



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

DTS



Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

CID-2025-0578

To : Asst. Schools Division Superintendent  
 All School Heads and Teachers

Subject : **BATCH 4 TRAINERS' METHODOLOGY LEVEL 1 (TM1)  
 FOR SHS-TVL TEACHERS – PARTICIPANTS AND  
 REQUIREMENTS**

Date : September 18, 2025

1. The National Educators Academy of the Philippines (NEAP), in collaboration with the Curriculum and Learning Management Division (CLMD) and the Human Resource Development Division (HRDD), will conduct a Hybrid Training Workshop for Senior High School-Technical Vocational Livelihood (SHS-TVL) on Trainers' Methodology Level 1 (TM1) on **September 23-29, 2025** at **RELC-NEAP**, Quirino Avenue, Davao City.

The following teachers are selected to attend the Batch 4 training workshop:

No.	Name	Position	Schools Division Office	Qualification on National Certificate II (NC II) Specialization
s1	Bautista, Grace Caluza	Teacher I	Cagangohan National High School	Food and Beverage Services
2	Candolita, Marielle Joy Purification	Teacher I	Panabo City Senior High School	Electrical Installation and Maintenance
3	Drilon, Loureven John	Teacher II	Panabo City National High School	Electrical Installation and Maintenance

4	Huerbana, Manolito II Lindayaao	Teacher II	Mabunao National High School	Computer Systems Servicing
5	Gamao, Analie Villar	Teacher II	Panabo City National High School	Dressmaking
6	Otong, John Rey Alcoran	Teacher II	Little Panay National High School	Cookery
7	Saquian, Paul Philip Gomez	Teacher I	Panabo City National High School	Shielded Metal Arc Welding
8	Tolentino, Marissa Manggobat	Teacher I	Mabunao National High School	Food and Beverage Services

The detailed schedule for the training is as follows:

<b>Batch</b>	<b>Schedule</b>	<b>Modality</b>	<b>Venue</b>
4	September 22-29, 2025	Face-to-Face	RELC-NEAP, Quirino Avenue, Davao City
	September 30 - October 16, 2025 – Online (17 Days)	Online Activity Via Microsoft Teams	MS Teams
	October 19-27, 2025 – Face To Face (8 Days)	Face-to-Face	TBA
	October 28-31, 2025 – National Assessment	Face-to-Face/ National Assessment	TBA

2. The training aims to enhance teaching competencies and instructional delivery for technical-vocational trainers. This includes areas such as session planning, competency assessment, and maintaining training resources. Participants are advised to bring the following:

- Laptop;
- Extension Cord;
- not expired National Certificate (NC);
- Letter of Intent;
- Scholarship Contract;
- Workplace Application Plan (WAP); and

g. Approved Authority to Travel (ATT).

3. The board and lodging, supplies and materials, registration and training expenses, and assessment fees of participants shall be charged to the downloaded funds for FY 2024, subject to the usual government accounting and auditing rules and regulations.

4. **Service Credits** shall be granted to teacher-participants when trainings are conducted on Saturdays, Sundays, and holidays, pursuant to **DepEd Order No. 53, s. 2003** (*Granting of Vacation Service Credits to Teachers*). Non-teaching personnel shall instead be entitled to compensatory time off in accordance with existing civil service policies.

5. Moreover, teacher-participants are hereby directed to strictly adhere to the provisions of Regional Memorandum No. 25, s. 2023, "*Regional Policy Guidelines in the Substitution of Classes and Granting of Service Credits*," to ensure the strengthening of time on task and the minimization of class disruptions.

6. For clarifications, please contact Pedelina O. Huevos, Education Program Supervisor, CLMD at (082)-222-2653 or via email at [pedelina.huevos@deped.gov.ph](mailto:pedelina.huevos@deped.gov.ph)

7. Immediate dissemination of this memorandum is desired.



**JINKY B. FIRMAN PhD, CESO VI**  
Schools Division Superintendent *Gov*

**RELEASED**

**SEP 19 2023**

RECORDS SECTION SDO PANABO CITY  
BY *[Signature]*

Enclosed: As stated.  
*CID/jey/ cmp*

*Record Section*



Republic of the Philippines  
Department of Education  
DAVAO REGION

120737

September 11, 2025

REGIONAL MEMORANDUM  
HRDD-2025-234

CONDUCT OF BATCH 4 TRAINING AND ASSESSMENT ON TRAINERS'  
METHODOLOGY LEVEL 1 (TM 1) FOR SHS-TVL TEACHERS

To: Assistant Regional Director  
Schools Division Superintendents

1. The National Educators Academy of the Philippines (NEAP) in collaboration with the Curriculum and Learning Management Division (CLMD) and the Human Resource Development Division (HRDD) will conduct a Hybrid Training-Workshop for Senior High School-Technical Vocational Livelihood (SHS-TVL) on Trainers' Methodology 1 (TM 1) on September 23-29, 2025, at RELC-NEAP, Quirino Avenue, Davao City. Hence, the first meal to be served is dinner on September 22, 2025, while the last meal is PM snacks on September 29, 2025.

