



24-9449

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 TM1 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 TM1 Certificate;
- prepare teachers to become Accredited National Competency Assessors.



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

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:

- a. Laptop;
- b. Extension Cord;
- c. Not expired National Certificate (NC);
- d. Letter of Intent;
- e. Notarized MOA; and
- f. 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.

JINNY B. FIRMAN PhD, CESO VI
OJC. Schools Division Superintendent

Enclosed: As stated.
CID/ieu/cer

RELEASED

AUG 08 2024

RECORDS SECTION ~~100~~ 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 Humjan 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.



Republic of the Philippines
Department of Education
DAVAO REGION

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

DEPARTMENT OF EDUCATION, INC.
RECORDS SECTION
RELEASED
By: _____ Date: _____
Time: _____



Republic of the Philippines
Department of Education
DAVAO REGION

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	Psalmer 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. Montezza	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



Republic of the Philippines
Department of Education
DAVAO REGION

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 NCII
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. Bantinoy	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



Republic of the Philippines
Department of Education
 DAVAO REGION

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.	Nelmalyne 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-2024-0313

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

[NEAP Scholarship Secretariat/ Perea]