------------------|---------------------|
| Date Conducted:        |          |             |           |      |   |                    |   |                         |                               |     |     |              |          |  |   |                                 |                     |
| Program/ Course Title: |          |             |           |      |   |                    |   |                         |                               |     |     |              |          |  |   |                                 |                     |
| Region                 | 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) | Actual subject/s taught | Years in the current position | Sex | Age | Civil Status | Religion | Are you a Person with Disability? (YES/NO) | Are you a member of an Indigenous Group? (YES/NO) | Are you a solo parent? (YES/NO) | DepEd Email Address |
|                        |          |             |           |      |   |                    |   |                         |                               |     |     |              |          | If yes, please specify:                    | If yes, please specify:                           |                                 |                     |

**Enclosure 5**

**Terms of Reference**

| <b>Office/Focal</b>       | <b>Terms of Reference</b>  |
|---------------------------|--|
| <b>TECS-CO</b>            | <ul style="list-style-type: none"> <li>• Approve nominees from the ROs</li> <li>• Create a database of all qualified participants.</li> <li>• Consolidate Participants' Profile Sheet, LOI, and Contracts</li> <li>• Hold coordination meeting with TESDA, CO, RO, SDO focals, NEAP and BLD-TLD</li> <li>• Monitor and evaluate program implementation</li> <li>• Coordinate and facilitate the documentation and processes for the release of the fund</li> </ul>   |
| <b>TESDA - NTTA</b>       | <ul style="list-style-type: none"> <li>• Prepare Training design, syllabus and modules for the conduct of the TM1 Training for SHS TVL teachers</li> <li>• Closely collaborate and coordinate with the Regional TESDA Accredited Training and Assessment Centers for the smooth conduct of the training</li> <li>• Ensure that the TM 1 Training for SHS TVL teachers is a NEAP recognized and CPD accredited</li> </ul>   |
| <b>BLD-TLD &amp; NEAP</b> | <ul style="list-style-type: none"> <li>• Monitor participants' learning progress</li> <li>• Provide TECS report on the learning progress and pre and pos assessment</li> </ul>   |
| <b>RO-HRDD</b>            | <ul style="list-style-type: none"> <li>• Plan and manage the budgetary expenditures for the conduct of TM1</li> <li>• Assess and monitor participants' learning progress in collaboration with CLMD</li> <li>• Conduct program implementation review (monitoring and evaluation) of teacher recipient of the TM1 Training for the provision of relevant learning and development intervention in collaboration with CLMD</li> <li>• Process participants' contracts and submit to TECS, together with the LOI and Participants' Profile Sheets</li> <li>• Endorse to TECS approved nominees</li> </ul> |
| <b>RO-CLMD</b>            | <ul style="list-style-type: none"> <li>• Assess and monitor participants' learning progress in collaboration with HRDD</li> <li>• Ensure the submission of WAP</li> <li>• Conduct program implementation review (monitoring and evaluation) of teacher</li> </ul>  |



|  |  |
|--|--|
|  | <p>recipient of the TM1 Training for the provision of relevant learning and development intervention in collaboration with HRDD</p> <ul style="list-style-type: none"> <li>• Validate, screen, and select qualified participants to TM1</li> <li>• Submit to RO-HRDD the final list of participants, LOI and profiles</li> </ul> |
| <b>SDO-HRTD SEPS</b>                                 | <ul style="list-style-type: none"> <li>• Consolidates LOI and participant's profiles</li> <li>• Submits/endorsees SDO nominees to RO CLMD</li> </ul>   |
| <b>SDO-TVL EPS/Focal</b>                             | <ul style="list-style-type: none"> <li>• Determines priorities and needs in the selection of nominees</li> <li>• Determines SHS-TVL teacher-nominees for TM1 based on the qualifications indicated in the memo</li> <li>• Submits nominees to HRTD-SEPS requirement consolidation</li> </ul>                                     |
| <b>SDO-TVL EPS/Focal<br/>&amp;<br/>SDO-HRTD SEPS</b> | <ul style="list-style-type: none"> <li>• Monitor participants' learning progress</li> <li>• Ensure submission and implementation of WAP</li> <li>• Submit Progress Report to RO-CLMD</li> </ul>  |