The Hybrid TM Level 1 training is slated on the following dates:

Batch	Schedule	Modality	Venue
4	September 22-29, 2025	Face-to-Face	RELC-NEAP, Quirino Avenue, Davao City
	September 30- October 16, 2025 – Online (17 Days)	Online Activity Via Microsoft Teams	MS Teams
	October 19-27, 2025– Face To Face (8 Days)	Face-to-Face	TBA
	October 28 – 31, 2025 – National Assessment	Face-to-Face/ National Assessment	TBA

2. This thirty-three-day 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. Batch 4 for Senior High School Teachers is focused on the following:

a. **Enhancement of Teaching Competencies:** To ensure the training ability of the teachers to deliver technical and vocational education in a structured, engaging, and effective manner. This involves learning effective classroom management, lesson planning, and delivering competency-based learning approaches.

  
Republic of the Philippines  
**Department of Education**  
DAVAO REGION

**b. Competency Improvement:** Utilize TESDA training methodology which aims to upskill teachers in specific technical fields, ensuring they are competent and up-to-date with industry standards. This is crucial for them to guide learners in earning TESDA National Certificates (NCs).

**c. Performance Assessment:** Equip training participants with the knowledge to assess learners' skills based on TESDA's competency-based system. This includes the ability to evaluate both theoretical knowledge and practical applications in line with industry requirements.

**d. Competency-Based Curriculum Implementation:** Ensure that trainers methodology adopted to deliver a curriculum that aligns with the Five-Point Reform Agenda of the Department of Education.

**e. Technology-Driven Education:** Empower teachers to use new educational technologies, digital platforms, and tools that aid in the delivery of technical training, particularly relevant to the context of schools and learning centers.

**f. Lifelong Learning and Continuous Development:** Assess teachers to continuously develop their own skills and knowledge, both through formal qualifications and on-the-job experience, promoting a culture of lifelong learning within the technical-vocational education space.

4. The participants in this training are the recommended teachers who have met the criteria set forth in the memorandum. Relevant details are found in the enclosures.

They are required to bring the following:

- a. Laptop;
- b. Extension Cord;
- c. Not expired National Certificate (NC);
- d. Letter of Intent;
- e. Scholarship Contract;
- f. Workplace Application Plan (WAP) and
- g. Approved Authority to Travel (ATT).

5. Board and lodging, supplies and materials, registration/training costs, and assessment fee of the participants shall be charged to the Downloaded Funds for the 2024, all subject to the usual auditing rules and regulations.

6. Anent to this, the participants are entitled to earn Service Credits when the training falls on Saturdays, Sundays and Holidays in accordance with DO 53, s. 2003 "Granting of Vacation Service Credits to Teachers" and the non-teaching personnel is entitled to compensatory time-off. Further, teacher participants shall adhere to Regional Memorandum No. 25, s. 2023 known as Regional Policy Guidelines in the Substitution of Classes and Granting of Service Credits to strengthen time on tasks and minimize disruption of classes.



Republic of the Philippines  
**Department of Education**  
DAVAO REGION

9. Immediate dissemination of this Memorandum is highly desired.

**ALLAN G. FARNAZO**  
Director IV

Encl.: As stated:

### *ROH9/maba*



Republic of the Philippines  
Department of Education  
DAVAO REGION

Enclosure 1

**LIST OF PARTICIPANTS**

**Batch 4 Training on Trainers Methodology (TM1) Level 1 for Senior High School (SHS) Teachers of the Department of Education, Region XI**

Duration: September 23-October 31, 2025 (33 Days)

September 22-29, 2025 – Face To Face (8 Days)

September 30, October 16, 2025 – Online (17 Days)

October 19-27, 2025 – Face To Face (8 Days)

