



Republic of the Philippines
Department of Education
 Region XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID – 2024 – 0415

To : Asst. Schools Division Superintendent
 Chiefs of Curriculum Implementation Division and
 Schools Governance and Operations Division
 Concerned Public Secondary School Heads
 All Others Concerned

Subject : **CONDUCT OF BATCH 3 TRAINING AND ASSESSMENT ON
 TRAINERS METHODOLOGY LEVEL 1 (TM1) FOR SHS-TVL AND
 JHS-SPTVE TEACHERS**

Date : August 7, 2024

In relation to Regional Memorandum No. CLMD-2024-442, the National Educators Academy of the Philippines (NEAP) in collaboration with the Bureau of Learning Delivery-Teaching and Learning Division (BLD-TLD), through the Curriculum and Learning Management Division (CLMD) and Human Resource Development Division (HRDD), will conduct a **Hybrid Training for Senior High School - Technical Vocational Livelihood (SHS-TVL) and Junior High School Technical Vocational Education (JHS-TVE) teachers on Trainer's Methodology 1 (TM1) on August 12, 2024 to September 13, 2024 at the Ritz Hotel at Garden Oases, F. Porras St., Bo. Obrero St. Davao City.** This training encompasses competencies required of a Technical- Vocational Trainer to perform the tasks in the areas of session planning, instructional delivery / facilitation, competency assessment, and maintenance of training resources/facilities.

The Hybrid TMI Training is slated on the following dates:

- August 12 - 21, 2024** (10 days face-to-face content input) participants are expected to be at the venue on August 11, 2024 pm with dinner as the first meal and pm snack on August 21 as the last meal to be served.
- August 22 - September 3, 2024** (13 days synchronous/asynchronous for preparation of individual portfolio).
- September 4-13, 2024** (10 days face to face content input and demonstration/return demonstration, and checking/enhancement/ consolidation of portfolio, preparation for assessment; and TM1 National Assessment) participants should be at the venue on September 3, 2024 pm with dinner as the first meal, and with pm snack on September 13, 2024 as the last meal to be served.

The activity aims to:

- enhance the knowledge, skills, positive attitude and work values of the teacher in accordance with the prevailing standards in the Technical and Vocational Education and Training (TVET) sector;
- support more teachers to acquire at least TMI Certificate;
- prepare teachers to become Accredited National Competency Assessors.



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The participating teachers with corresponding specialization are hereby listed to wit:

| Participant | School | Specialization |
|---------------------------|-------------------|-------------------|
| 1. Glenn A. Patriarca | Little Panany NHS | AP (Poultry) NCII |
| 2. Rogie Jr. A. Vergara | Panabo City NHS | Dressmaking NCII |
| 3. Teodoro, Jr. C. Ayuban | Panabo City NHS | DOMRAC NC II |

Participants are required to bring the following:

- Laptop;
- Extension Cord;
- Not expired National Certificate (NC);
- Letter of Intent;
- Notarized MOA; and
- Approved Authority to Travel

In observance of and compliance to DepEd Order No. 09, s. 2024 entitled Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025, the concerned schools, through school heads, shall ensure that a substitute teacher will take over the classes in the absence of their respective teaching personnel who will participate in this event.

The participants of this activity shall be granted with Service Credit or Compensatory Overtime Credit (COC), whichever applies, for services rendered on weekends/holidays as per DepEd Order No. 53, s. 2003 and CSC-DBM Joint Circular No. 02, s. 2004, respectively.

Board and lodging, supplies and materials, registration/training cost, and assessment fee of the participants shall be charged to the downloaded BLD-TLD Funds, all subject to the usual government accounting and auditing rules and regulations.

For immediate dissemination and compliance.


