



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



December 4, 2024

**REGIONAL MEMORANDUM**

No. 1298, s. 2024

**To:** Schools Division Superintendents  
Chiefs of Curriculum Implementation Division  
SHS- TVL Division Education Program Supervisors  
All Others Concerned

**TRAINING ON TRAINERS METHODOLOGY LEVEL I FOR SHS-TVL TEACHERS**

1. The Curriculum and Learning Management Division of DepEd- NCR, and Teacher Education Council (TECS) in collaboration with the National TVET Trainers Academy (NTTA), National Educators Academy of the Philippines (NEAP), Bureau of Learning Delivery- Teaching and Learning Division (BLD-TLD), and the Asian Entrepreneurs Technological Institute Inc., will conduct the Training on Trainers Methodology™ Level I for Senior High School-Technical-Vocational-Livelihood (SHS-TVL) Teachers from December 6, 2024 to January 7, 2025 at Tanza Oasis Hotel, Tanza, Cavite.
2. The activity aims to capacitate the SHS-TVL Teachers with the necessary skills in Trainers Methodology. Also, it is intended to enhance the knowledge, attitude, values, and skills (KAVS) of the teachers in accordance with the prevailing standards in the Technical Vocational Education and Training (TVET).
3. The participants to this activity are Regional Education Program Supervisor, Division EPPTLETVL Education Program Supervisors, TECS, BLD-TLD, NEAP, TESDA and SHS- TVL NC holder Teachers.
4. The participants shall be entitled to service credits in accordance with DepEd Order 53, s. 2003 "Granting of Vacation Service Credits to Teachers". The participants are also requested to bring laptops to the training.
5. Below is the list of attachments for your reference.  
Enclosure 1- List of Participants  
Enclosure 2- Indicative Program of Activities  
Enclosure 3- Terms of Reference for Division EPS Monitors
6. The funds for the activity are charged to downloaded funds FY 2024 GAAAO dated 01/02/2024/ SARO Order No. OSEC-NCR-24-5225 for the Implementation of the Senior High School Technical and Vocational Livelihood Teachers on Trainers Methodology I, covering board and lodging



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of participants and the management team, registration fee, assessment fee, travel expense, supplies and materials, and administrative cost subject to the usual accounting and auditing rules and regulations.

7. Immediate and wide dissemination of this Memorandum is desired.

  
**JOCELYN DR ANDAYA, CESO III**  
Regional Director, NCR  
Concurrent Officer-In-Charge, Office of the  
Assistant Secretary for Operation

CLMD  
JAR24



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Enclosure 1. List of Participants

NAME	DIVISION	SCHOOL
Jun Jun P. Genova	Caloocan	Bagong Silang High School
Ronhielyn B. Albis	Caloocan	Bagong Silang High School
John Paul F. Coballes	Caloocan	Tandang Sora Integrated School
Rowena C. Castillo	Caloocan	Tandang Sora Integrated School
NOLY BOY ALINGOD	Malabon	MALABON CITY TECHNICAL VOCATIONAL ENTREPRENEURIAL SHS
Ronel B. Geraillo	Navotas	SAN ROQUE NATIONAL HS
May Madia	Navotas	San rafael TVHS
Jose Ramil V. Bernardo	Valenzuela	Polo National High School
Jesster B. Aguilo	Valenzuela	V. P. Trinidad National High School
Renato M. Bacani	Valenzuela	V. P. Trinidad National High School
Marabiles, Ivelym Irinco	Manila	Ignacio Villamor High School
Orlina, Christian Bondoc	Manila	Jose Abad Santos High School
Santillan, Mariel Sanchez	Manila	Ignacio Villamor High School
Maricar L. Puno	Pasay	Pasay City East HS
Jherwin V. Doculan	Pasay	Pasay City North High School
Jhaizar S. Ladjahali	Pasay	Pasay City North High School
Zernie R. Pugao	Makati	Makati High School
Airiz-Anne Valenzuela Santiago	Makati	Makati High School
RIZZAQUEL R. DAQUIOAG	Mandaluyong	Highway Hills Integrated School
NANCY N. DESCANZO	Mandaluyong	Andres Bonifacio Integrated School
MARIA IRISH V. Maddalora	Mandaluyong	Highway Hills Integrated School
John Santarinala	Quezon City	Quezon City High School
Joan R. Usman	Quezon City	Melchora Aquino Senior High School
Jolina C. Bandin	Quezon City	Sergio Osmentia High School
NOIME H. CUBE	San Juan	San Juan City Technical-Vocational and Livelihood Senior High School
RISSALAND MARTINEZ	Quezon City	BATASAN HILLS NATIONAL HIGH SCHOOL
Marife A. De La Cruz	Pasig	Rizal High School
Shenamae Z. Bantaran	Pasig	San Lorenzo Ruiz Senior High School
Mark Anthony Castillo	Pasig	Buting Senior High School
Rizza Joy M. Fernandez	Pasig	Buting Senior High School
Rosalie G. Mendoza	Marikina	Sto. Nino National High School
Carlo A. Rizare	Marikina	San Roque National High School
Olivia B. Plandez	Marikina	Sto. Nino National High School
Jenissy Joy T. Pinga	Pasig	Rizal High School
Dan Reinnier C. Amigo	Pasig	Rizal High School
Charmaine E. Adelante	Pasig	Rizal High School