October 28 – 31, 2025 – National Assessment

**A. Regional Office XI**

No.	Name	Functional Division	Position
1	Allan G. Farnazo	ORD	Director IV
2	Rebonfamil R. Baguio	ORD	Assistant Regional Director
3	Cristy C. Epe	SDS	Schools Division Superintendent
4	Nelma Lyn R. Barnija	HRDD-NEAP R	Chief Education Supervisor
5	Mary Jeanne B. Aldeguer	CLMD	Chief Education Supervisor
6	Pedelina O. Huevos	CLMD	Education Program Supervisor
7	Glen V. Villonez	HRDD	Education Program Supervisor
8	Rubilyn A. Dee	QAME/QAD	Education Program Supervisor
9	Maureen Ava B. Acuna	HRDD-NEAP R	Education Program Specialist II
10	Hannah Camille M. Cabrera	HRDD- NEAP R	ADAS III
11	Kirstine Fheb B. Yamomo	HRDD	ADAS I
12	Rubilyn A. Dee	QAME/QAD	Education Program Supervisor
13	Marisol C. Presores	ORD-ICTU	Computer Maintenance Technologist
14	Jill Michelle C. Ano, RN	SDO-Davao City	Nurse II
15	Raymund D. Pedregosa, RN	SDO-Davao City	Nurse II


  
**Republic of the Philippines**  
**Department of Education**  
**DAVAO REGION**

16	Mary Garce B. Chicote, RN	SDO-Davao City	Nurse II
17	Melonia C. Macarayon, RN	SDO-Davao City	Nurse II
18	Roxanne O. Jugarap, RN	SDO-Davao City	Nurse II
19	Angeli C. Diaz, RN	SDO-Davao City	Nurse II
20	Jasmin S. Betinol, RN	SDO-Davao City	Nurse II
21	Kenneth V. dela Victoria, RN	SDO-Davao City	Nurse II
22	Nelia Ann D. Sebellino, RN	SDO-Davao City	Nurse II
23	Raquel V. Rubia, RN	SDO-Davao City	Nurse II
24	Jasmin S. Betinol, RN	SDO-Davao City	Nurse II
25	Resource Speaker	TESDA	Head Trainer
26	Resource Speaker	TESDA	Head Trainer
27	NEAP Representative	NEAP CO	NEAP CO
28	TECS Representative	TECS CO	TECS CO
29	BLD Representative	BLD CO	BLD CO
<b>TOTAL</b>			<b>29</b>

**B. Schools Division Office (SDO)**

No.	Division	Scholar Participant	TOTAL
1	Davao City	7	7
2	Panabo City	8	8
3	IGACOS	9	9
4	Tagum City	4	4
5	Davao del Norte	7	7
6	Davao de Oro	10	10
7	Mati City	9	9
8	Davao Oriental	7	7
9	Digos City	6	6
10	Davao del Sur	4	4
11	Davao Occidental	7	7
<b>TOTAL</b>		<b>78</b>	<b>78</b>
<b>GRAND TOTAL</b>			<b>107</b>



Republic of the Philippines  
**Department of Education**  
DAVAO REGION

**Enclosure 2**

## ACTUAL PARTICIPANTS' PROFILE SHEET

No.	Name	Position	Schools Division Office	Qualifications on National Certificate II (NC II)/ Specialization
<b>SDO- Davao City</b>				
1	Abellana, Danica Casas	Teacher I	Tagakpan NHS/ Davao City	Bread and Pastry Production
2	Cuerda, Rosenda Sistoso	Teacher I	Marilog NHS/ Davao City	Dressmaking
3	Magbanua, Marycris Sayson	Teacher I	Jesus J. Soriano NHS/ Davao City	Computer Systems Servicing
4	Mejias, Mae Ann Dayoc	Teacher I	Mahayag NHS/ Davao City	Housekeeping
5	Pallares, Marienel Maputol	Teacher I	Biao NHS/ Davao City	Bread and Pastry Production
6	Saren, Mildred Docot	Teacher I	Marilog High School of Agriculture/Davao City	Organic Agriculture
7	Talingting, Winston August Arquillano	Teacher I	Pablo Lorenzo NHS / Davao City	Electrical Installation and Maintenance
<b>SDO-Panabo City</b>				
8	Bautista, Grace Caluza	Teacher I	Cagangohan NHS/ Panabo City	Food and Beverage Services
9	Candolita, Marielle Joy Purificacion	Teacher I	Panabo City Senior High/Panabo City	Electrical Installation and Maintenance
10	Drilon, Loureven John	Teacher I	Panabo City NHS/ Panabo City	Electrical Installation and Maintenance
11	Huerbana, Manolito II Lindayao	Teacher I	Mabunao NHS/ Panabo City	Computer Systems Servicing
12	Gamao, Analie Villar	Teacher II	Panabo City NHS/ Panabo City	Dressmaking


