

Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

**REGIONAL MEMORANDUM**

ORD-2024- 190

**TO :** SCHOOLS DIVISION SUPERINTENDENTS

**FROM :** JOCELYN DR. ANDAYA  
 Director IV *Jyff*

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

**DATE :** February 29, 2024

This has reference to the attached Memorandum DM-OUHROD-2024- 0313, dated February 23, 2024, from Wilfredo E. Cabral, Regional Director, Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development, relative to the **BATCH 3 TRAINING ON TRAINERS METHODOLOGY LEVEL I FOR SHS-TVL AND JHS-SPTVE TEACHERS**, contents of which are self-explanatory, for information and appropriate action.

Deadline for submission of Participants is on **March 6, 2024**.

Immediate dissemination of this Memorandum is desired.



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Republika ng Pilipinas


# Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM  
DM-OUHROD-2024-0013

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 <a href="http://tinyurl.com/4pd56cn6">http://tinyurl.com/4pd56cn6</a> )	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](mailto: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]*