## Enclosure 6

Training Matrix on Trainers Methodology Level I  
For SSH-TVL Teachers  
October 15, 2024 to December 13, 2024

|   | 7:30-8:00    | 8:00 – 10:15   | 10:30-12:00 | 1:00-3:15 | 3:30-5:00 |
|---|--------------|--|-------------|-----------|-----------|
| <b>Virtual Orientation and Checking of Requirements (August 27, 2024)</b> |              |  |             |           |           |
| <b>Face-To-Face (5 days) October 15 to 19, 2024</b>                       |              |  |             |           |           |
| October 15  | Registration | Unit of Competency 1 – Plan Training Session   |             |           |           |
| October 16  | MOL          | Development Workshop 1   |             |           |           |
| October 17  | MOL          | Unit of Competency 2 – Facilitate Learning Session   |             |           |           |
| October 18  | MOL          | Development Workshop 2   |             |           |           |
| October 19  | MOL          | Unit of Competency 3<br>- Utilize Electronic Media in Facilitating Training<br>- Demo Setting of Electronic Media in Facilitating Training |             |           |           |
| <b>Online / Asynchronous (18 days) October 21, 2024 to Nov 29, 2024</b>   |              |  |             |           |           |
| October 21  | MOL          | Unit of Competency 4 – Maintaining Training Facilities<br>Development Workshop 4   |             |           |           |
| October 22  | MOL          | Unit of Competency 5 – Supervise Work-Based Assessment   |             |           |           |
| October 23  | MOL          | Development Workshop 5   |             |           |           |
| October 24  | MOL          | Unit of Competency 6 – Conduct Competency Assessment   |             |           |           |
| October 25  | MOL          | Development Workshop 6   |             |           |           |
| October 28  | MOL          | Preparation of Individual Portfolio<br>Competency 1 – Planning training session  |             |           |           |
| October 29  | MOL          | Preparation of Individual Portfolio<br>Competency 1 – Planning training session  |             |           |           |
| October 30  | MOL          | Preparation of Individual Portfolio<br>Competency 2 – Facilitating learning sessions   |             |           |           |
| November 18   | MOL          | Preparation of Individual Portfolio<br>Competency 2 – Facilitating learning sessions   |             |           |           |
| November 19   | MOL          | Preparation of Individual Portfolio<br>Competency 3 – Supervising work-based learning  |             |           |           |
| November 20   | MOL          | Preparation of Individual Portfolio<br>Competency 3 – Supervising work-based learning  |             |           |           |
| November 21   | MOL          | Preparation of Individual Portfolio<br>Competency 4 – Conducting competency assessment   |             |           |           |
| November 22   | MOL          | Preparation of Individual Portfolio<br>Competency 4 – Conducting competency assessment   |             |           |           |
| November 25   | MOL          | Preparation of Individual Portfolio<br>Competency 4 – Conducting competency assessment   |             |           |           |
| November 26   | MOL          | Preparation of Individual Portfolio<br>Competency 5 – Maintaining training facilities  |             |           |           |
| November 27   | MOL          | Preparation of Individual Portfolio<br>Competency 5 – Maintaining training facilities  |             |           |           |
| November 28   | MOL          | Preparation of Individual Portfolio<br>Competency 5 – Maintaining training facilities  |             |           |           |
| November 29   | MOL          | Preparation of Individual Portfolio<br>Competency 5 – Maintaining training facilities  |             |           |           |
| <b>Face-To-Face (10 days) Dec 4, 2024 to Dec 13, 2024</b>                 |              |  |             |           |           |
| Dec 4   | MOL          | Trainers Input on Demo Teaching for COC 1 and 2  |             |           |           |
| Dec 5   | MOL          | Trainers Input on Demo Teaching for COC 1 and 2  |             |           |           |

|        |  |   |
|--------|--|---|
| Dec 6  | MOL  | Trainers Input on Demo Teaching for COC 1 and 2 |
| Dec 7  | MOL  | Trainers Input on Demo Teaching for COC 1 and 2 |
| Dec 8  | <b>TESDA National Assessment (Batch 1 - 20 participants)</b> |   |
| Dec 9  | <b>TESDA National Assessment (Batch 2 - 20 participants)</b> |   |
| Dec 10 | <b>TESDA National Assessment (Batch 3 - 20 participants)</b> |   |
| Dec 11 | <b>TESDA National Assessment (Batch 4 - 20 participants)</b> |   |
| Dec 12 | <b>TESDA National Assessment (Batch 5 - 3 participants)</b>  |   |
| Dec 13 | <b>Graduation</b>  |   |



## Enclosure 7

## Number of Participants per SDO

| <b>SDO</b>        | <b>SHS-TVL</b> |
|-------------------|----------------|
| Antipolo City     | 2              |
| Bacoor City       | 2              |
| Batangas City     | 2              |
| Binan City        | 3              |
| Calamba City      | 6              |
| Cavite City       | 3              |
| Dasmariñas City   | 6              |
| Gen. Trias City   | 1              |
| Lipa City         | 1              |
| Imus City         | 3              |
| Lucena City       | 3              |
| San Pablo City    | 3              |
| San Pedro City    | 3              |
| Sta. Rosa City    | 3              |
| Tayabas City      | 3              |
| Tanauan           | 1              |
| Laguna Province   | 6              |
| Rizal Province    | 6              |
| Cavite Province   | 6              |
| Batangas Province | 14             |
| Quezon Province   | 6              |
| <b>Total</b>      | <b>83</b>      |



Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY  
 HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**  
**DM-OUHROD-2024-146**