  
**Republic of the Philippines**  
**Department of Education**  
**DAVAO REGION**

No.	Name	Position	Schools Division Office	Qualifications on National Certificate II (NC II)/
13	Otong, John Rey Alcoran	Teacher II	Little Panay NHS/ Panabo City	Cookery
14	Saquian, Paul Philip Gomez	Teacher I	Panabo City NHS/ Panabo City	Shielded Metal Arc Welding
15	Tolentino, Marissa Manggobat	Teacher I	Mabunao NHS/ Panabo City	Food and Beverage Services
<b>SDO-The Island Garden City of Samal</b>				
16	Castro, Joram Vellete	Teacher II	Cogon NHS/IGACOS	Computer Systems Servicing
17	Crete, Louwella Mae Mirafuentes	Teacher I	Maximo Arellano NHS/IGACOS	Housekeeping
18	Compacion, Davon Kier	Teacher I	Libertad NHS/IGACOS	Electronic Products Assembly and Servicing
19	Dela Cruz, Laiza Aballe	Teacher I	Matanos NHS/IGACOS	Food and Beverage Services
20	Lucot, Angel Macasambat	Teacher I	Anonang NHS/ IGACOS	Food and Beverage Services
21	Manog, Cera Mae Cabunillas	Teacher I	San Isidro IS/IGACOS	Pest Management
22	Palma Gil, Rachel Sangelan	Teacher I	Kaputian NHS/IGACOS	Bread and Pastry Production
23	Sastrillas, Kenneth Lucanas	Teacher I	Bandera NHS/IGACOS	Electronic Products Assembly and Servicing
24	Sarong, Ivy Balaquinto	Teacher II	Gamban Dadatan NHS/IGACOS	Bread and Pastry Production
<b>SDO-Tagum City</b>				
25	Abarquez, Romelie Navarra	Teacher I	Magdum NHS/Tagum City	Automotive Servicing
26	Abucay, Ace Crieta	Teacher II	Tagum City Comprehensive HS/Tagum City	Electrical Installation and Maintenance
27	Chatto, Marilyn Fueren	Teacher I	Tagum National Trade School/Tagum City	Dressmaking



Republic of the Philippines  
**Department of Education**  
DAVAO REGION

No.	Name	Position	Schools Division Office	Qualifications on National Certificate II (NC II)/
28	Suan, Daisy Oculam	Teacher I	Magdum NHS/Tagum City	Computer Systems Servicing
<b>SDO-DAVAO DEL NORTE</b>				
29	Asas, Mechelyn Julom	Teacher I	Sonion NHS/Davao del Norte	Agricultural Crops Production
30	Busano, Jayson Agreda	Teacher I	Mesaoy NHS/Davao del Norte	Computer Systems Servicing
31	Palaca, Jessa Mae Eben	Teacher I	La Paz NHS/ Davao del Norte	Bread and Pastry Production
32	Paquio, Denver Busigen	Teacher I	Tulalian NHS/ Davao del Norte	Agricultural Crops Production
33	Quiocson, Reuben Jr Reomero	Teacher I	Kimamon NHS/ Davao del Norte	Agricultural Crops Production
34	Supnet, Bobby Halog	Master Teacher I	Gabuyan NHS/ Davao del Norte	Electrical Installation and Maintenance
35	Taladro, Chrechelle	Teacher I	La Paz NHS/ Davao del Norte	Dressmaking
<b>SDO- DAVAO DE ORO</b>				
36	Abayon, Monfeb lales	Teacher I	LSSSNHS/ Davao de oro	Caregiving
37	Bucog, Reynaldo Rellin	Teacher I	Compostela NHS/ Davao de Oro	Electrical Installation and Maintenance
38	Caberto, Mery Girlie A.	Teacher II	Laak National High School	Organic Agriculture Production
39	Plusan, Rena Sanchez	Teacher I	TUBO-TUBO NATIONAL HS/ Davao de Oro	Bread and Pastry Production
40	Pinsoy, Michael Frances Villaganas	Teacher I	Laak NHS/ Davao de Oro	Electrical Installation and Maintenance
41	Gozon, Ronie Israel	Teacher I	Aninongan NHS/ Davao de Oro	Computer Systems Servicing
42	Patan. Fredelyn Bantolinao	Teacher II	Andili NHA/ Davao de Oro	Electrical Installation and Maintenance
43	Roble, Junardo Alcantara	Teacher I	Laak NHS/ Davao de Oro	Bread and Pastry Production