JINKY B. FIRMAN PhD, CESO VI
OIC, Schools Division Superintendent

Enclosed: As stated.
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RELEASED

AUG 08 2024

RECORDS SECTION SDO PANABO CITY
BY 



Republic of the Philippines
Department of Education
DAVAO REGION

REGIONAL MEMORANDUM

CLMD – 2024-442

To : Schools Division Superintendents

Subject: CONDUCT OF BATCH 3 TRAINING AND ASSESSMENT ON TRAINERS
METHODOLOGY LEVEL 1 (TM1) FOR SHS -TVL AND
JHS-SPTVE TEACHERS

Date : July 31, 2022

The Bureau of Learning Delivery-Teaching and Learning Division (BLD-TLD), through the Curriculum and Learning Management Division (CLMD) and Human Resource Development Division (HRDD), will conduct a Hybrid Training for Senior High School – Technical Vocational Livelihood (SHS-TVL) and Junior High School Technical Vocational Education (JHS-TVE) teachers on Trainer's Methodology 1 (TM1) on August 12, 2024 to September 13, 2024 in a venue to be determined later. This training encompasses competencies required of a Technical- Vocational Trainer to perform the tasks in the areas of session planning, instructional delivery/facilitation, competency assessment, and maintenance of training resources/facilities.

The Hybrid TM1 Training is slated on the following dates:

- a. August 12 - 21, 2024 (10 days face-to-face content input) participants are expected to be at the venue on Aug. 11, 2024 pm with dinner as the first meal and pm snack on August 21 as the last meal to be served.
- b. August 22 - September 3, 2024 (13 days synchronous/asynchronous for preparation of individual portfolio).
- c. September 4-13, 2024 (10 days face to face content input and demonstration/return demonstration, and checking/enhancement/ consolidation of portfolio, preparation for assessment; and TM1 National Assessment) participants should be at the venue on September 3, 2024 pm with dinner as the first meal, and with pm snack on September 13, 2024 as the last meal to be served.

The activity aims to:

- a. Enhance the knowledge, skills, positive attitude and work values of the teacher in accordance with the prevailing standards in the Technical and Vocational Education and Training (TVET) sector;
- b. support more teachers to acquire at least TM1 Certificate;
- c. prepare teachers to become Accredited National Competency Assessors.

The participants in this training are the Division-recommended teachers who have met the criteria set forth in the memorandum DM-OUHROD-2024-0313. The list is found in the annex.



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Participants are required to bring the following:

- a. Laptop;
- b. Extension cord;
- c. Not expired National Certificate (NC);
- d. Letter of intent;
- e. Notarized MOA; and
- f. Approved Authority to Travel

Board and lodging, supplies and materials, registration/training cost, and assessment fee of the participants shall be charge to the downloaded BLD-TLD Funds, all subject to the usual auditing rules and regulations.

The participants are entitled to service credits in accordance with DO 53, s. 2003 "Granting of Vacation Service Credits to Teachers" when the training falls on Saturdays, Sundays , and holidays. The School Division Offices are highly encouraged to support the participation of their representatives in this activity.

To ensure no disruption of classes, teaching loads of the participants shall be taken care of by the TVL/TVE colleague.

For queries and clarification, you may contact Ms. Pedelina O. Huevos, Education Program Supervisor, CLMD at (082) 222-2653 or pedelina.huevos@deped.gov.ph.

For immediate dissemination and compliance.

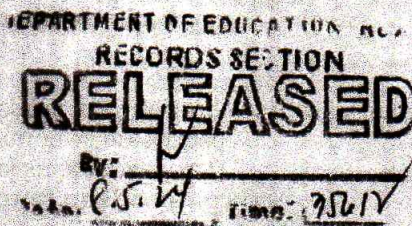
ALLAN G. FARNAZO
Director IV

Enclosed:
Annex -List of participants

Reference: DM-OUHROD-2024-0313
To be indicated in the Perpetual Index
under the following subjects:

ACTIVITIES TEACHERS TRAINING

ROC07/poh





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Annex - List of participants

