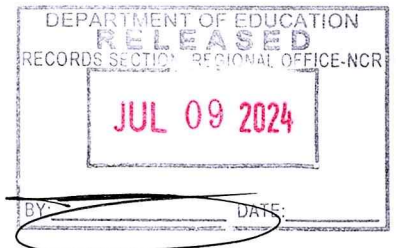




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



July 8, 2024

REGIONAL MEMORANDUM

No. 696, s. 2024

To: Schools Division Superintendents
All Others Concerned

**MONITORING AND EVALUATION OF THE IMPLEMENTATION OF BATCH 3
TRAINING ON TRAINERS METHODOLOGY LEVEL 1 FOR
SHS-TVL AND JHS-SPTVE TEACHERS**

1. In reference to the attached Memorandum DM-OUHROD-2024-1232, dated 25 June 2024, from the Officer-in-Charge of the Office of the Undersecretary for Human Resource and Organizational Development, Wilfredo E. Cabral, this Office informs the field of the above-captioned subject.
2. For further information and any concerns, please contact Richard D. Vidal, Education Program Specialist II, Regional Scholarship Focal Person, HRDD-NEAP through email richard.vidal@deped.gov.ph or call at 09606215250.
3. Immediate dissemination of this Memorandum is desired.


JOCELYN DR ANDAYA
Director IV

Encl. as stated

rdv/hrdd



6 Misamis St., Bago Bantay, Quezon City
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Effectivity	01.26.23	Page	1 of 1



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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2024-1232

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

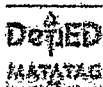
Regional Directors
Schools Division Superintendents
Regional CLMD and HRDD Chiefs
SDO TVL-EPS and HRTD-SEPS
All Others Concerned

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

SUBJECT : **MONITORING AND EVALUATION OF THE IMPLEMENTATION OF BATCH 3 TRAINING ON TRAINERS METHODOLOGY LEVEL I FOR SHS-TVL AND JHS-SPTVE TEACHERS**

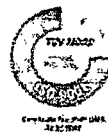
DATE : 25 June 2024

1. This has reference to the conduct of 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 (released through memorandum DM-OUHROD-2024-0313 dated 23 February 2024, which is attached as **Enclosure 1**).
2. 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 **Monitoring and Evaluation (M&E)** of the implementation of the said training program.
3. The goal of the M&E activities is to ensure that SHS-TVL and JHS-SPTVE teachers are provided with quality professional development programs that are evidence-informed, standards-based, and results-driven. Specifically, these activities have the following objectives:
 - a. Track the total number of participants who attended each learning session by Schools Division Office and School;



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- b. Assess the learning environment including resources, training venue, and accommodation, etc.;
 - c. Note any remarkable event/situation encountered during the conduct of training; and
 - d. Consolidate assessment results per region.
4. The *M&E Schedule and Assignment of NEAP and BLD M&E Team for the TM Level I Training Implementation* is attached as **Enclosure 2**. The assigned NEAP and BLD personnel shall coordinate with the concerned Regional Focal Persons regarding their specific M&E schedule.
 5. All concerns needing immediate attention shall be reported directly to the NEAP Professional Development Division and the BLD-TLD at the Department of Education Central Office, in coordination with the Regional Focal Persons.
 6. All related expenses to be incurred by NEAP and BLD personnel in the performance of the M&E activities shall be charged against the Human Resource Development Fund, subject to the usual accounting and auditing rules and regulations.
 7. For further information or any concerns, please contact the **NEAP Scholarship Secretariat** through email scholarships@deped.gov.ph and or landline (02) 8715-9919.
 8. For immediate dissemination and appropriate action.