**Republic of the Philippines**  
**Department of Education**  
DAVAO REGION

No.	Name	Position	Schools Division Office	Qualifications on National Certificate II (NC II)/
44	Suaybaguio, Tricia Mae Bagtas	Teacher III	Laak NHS/ Davao de Oro	Beauty/Nail Care
45	Ongayo, Meraflor Sumatra	Teacher II	Manat NHS/Davao de Oro	Driving
<b>SDO-MATI CITY</b>				
46	Maglinte, Emilyn B.	Teacher I	Doña Rosa G. Rabat Memorial National High School/ Mati City	Computer Systems Servicing
47	Fernandez, Jurie S.	Teacher I	Culian Integrated School/ Mati City	Computer Systems Servicing
48	Lopez, Sheryl S.	Teacher I	Doña Rosa G. Rabat Memorial National High School/ Mati City	Masonry
49	Eliseo, Andro Jim E.	Teacher I	City of Mati National High School/ Mati City	Food and Beverage Services
50	Nudalo, Shaina Joy M.	Teacher I	Mayo National High School/ Mati City	Tourism Promotion Services
51	Petere, Marielle P.	Teacher I	Dawan NHS/ Mati City	Tourism Promotion Services
52	Billona, Amanda C.	Teacher I	Mayo National High School/ Mati City	Housekeeping
53	Martinez, Rachel L.	Master Teacher I	Badas NHS/ Mati /City	Cookery
54	Rama, Mary Joy E.	Teacher I	Sanghay National High School/Mati City	Housekeeping
<b>SDO- DAVAO ORIENTAL</b>				
55	Orias, Jan Villalon	Teacher I	Marayag NHS/ Davao Oriental	Driving
56	Abejuela, Joy Lyn Coquilla	Teacher I	Pundaguitan NHS/ Davao Oriental	Barista
57	Caballero, Joan Canete	Teacher I	Bitaogan NHS/ Davao Oriental	Housekeeping
58	Tejada, Arnie Masunag	Teacher I	Caraga NHS/Davao Oriental	Housekeeping

  
**Republic of the Philippines**  
**Department of Education**  
**DAVAO REGION**

No.	Name	Position	Schools Division Office	Qualifications on National Certificate II (NC II)/
59	Butulan, Janice Gultiano	Teacher I	Boston NHS/ Davao Oriental	Barista
60	Tinggoy, Sherrelyn Panal	Head Teacher I	Dr. Beato C. Macayra NHS/ Davao Oriental	Cookery
61	Sumakote, Beverly Lumbong	Teacher I	Santiago National High School/ Davao Oriental	Bread and Pastry Production
<b>SDO- DIGOS CITY</b>				
62	Valdez, Cheryl Caniban	SST III	Digos City National High School/ Digos City	Cookery
63	Lapiz, Wilmer Panilag	SST I	Digos City National High School/ Digos City	Bread and Pastry Production
64	Sabidor, Cheryl	SST I	Digos City National High School/ Digos City	Food and Beverage Services
65	Abella, Junelyn Brioso	SST I	Digos City National High School/ Digos City	Bread and Pastry Production
66	Betonio, Mafe Carro	SST I	Matti National High School/ Digos City	Organic Agriculture
67	Masaglang, Kennah Jaireen Desucatan	SST I	Matti National High School/ Digos City	Bread and Pastry Production
<b>SDO-DAVAO DEL SUR</b>				
68	Dalumatan, Aldren Jade C.	Teacher III	New Katipunan NHS/ Davao del Sur	Cookery
69	Limosnero, Jeny M.	Teacher III	Gov. Nonito D Llanos Sr National School/Davao del Sur	Bread and Pastry Production
70	Galiza, Joven Rey A.	Teacher I	Pedro A. Arches National High School/Davao del Sur	Event Management Servicing



Republic of the Philippines  
Department of Education  
DAVAO REGION

No.	Name	Position	Schools Division Office	Qualifications on National Certificate II (NC II)/
71	Tangga-an, Kimberly Z.	Teacher I	Tacul Agricultural HS/ Davao del Sur	Cookery
<b>SDO-DAVAO OCCIDENTAL</b>				
72	Abarquez, Nerie Malake	Teacher I	Benjamin Velasco Baustista Sr. NHS/ Davao Occidental	Food and Beverage Services
73	Fontanares, Jennifer Sauri	Teacher I	Emeliano Fonatnares Sr NHS/ Davao Occidental	Housekeeping
74	Templa, Tiara Diadem B.	Master teacher I	Demolok Valley NHS/ Davao Occidental	Food Processing
75	Baliva, Edralynne P.	Teacher I	Buhangin NHS/ Davao Occidental	Food and Beverage Services
76	Rancho, Kristine	Teacher I	Ticulon NHS/ Davao Occidental	Cookery
77	Teh, Lara C.	Teacher	John Martin Johnson NHS/Davao Occidental	Dressmaking
78	Mariano, Baby Jane L.	Teacher I	Buhangin NHS/ Davao Occidental	Organic Agriculture
<b>GRAND TOTAL</b>				
<b>78</b>				