**CONDUCT OF BATCH 3 HYBRID TRAINING FOR SHS -TVL AND JHS TVE TEACHERS ON
 TRAINERS METHODOLOGY LEVEL 1 (TM1)**

| No | Division | School Name | Full name of the Scholar | Qualification/ Specialization |
|----|------------------|---|---------------------------------|----------------------------------|
| 1 | Davao City | Elias P. Dacudao Gumalang School Of Home Industries | Ana T. Rasula | Beauty Care NC II |
| 2 | Davao City | Mabini National High School | Diosdado J. Mendoza | BPP NC II |
| 3 | Davao City | Baguio National School Of Arts And Trades | Jenelyn E. Aripal | Dressmaking NC II |
| 4 | Davao City | Baguio National School Of Arts And Trades | Michelle C. Batao | FBS NC II |
| 5 | Davao City | Baguio Nsat | Roy C. Espanueva | SMAW NCII |
| 6 | Davao City | Maria Cristina P. Belcar Agricultural High School | Jessa Mae B. Bolasito | FBS NC II |
| 7 | Davao de Oro | Pindasan National High School | Harold Van S. Ruadiel | FBS NC II |
| 8 | Davao de Oro | Compostela National High School | Janeth P. Tuyod | Housekeeping NC II |
| 9 | Davao de Oro | Manat National High School | Joycee Mae J. Caldito | Housekeeping NC II, BPP NC II |
| 10 | Davao de Oro | Manat National Highschool | Psalm Dave A. Bual | Driving NCII |
| 11 | Davao de Oro | Corazon C. Aquino Nhs | Romar C. Cadungog | ACP NC II |
| 12 | Davao de Oro | Pantukan National High School | Sharon S. Puno | CSS NCII |
| 13 | Davao de Oro | Compostela National High School | Vanessa L. Bello | FBS NC II |
| 14 | Davao del Norte | Salvacion National High School | Airene A. Molina | FBS NCII, Housekeeping NCII |
| 15 | Davao del Norte | Asuncion National High School | Edwin S. Bajao | EIM NC II |
| 16 | Davao del Norte | Carmen National High School | Felomino Jr. A. Vergara | Health Care Services NC 2 |
| 17 | Davao del Norte | Alejal National High School | Jenny Rose P. Polacas | EIM NCII |
| 18 | Davao del Norte | Kapalong National High School | Maricel A. Timbal | CSS NC II |
| 19 | Davao del Norte | Limbaan National High School | Marnei Jane D. Estabillo | OAP NC II |
| 20 | Davao del Norte | Balagunan National High School | Rosemarie P. Sardoma | EIM, CSS NC II |
| 21 | Davao del Sur | Davao Del Sur School Of Fisheries | Ana Monica C. Mellorida | BPP NCII |
| 22 | Davao del Sur | Davao Del Sur School Of Fisheries | Anecita L. Calamohoy | Cookery NC II |
| 23 | Davao del Sur | Davao Del Sur School Of Fisheries | Jewey Q. Alberastine | BPP NCII |
| 24 | Davao del Sur | Salud Cagas Technical And Vocational High School | Karl Lyle A. Balbuena | CSS NC II |
| 25 | Davao del Sur | Davao Del Sur School Of Fisheries | Rico L. Villarmia | SMAW NCII |
| 26 | Davao del Sur | Marber Nhs | Rodynell B. Monteza | SMAW NC II |
| 27 | Davao Occidental | John Martin Johnson Nhs | Aileen L. Mefiza | OAP NCII |
| 28 | Davao Occidental | Fulong Maliona M. San Sr. NHS | Alvie Grace C. Barsalote | Cookery NC II |
| 29 | Davao Occidental | Fulong Maliona M. San Sr. NHS | Catherine B. Talaboc | FBS NC II |
| 30 | Davao Occidental | Fulong Maliona M. San Sr. NHS | Floriza Arizabal Montefalcon | Housekeeping NCII |
| 31 | Davao Occidental | Demolok Valley National High School | Janet S. Dalagunan | Carpentry NC II |