Enclosures:

Enclosure 1 – DM-OUHROD-2024-0313 dated 23 February 2024 titled 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

Enclosure 2 – Schedule and Personnel Assignment for the M&E of Trainers Methodology Level I Training Implementation

[NEAPScholarshipSecretariat/Cabanero]



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2024-0813

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]

**MONITORING SCHEDULE
TM1 JHS-SPTVE SHS-TVL BATCH 3**

REGION	TESDA CENTER	MONITORING DATES		TRAINING VENUE	MONITORING PERSONNEL	DATE OF VISIT
		Phase 1 F2F	Phase 3 F2F			
Region I	PSAT- TESDA- Lingayen	July 1-13	July 29-August 7	TESDA-Pangasinan School of Arts and Trades, Lingayen	Rossana Carnecer BLD Rizza A. Pereyra NEAP	August 5 -7
Region II	TESDA-Isabela School of Arts and Trades (ISABELA), City of Ilagan, Isabela	July 1-10	July 24--August 2	TESDA -ISAT, City Of Ilagan, Isabela	Rossana Carnecer BLD Arlu Bernard J. Cabanero NEAP	July 31-Aug 2
Region III	Pampanga Federation of Technical Institutions, (PAFTI) Inc.	May 20-29	July 18-27	NEAP R3	Rossana Carnecer BLD Angelo E. Bedana NEAP	July 17-19
Region IV A	TESDA Rosario and TESDA Paliparan (Cavite)	April 29-May 8	May 22-May 31	Villa Excellence, Tanza Cavite	Done	Done
Region IV-B	Puerto Princesa School of Arts and Trades [Palawan]	July 1-10	July 23--August 3	Puerto Princesa School of Arts and Trades- Brgy, Puerto Princesa School of Arts and Trades, Rafols Rd, santan street, Puerto Princesa, 5300 Palawan	Joan Pearl A. Flores BLD Marife T. Morcilla NEAP	August 7-9
Region V	TESDA	July 16-29	August 9-18		Fernando Estacio	

	REG. TRAINING CENTER, PILI, CAM.SUR				TBD	BLD	August 7 - 9
Region VI	TBD	July 14-21	August 2-14	TBD	Alexander Simagala NEAP	August 12-14	
Region VII	Cebu Province- Divine Life Institute of Cebu, Inc.	July 1-10	July 24- August 2	Balamban Extensive Skills and Technology, Inc. (BEST) - Cebu Province	Fernando Estacio BLD Arlu Bernard J. Cabanero NEAP	July 8 -10	
Region VIII	TESDA Regional Training Center	July 2-11	August 2-4, 9-11, 15-8	Milka Hotel Tacloban City (Tentative)	Ernani O. Jaime BLD Angelo E. Bedana NEAP	August 2-4	
Region IX	TESDA- ZAMBOANGA CITY	July 1-10	July 24-August 3	TBD	Rose Villaneza BLD Marife T. Morcilla NEAP	July 31-Aug 2	
Region X	Cagayan de Oro (Bugo) School of Arts and Trades (COBSAT), Bugo, Cagayan de Oro City	July 1-10	July 24-August 2	Cagayan De Oro (bugo) School of Arts and Trades (Cobsat) TESDA Regional Training Center at Bugo, Cagayan De Oro City	Renato A. San Juan Jr. BLD Rizza A. Pereyra NEAP	July 31-Aug 2	
Region XI	TESDA RTC - Korea-Philippines Vocational Training Center (RTC-KPVTC)	July 25-August 7	August 22-28	Davao City	Mark Anthony Papa BLD Rizza A. Pereyra NEAP	Aug 19-21	
Region XII	TSOX/ TESDA	July 1-12	July 29-August 8	TSOX Alabel,	Glenda M. Granadozin BLD		

	Region XII			Sarangani	Arlu Bernard Cabanero NEAP	Aug 5-7
CAR	Cordillera State Institute of Technical Education (CSITE) - Main, Military Cut-Off Campus	June 30-July 10	July 24 - August 3	TESDA-CSITE	Fernando Estacio BLD Alexander Simagala NEAP	July 29-31
NCR	Swiss-Belhotel Bhulane, Santa Cruz, Manila	May 11-20	July 5-14	Swiss-Belhotel Bhulane, Santa Cruz, Manila	Done	Done
CARAGA	TESDA REGIONAL TRAINING CENTER	July 22-31	July 24-August 2	TBD	Ernani O. Jaime BLD Angelo E. Bedana NEAP	July 29-31