**Republic of the Philippines**  
**Department of Education**  
**DAVAO REGION**

Enclosure 3

**TRAINING MATRIX**

**Batch 4 Training on Trainers Methodology (TM1) Level 1 for Senior High School (SHS-TVL) Teachers of the Department of Education, Region XI**

Duration: September 23 October 31, 2025 (33 Days)

September 22-29, 2025 – Face To Face (8 Days)

September 30, October 16, 2025 – Online (17 Days)

October 19-27, 2025 – Face To Face (8 Days)

October 28 – 31, 2025 – National Assessment

Strategy:

Training for SHS Technical and Vocational Livelihood (TVL) Teachers on Trainers Methodology (TM) Level 1 adopts hybrid mode of training, as there will be 8 days face to face training, 17 days non-face to face/asynchronous, and another 8 days face to face training. The training and assessment shall be provided by experts and assessors from Technical Education and Skills Development Authority (TESDA) being the only authorized agency to conduct such training and assessment.

***Program of Activities:***

No.	Indicative Calendar of Activities	Module Title	Modality
1	Plan Training Session (Presentation) -Session Plan -Competency Based Learning Materials (CBLM) -Evidence Plan -Table of Specification	2025	Face-to-Face
2	Maintain Training Facilities (Presentation)	2025	Face-to-Face
3	Supervise Work Based Learning	2025	Face-to-Face
4	Utilize Electronic Media Facilitating Learning (Presentation) -Power Point Presentation -Video related to Session	2025	Face-to-Face
5	Portfolio Completion Workshop	2025, (Asynchronous)	Online



Republic of the Philippines  
Department of Education  
DAVAO REGION

No.	Indicative Calendar of Activities	Module Title	Modality
6	Facilitate Learning Sessions - (Presentations/Demonstrations)	, 2025	Face-to-Face
7	Submission of Printed Portfolio Documents	2025	Face-to-Face
8	Conduct of Competency Assessment -(Presentations/Demonstrations)	2025	Face-to-Face
9	Conduct Institutional Assessment in FLS and CCA	2025	Face-to-Face
10	<b>National Assessment</b>	2025	Face-to-Face

ROH9/maba



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-1665; (082) 221-6147  
Email Address: region11@deped.gov.ph  
Website: www.depedroxi.ph





Republika ng Pilipinas  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**  
**DM-OUHRD-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.

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 *Instituting 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 [tec@deped.gov.ph](mailto:tec@deped.gov.ph) or landline (02) 8638-6172.

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]*

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



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).

Reviewed by (name and position):	Signature	Date

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

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 (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 <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

*Enclosure 2*

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>



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DEPED-OSEC-438423

## MEMORANDUM OF AGREEMENT

(Scholarship Contract)

I, (NAME) (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:

