



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



PPRD

September 19, 2024

**REGIONAL MEMORANDUM**  
 ORD-2024 - 952

**REGIONAL TRAINING OF TRAINERS TECHNICAL WORKING GROUP**

To: Policy, Planning and Research Division Personnel  
 Schools Division Superintendents of:  
 Las Piñas City  
 Marikina City  
 Navotas City  
 Pasig City

1. The Department of Education, National Capital Region through the Policy, Planning and Research Division will hold a Regional Training of Trainers (RTOT) for School Level Scale-up Implementation on October 16-18, 2024 within Metro Manila.
2. The activity aims to prepare and train the pool of trainers for each Schools Division Office for the full implementation of PMIS in schools categorized as Implementing Units.
3. In connection to this, a technical working group has been organized to perform the following functions:
  - a. Train the participants to become proficient trainers and ready to provide support and guidance in implementing of PMIS at the school level.
  - b. Prepare all modules to be used during the training.
  - c. Assist in the preparation of the venue, sound system, rooming assignments of the participants, registration, supplies and materials, and documentation of the proceeds during the training.
4. The technical working group shall be composed of the following:
  - a. Lilia A. Ricero, OIC Chief, PPRD – Lead Official
  - b. National Trainers
    1. Marco B. Realista - Planning Officer – PPRD
    2. Reinan M. Ignacion – Planning Officer III – SDO Marikina City
    3. Jonell A. Sison – Planning Officer III – SDO Navotas City



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4. Eloisa D. Mojica – Planning Officer III – SDO Las Piñas City
  5. Michelle S. Bazar – Planning Officer III – SDO Pasig City
  6. Ruth P. Dela Cruz – Senior Education Program Specialist –  
Monitoring and Evaluation – SDO Pasig City
  7. Lovely Rollaine B. Cruz – Public School District Supervisor – SDO  
Taguig City and Pateros
- c. PPRD Personnel as the Secretariat
1. Herbert D. Vertucio – Education Program Supervisor
  2. Nerissa Z. Lauan – Planning Officer III
  3. Vergel Jairus J. Emas – Education Program Specialist II
  4. Joseph T. Indicio – Statistician I
5. All members of the Technical Working Group must be at the venue of the training on Day 0 – October 15, 2024.
6. For information and guidance.

  
**JOCELYN DR ANDAYA**, CESO III  
Director IV