**FOR : ATTY. REVSEE A. ESCOBEDO**  
*Undersecretary for Operations*

Regional Directors  
 Schools Division Superintendents  
 Regional CLMD and HRDD Chiefs  
 SDO TVL-EPS and HRTD-SEPS  
 All Others Concerned

**FROM : WILFREDO E. CABRAL**  
*Regional Director*  
*Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development*

**SUBJECT : TRAINING ON TRAINERS METHODOLOGY LEVEL I FOR SHS-TVL TEACHERS**

**DATE : 14 June 2024**

1. The Teacher Education Council Secretariat (TECS), in collaboration with the National TVET Trainers Academy (NTTA), National Educators Academy of the Philippines (NEAP), and the Bureau of Learning Delivery – Teaching and Learning Division (BLD-TLD) will conduct the **Training on Trainers Methodology (TM) Level I for Senior High School Technical-Vocational-Livelihood (SHS-TVL) Teachers** from August to December 2024. The training will be held in selected TESDA accredited training and assessment centers nationwide.
2. The training aims to equip SHS-TVL teachers with the necessary knowledge, values, attitude, and skills in accordance with the prevailing standards in the TVET sector. It encompasses competencies required of a technical-vocational trainer to perform the tasks based on TESDA's Training Regulation in the following areas:
  - 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.



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|                |           |      |        |
|----------------|-----------|------|--------|
| Doc. Ref. Code | DM-OUHROD | Rev  | 00     |
| Effectivity    | 03 23 23  | Page | 1 of 3 |



3. The Regional Offices (ROs) are requested to nominate **permanent SHS-TVL teachers** as training participants with the following qualifications:

- Holders of National Certificate II or III (valid until 2025 at least);
- Have not availed or undergone any TM I training (whether under TESDA or DepEd); and
- Physically, mentally, and emotionally fit to undergo the 33-day training.

4. Upon completion of the training, participants are expected to do the following:

- Finish and implement their work action plan;
- Take and pass the National Assessment; and
- Implement a *Workplace Application Plan (Enclosure 1)* in TVL.

5. The table below shows the proposed number of participants per region.

| Region       | Allotted No. of Participants |
|--------------|------------------------------|
| I            | 55                           |
| II           | 45                           |
| III          | 70                           |
| IV-A         | 83                           |
| IV-B         | 35                           |
| V            | 70                           |
| VI           | 75                           |
| VII          | 83                           |
| VIII         | 33                           |
| IX           | 83                           |
| X            | 55                           |
| XI           | 78                           |
| XII          | 35                           |
| XIII         | 55                           |
| NCR          | 45                           |
| CAR          | 17                           |
| <b>Total</b> | <b>917</b>                   |

6. Each nominated participant must submit a *Letter of Intent (Enclosure 2)* and *Contract with DepEd (Enclosure 3)*, and *Participant Profile Sheet* (ULI filtered by TESDA) (*Enclosure 4*), which shall be submitted/uploaded by the concerned RO to the folder which can be accessed through the link <https://bit.ly/3Rl4dyH>. The deadline of submission of the said requirements is **28 June 2024**.

7. The qualified participants are advised to bring their own laptops, chargers, and extension cords for the whole duration of the training.

8. Expenses relative to this activity such as board and lodging, travel expenses, training cost registration, assessment fee, training supplies and materials, as well as other training expenses of the training management team and resource persons shall be charged against RO downloaded funds, subject to existing budgeting, accounting, auditing, and procurement laws, rules, and regulations.



9. Moreover, participants shall be entitled to service credits in accordance with DepEd Order 53, s. 2003 titled *Updated Guidelines on Grant of Vacation Service Credits to Teachers*. Likewise, non-teaching staff may also avail themselves of the same, on account of their direct involvement in the training. ROs and Schools Division Offices are expected to strongly support the participation of their teacher representatives in this activity. Consequently, adherence to the **No Disruption of Classes Policy** must be observed, as stated in DepEd Order 9, s. 2005 titled *Insulating Measures to Increase Engaged Time on Task and Ensuring Compliance Therewith*.
10. The roles and responsibilities of all concerned offices/units/focal persons are specified in the *Terms of Reference (Enclosure 5)*. An online coordination meeting with all Regional TVL focal persons, TECS focal in-charge of the activity, BLD-TLD focal for TVL, and NEAP focal for scholarships will also be held.
11. Should you have questions and concerns, please coordinate with **Dr. Donnabel Bihasa**, TECS Senior Education Program Specialist, through email [tecs@deped.gov.ph](mailto:tecs@deped.gov.ph) or landline (02) 8638-5172.
12. For immediate dissemination and appropriate action.

**Enclosures:**

- Enclosure 1 - Workplace Application Plan
- Enclosure 2 - Letter of Intent
- Enclosure 3 - Contract with DepEd
- Enclosure 4 - Participant Profile Sheet (ULI filtered by TESDA)
- Enclosure 5 - Terms of Reference

TECS/Bihasa



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