**BERNABE L. LINOG**  
CLMD Chief

**FLORDELISA R. DALIN, EdD**  
HRDD Chief

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**

National Educators Academy of the Philippines

*Enclosure 4*

### Actual Participants Profile Sheet

*Note: Use separate sheet for SHS and JHS Profile Sheet*

NO.	REGION	DIVISION	SCHOOL	NAME	NC QUALIFICATION	EMAIL
1	Caraga	Agusan Del Norte	Magdagoc NHS	MARK ANGELO DIGAMON ENOY	Caregiving NC II	markangelo.enoy@deped.gov.ph
2	Caraga	Agusan Del Norte	Manapa NHS	STIFFI APPLE MANGAO VALDEHUEZA	Food and Beverages NC II	stiffapple.valdehueza@deped.gov.ph
3	Caraga	Agusan Del Norte	Durian NHS	JOCELYN MATUGAS PUERTA	Housekeeping NC II	jocelyn.puerta@deped.gov.ph
4	Caraga	Agusan Del Sur		Allen L. Molo		
5	Caraga	Agusan Del Sur	Lamina National High School	Rosemarie Guzman	NC III	rosemarie.guzman001@deped.gov.ph
6	Caraga	Agusan Del Sur	Trento National High School	Rosalinda T. Baliuig	NC III	rosalinda.baliuig@deped.gov.ph
7	Caraga	Agusan Del Sur	DUANGAN NATIONAL HIGH SCHOOL	ALLEN L. MOLO	HOUSEKEEPING NC II	allen.molo@deped.gov.ph
8	Caraga	Agusan Del Sur	Sta. Cruz National High School	Rhea T. Asis	COOKERY NC II	
9	Caraga	Agusan Del Sur	SAN TORIBIO NATIONAL HIGH SCHOOL	Junelyn A. Enopequez	Organic Agriculture Production NC II and Agricultural Crop Production NC II	junelyn.enopequez@deped.gov.ph
10	Caraga	Agusan Del Sur	Desamparados National High School	John Jr. T. Sevillano	Agricultural Crops Production NC II and Aquaculture NC II	johnjr.sevillano@deped.gov.ph
11	Caraga	Agusan Del Sur	Causwagan National High School	Vincent Bajen	Organic Agriculture Production NC II and Cookery NC II	vincent.bajen@deped.gov.ph
12	Caraga	Bayugan City	Stand Alone Senior High School	Michel Esmael Porras	Electrical Installation and Maintenance NC II	michel.porras001@deped.gov.ph
13	Caraga	Bayugan City	Stand Alone Senior High School	Arthur Galienero	Shielded Metal Arc Welding NC II	elsa.sabute@deped.gov.ph
14	Caraga	Bayugan City	Stand Alone Senior High School	Whelagan Abdon Lumapas	Organic Agriculture NC II	whelagan.lumapas@deped.gov.ph
15	Caraga	Bayugan City	Stand Alone Senior High School	Raymund Labastilla Penaflor	Computer System Servicing NC II	
16	Caraga	Bislig City	San Jose National High School	JESSA A. SOMBLINGO	CSS NC II	
17	Caraga	Bislig City	Mangagoy National High School	Maria Mercedes Ravelo	Dressmaking NC II and Tailoring NC II	mariamercedes.ravelo@deped.gov.ph
18	Caraga	Bislig City	Maharlika National High School	REY REBOJO ANGEL	CSS NC II	rey.angel001@deped.gov.ph
19	Caraga	Bislig City	Bislig City National High School	LEA CUBO PILONGO	DRESSMAKING AND WELLNESS MASSAGE NC II	lea.pilongo@deped.gov.ph
20	Caraga	Butuan		Jeanelyn C. Abarquez	NC- Bread and Pastry and Cookery	jeanelyn.abarquez@deped.gov.ph
21	Caraga	Butuan City	agusan pequenational high school	EILEEN PEARL DASILAO BONILLA	NCII- ANIMAL PRODUCTION (RUMINANT)	eileenpearl.bonilla@deped.gov.ph
22	Caraga	Butuan City	BCSAT- Main Campus	FEDERICO L. CELESTIAL	Carpentry NC II, Fish Capture NC I	federico.celestial001@deped.gov.ph
23	Caraga	Butuan City	BCSHS-Stand Alone	KINAGING,MARYROSE	COOKERY NC II	
24	Caraga	Butuan City	Butuan City SDchool of Arts and Trades	Federico B. Alabata	Carpentry NC II	federico.alabata@deped.gov.ph
25	Caraga	Butuan City	Bilay National High School	Nho Virr V. Longos	SMAW NC-II	nho.virr.longos@deped.gov.ph
26	Caraga	Butuan City	Pigdauan National High School	ROLANDO JAKE M. MAGALLANES	CSS NC II	rolandojake88@gmail.com
27	Caraga	Butuan City	San Vicente NHS	CHANDY LLOYD BONGATO ONDOY	SMAW NC II	chandylloyd.onfoy@deped.gov.ph
28	Caraga	Cababulan City	Calamban National High School	DINA TORMES CUESTAS	NC II	dina.cuestas@deped.gov.ph
29	Caraga	Cababulan City	Senior High School	JEESREL SAYSON CORTES	NC II	jeesrel.cortes@deped.gov.ph
30	Caraga	Cababulan City	Senior High School	NINO TORAYA EMBOY	NC II	nino.emboy@deped.gov.ph
31	Caraga	Dinagat	Loreto NHS - Stand Alone	Sharon I. Ytac-Sulapas	NC II	sharon.ytac@deped.gov.ph
32	Caraga	Dinagat	Sering NHS	Riza O. Candilado	NCII	riza.candilado@deped.gov.ph
33	Caraga	Dinagat	Sering NHS	Gladys Ann E. Asebias	NC II	gladysann.adulantes@deped.gov.ph
34	Caraga	Dinagat	Liberty NHS	Carmela G. Oquina	NC II	carmela.oquina@deped.gov.ph
35	Caraga	Dinagat	Cagdianao NHS	Junny B. Nunez	Organic Agriculture Production- NC II	junny.nunez@deped.gov.ph
36	Caraga	Dinagat	DREESMNHS	Edwin L. Lozada	Shielded Metal Arc Welding	edwin.lozada@deped.gov.ph
37	Caraga	Dinagat	DREESMNHS	Ranel D. Bustamante	Electrical Installation and Maintenance	ranel.bustamante@deped.gov.ph
38	Caraga	Sungao City	MANJAGAO NATIONAL HIGH SCHOOL	LIEZEL ALIPAO RESARE	HOUSEKEEPING NC II	liezel.alipao@deped.gov.ph
39	Caraga	Sungao City	CANTIASAY NATIONAL HIGH SCHOOL	MICHAEL RENAN C. TINIO	HOUSEKEEPING NC II, FOOD BEVERAGE AND SERVICES	michaelrenan.tinio@deped.gov.ph
40	Caraga	Sungao City	MANJAGAO NATIONAL HIGH SCHOOL	RHEA ORILLO DENZO	HOUSEKEEPING NC II	rhea.denzo@deped.gov.ph
41	Caraga	Sungao City	CANTIASAY NATIONAL HIGH SCHOOL	SHARLYN T. COLLADO	COOKERY NC II	sharlyn.collado@deped.gov.ph
42	Caraga	Sungao Del Norte	San Francisco National High School	Raymond Y. Jubasan	NC II Holder	raymond.jubasan@deped.gov.ph
43	Caraga	Sungao Del Norte	PLACER NATIONAL HIGH SCHOOL	JUZIELOU DE GRACIA RESARE	EIM NC II Holder	juzielou.resare@deped.gov.ph
44	Caraga	Sungao Del Norte	Sungao Norte National High School	IRIS JANE M. CANOY	CSS NC II	irisjane.canoj@deped.gov.ph