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|----|------------------|--|-------------------------------|-----------------------|
| 32 | Davao Occidental | Mariano Peralta National High School | Mary Rose Fe Peralta | BPP NC II |
| 33 | Davao Occidental | Fulong Maliona M San Sr. NHS | Mel Grace G. Enjambre | CSS NC II |
| 34 | Davao Occidental | Demolok Valley National High School | Narciso Jr. L. Escobar | Carpentry NCII |
| 35 | Davao Occidental | Demolok Valley National High School | Randy T. Miranda | EIM NCII |
| 36 | Davao Occidental | Heracleo Casco Memorial NHS | Rodel M. Ladeza | EIM NCII |
| 37 | Davao Occidental | Demolok Valley National High School | Roderick P. Bautista | Organic Agriculture |
| 38 | Davao Occidental | Fulong Maliona m San Sr NHS | Vanessa T. Gascon | OAP NC11 |
| 39 | Davao Oriental | Evaristo Moralizon National Vocational High School | Arnel P. Maynagcot | BPP NC II |
| 40 | Davao Oriental | Lupon Vocational High School | Efren J. Gabinete | Driving NC II |
| 41 | Davao Oriental | Cateel Vocational High School | Erwin S. Vasquez | EIM NC II |
| 42 | Davao Oriental | Cateel Vocational High School | Jasmin B. Abarca | CSS NC II |
| 43 | Davao Oriental | Lupon Vocational High School | Jaydee Kathaline M. Mapinogos | Cookery NCII |
| 44 | Davao Oriental | Lupon Vocational High School | John Philip B. Salvador | FBS NC II |
| 45 | Davao Oriental | Evaristo Moralizon National Vocational High School | Rodel A. Bantino | Wellness Massage NCII |
| 46 | Digos City | Digos City National High School | Claire D. Lechido | BPP NCII |
| 47 | Digos City | Balabag National High School | Melanie P. Pano | BPP NC II |
| 48 | Digos City | Digos City National High School | Normie Jane O. Mensera | Housekeeping |
| 49 | Digos City | Digos City National High School | Precious Grace Pace | BPP NC II |
| 50 | Digos City | Digos City National High School | Rian M. Huera | SMAW |
| 51 | Digos City | Digos City National High School | Rodel R. Hernan | Driving NC II |
| 52 | Digos City | Balabag National High School | Sheryl A. Delos Santos | Driving NC II |
| 53 | IGACOS | Sta. Cruz National High School | Charles Dave C. Salazar | FBS NC II |
| 54 | IGACOS | Anonang National High School | Janice P. Garrido | Cookery NC II |
| 55 | IGACOS | Sta. Cruz National High School | Leah D. Anora | Housekeeping |
| 56 | IGACOS | Libertad National High School | Liezl C. Bugnos | FBS NC II |
| 57 | IGACOS | Anonang National Hogh School | Mervin A. Gayosa | FBS NC II |
| 58 | IGACOS | Mambago-B National High School | Pedro S. Pucong | SMAW NCII |
| 59 | Mati City | Taguibo Agricultural Vocational High School | Elizabeth A. Felicilda | AP NC II |
| 60 | Mati City | Sanghay National High School | Gaudencio L. Melendres Jr. | SMAW NC II, EIM NC II |
| 61 | Mati City | Mati School Of Arts And Trades | Geraldina A. Carpio | Massage Therapy NC II |
| 62 | Mati City | Mati School Of Arts And Trades | Jes Brian R. Ogahayon | Cookery NC II |
| 63 | Mati City | Don Salvador Lopez National High School | Katreena Colyn S. Masalon | Cookery NCII |
| 64 | Mati City | Mati School Of Arts And Trades | Leah L. Gregana | Dressmaking NC II |
| 65 | Mati City | Mati School Of Arts And Trades | Maria Lalaine B. Otabe | Housekeeping NC II |
| 66 | Panabo City | Little Panay National High School | Glenn A. Patriarca | AP (poultry) NC II |
| 67 | Panabo City | Panabo City National High School | Rogie Jr. A. Vergara | Dressmaking NCII |
| 68 | Panabo City | Panabo City National High School | Teodoro, Jr. C. Ayuban | DOMRAC NC II |
| 69 | Tagum City | Tagum National Trade School | Arjay D. Perez | FBS NC II |
| 70 | Tagum City | Tagum National Trade School | Audin U. Rombo | Automotive NC1 |
| 71 | Tagum City | Tagum National Trade School | Irish Mae E. Gallardo | Automotive NC II |