45	Caraga	Surigao Del Norte	CLAVER NATIONAL HIGH SCHOOL	JOMOC, MARY JOY GALANIDA	AGRI CROPS PRODUCTION NC III	maryjoy.jomoc@deped.gov.ph
46	Caraga	Surigao Del Norte	Timamana National High School	JULIETA O. DIWATA	NC II	
47	Caraga	Surigao Del Sur	Rizal National High School	Romelyn S. Lozada	NC II	romelyn.lozada@deped.gov.ph
48	Caraga	Surigao Del Sur	Roxas NHS, Hinatuan West District	Rey Q. Otacan	FBS NCII & COOKERY NCII	rey.otacan@deped.gov.ph
49	Caraga	Surigao Del Sur	San Miguel NCHS, San Miguel 2 District	Rosly B. Abis	Bartending NC2	rosly.abis@deped.gov.ph
50	Caraga	Surigao Del Sur	Cantilan NHS, Cantilan District	Ivy Grace D. Campos	FBS NCII & COOKERY NCII	ivygrace.campos@deped.gov.ph
51	Caraga	Surigao Del Sur	Badong NHS, Tag 2 District	Cristina E. Tibayan		christina.tibayan001@deped.gov.ph
52	Caraga	Surigao Del Sur	Quary 1 IS	Rose R. Tampos	Tailoring NC2, Dressmaking NC2	rose.tampos@deped.gov.ph
53	Caraga	Surigao Del Sur	Cabangahan IS, Cantilan District	Decerlyn N. Ormba		
54	Caraga	Tandag City	Carmen Integrated School	Benny M. Cuadrado	NC II EIM	benny.cuadrado@deped.gov.ph
55	Caraga	Siargao	Roxas National High School	Jesamutia V. Ramirez	NC II SMAW	jesamutia.vertudazo@deped.gov.ph

## Terms of Reference

Office/Focal <b>SDO-TVL EPS/Focal</b>	Terms of Reference
	<ul style="list-style-type: none"> <li>• Determines priorities and needs in the selection of nominees</li> <li>• Determines SHS-TVL and JHS-SPTVE 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-HRTD SEPS</b>	<ul style="list-style-type: none"> <li>• Consolidates LOI and participant's profile sheet/s</li> <li>• Submits/endorses SDO nominees to RO CLMD</li> </ul>
<b>SDO-TVL EPS/Focal &amp; 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>
<b>RO-CLMD</b>	<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>RO-HRDD</b>	<ul style="list-style-type: none"> <li>• Process participants' notarized contracts and submit to NEAP-CO, together with the LOI and Participants' Profile Sheets</li> <li>• Endorse to NEAP-CO approved nominees</li> </ul>
<b>RO-CLMD &amp; 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</li> <li>• Ensure the submission of WAP</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</li> </ul>
<b>NEAP-CO</b>	<ul style="list-style-type: none"> <li>• Approve nominees from the ROs</li> <li>• Create a database of all qualified participants.</li> </ul>

	<ul style="list-style-type: none"><li>• Consolidate Participants' Profile Sheet, LOI, and Contracts</li><li>• Hold coordination meeting with TESDA, CO, RO, SDO focals, and BLD-TLD</li><li>• Monitor and evaluate program implementation</li></ul>
<b>BLD-TLD</b>	<ul style="list-style-type: none"><li>• Monitor participants' learning progress</li><li>• Provide NEAP report on the learning progress and pre and pos assessment</li></ul>