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|--|-------------------------|-----------------------------|--------------------------|--------------------------|
| 72 | Tagum City | Tagum National Trade School | John Cedrick D. Balaguer | CSS NC II |
| 73 | Tagum City | Tagum National Trade School | Josmerie P. Copiat | Technical Drafting NC II |
| 74 | Tagum City | Tagum National Trade School | Muelmar Jan D. Mara | EIM NCII |
| 75 | Tagum City | Tagum National Trade School | Robert B. Fernandez | FBS NC II |
| PROGRAM MANAGEMENT TEAM | | | | |
| 76. | Mary Jeanne B. Aldeguer | Chief EPS | CLMD | Regional Office XI |
| 77. | Nelmalyn R. Barnija | Chief EPS | HRDD | Regional Office XI |
| 78. | Pedelina O. Huevos | EPS | CLMD | Regional Office XI |
| 79. | Isidra B. Despi | EPS | HRDD | Regional Office XI |
| 80. | Glen L. Villonez | EPS | HRDD | Regional Office XI |
| TRAINERS | | | | |
| 10 Experts and Assessors from TESDA XI | | | | |

Prepared by:

PEDELINA O. HUEVOS
EPS, CLMD

Reviewed and verified:

MARY JEANNE B. ALDEGUER, Ed.D.
Chief, CLMD



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2024-0213

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

DATE : 23 February 2024

1. The National Educators Academy of the Philippines (NEAP) in collaboration with the Bureau of Learning Delivery – Teaching and Learning Division (BLD-TLD), will conduct the **Batch 3 of Training on Trainers Methodology (TM) Level I for Senior High School – Technical-Vocational-Livelihood (SHS-TVL) and Junior High School – Special Program for Technical-Vocational Education (JHS-SPTVE) Teachers** from April to August 2024 at selected TESDA Training Centers nationwide.
2. The training aims to equip SHS-TVL and JHS-SPTVE teachers in the regions with the necessary knowledge, attitude, values, and skills in accordance with the prevailing standards in the Technical-Vocational Education and Training (TVET) sector. It covers the competencies required of a Technical-Vocational Trainer to perform based on TESDA's Training Regulation of Trainers Methodology I 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, Regional Offices (ROs) and Schools Division Offices (SDOs) must consider their needs and priorities. Each RO shall nominate a total of seventy-five (75) SHS-TVL and JHS-SPTVE teachers with 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.

5. Below are the required documents and corresponding deadline of submission:

| Document | Person/Office to Submit | 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 the SDO |
| Consolidated LOIs and Participants' (nominees) Profile Sheets | SDO-HRTD SEPS | RO-CLMD for validation, screening, selection and endorsement to RO-HRDD | Enclosure 2 and Enclosure 4 | 11 March 2024 |
| Consolidated LOIs | 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 | | Enclosure 3 | |
| Qualified Participants' Profile Sheets | RO-HRDD | | Enclosure 4 | |

6. Qualified participants are required to bring their own laptops, chargers, and extension cords for the duration of the training.

7. Expenses relative to this activity such as board and lodging, travel expenses, training registration costs, assessment fees, training supplies and materials, and internet allowance of participants shall be charged against RO-downloaded funds, while travel expenses of resource persons, training managers and assistants, and BLD and NEAP representatives will be covered through direct payment, subject to the existing auditing rules and regulations. ROs may design a mechanism towards the efficient implementation of the program.

8. Moreover, teacher-participants shall be entitled to Service Credits in accordance with DepEd Order No. 53, s. 2003 titled *Updated Guidelines on Grant of Vacation 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. ROs and SDOs are expected to strongly support the participation of their teacher 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.
9. The Terms of Reference (**Enclosure 5**) defining the duties and responsibilities of concerned DepEd units and personnel is attached.
10. For further information or any concerns, please contact the **NEAP Scholarship Secretariat** through email scholarships@deped.gov.ph and or landline (02) 8715-9919.
11. Immediate dissemination of and appropriate action on this Memorandum are instructed.

Copy furnished:

GINA O. GONONG

Undersecretary for Curriculum and Teaching

LEILA P. AREOLA

Director IV, Bureau of Learning Delivery

[NEAPScholarshipSecretariat/Pereyra]