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Shequine Glory M. Pili	Muntinlupa	Poblacion National High School
John Kevin B. Llander	Muntinlupa	Lakeview Integrated School
Maria Catlyn A. Repomanta	Muntinlupa	Muntinlupa Business High School
JINKY CONDESTABLE	Paranaque	TAMBO NHS
LOURIS G CODON	Paranaque	DR. ARCADIO SANTOS NHS
DANIEL JAYSON SALADAS	Paranaque	LA HUERTA NHS
JOEVILZON M. CALDERON	TAPAT	SEN. RENATO COMPANERO CAYETANO MEMORIAL SCIENCE AND TECHNOLOGY HIGH SCHOOL
FERDINAND D. SATOR	TAPAT	GEN. RICARDO G. PAPA SR. MEMORIAL HIGH SCHOOL-ANNEX
ROWENA J. GALLEG0	TAPAT	GEN. RICARDO G. PAPA SR. MEMORIAL HIGH SCHOOL-ANNEX

Enclosure 2.

**TRAINING ON TRAINERS METHODOLOGY LEVEL I FOR SHS-TVL TEACHERS**

**TRAINING PROGRAM MATRIX**  
**December 6, 2024 to January 7, 2025**

- Guidepost 1:**
- Training matrix will serve as guide for Trainers/Resource Persons, Program Managers and Participants
  - All Saturdays and Sundays will be scheduled as independent learning activity for the participants.
  - All sessions shall have working/non-working AM and PM snacks.

**December 7, 2024 (Day 1 Opening and Orientation)**

TIME	ACTIVITIES	TIME	ACTIVITIES
8:00 am - 9:00 am	✓ Arrival of Participants ✓ Settling-in and Registration	9:30 - 10:00 am	Administrative Matters
		10:00 - 11:00 am	Course Overview and Assessment Arrangement
		11:00 - 12:00 nn	The Phil. TVET System: An Overview
		12:00 nn - 1:00 pm	Lunch Break
		1:00 am - 5:00 pm	Competency 1: Plan Training Session Workshop 1
9:00 am - 9:30 am	✓ Opening Program (by Region) ➤ Welcome Remarks ➤ Direction Setting ➤ Participants Introduction ➤ House Rules ➤ Training Briefefer	6:00 pm - 8:00 pm	Dinner

**TRAINING PROGRAM MATRIX**  
**Phase I - December 6- 15, 2024**  
**Face to Face Platform (10 Days)**

Time	December 7, 2024 (Day 2)	December 8, 2024 (Day 3)	December 9, 2024 (Day 4)	December 10, 2024 (Day 5)	December 11, 2024 (Day 6)	December 12, 2024 (Day 7)	December 13, 2024 (Day 8)	December 14, 2024 (Day 9)	December 15, 2024 (Day 10)
8-8:15 AM	<b>Competency 1</b> Continuation of Workshop 1	<b>Competency 2</b> Utilize Electronic Media in Facilitating Training	<b>Competency 3</b> Facilitate Learning Sessions	Continuation of Workshop 3	<b>Competency 4</b> Conduct Competency Assessment	<b>Competency 5</b> Maintain Training Facilities	Continuation of Workshop 5 ➤ Reading Assignment ➤ Portfolio Preparation	<b>Competency 6</b> Supervise Work-based Learning	<b>Skills Demonstration of Conducting Assessment</b>
10-10:15	Health Break								
10:15 - 12:00 pm	Continuation of Workshop 1	Workshop 2	Workshop 3	Continuation of Workshop 3	Workshop 4	Workshop 5	Continuation of Workshop 5 ➤ Portfolio Preparation	Workshop 6	<b>Institutional Summative Assessment</b>
12 NN - 1 PM	Lunch Break								
1:00 PM - 5:00 PM	<b>Competency 1</b> Assessment	<b>Competency 2</b> Assessment	Continuation of Workshop 3	<b>Competency 3</b> Assessment	<b>Competency 4</b> Assessment	Continuation of Workshop 5 ➤ Reading Assignment ➤ Portfolio Preparation	<b>Competency 5</b> Assessment	<b>Competency 6</b> Assessment	<b>Institutional Summative Assessment</b>
<b>Expected Output</b>	Training Session Prepared and Competency 1 Skills Assessed	Competency 2 Skills Assessed	Facilitation of Learning Sessions learnt	Competency 3 Skills Assessed	Competency 4 Skills Assessed		Competency 5 Skills Assessed	Competency 6 Skills Assessed	6 competencies learnt and assessed
<b>Officer of the Day</b>	by Division	by Division	by Division	by Division	by Division	by Division	by Division	by Division	by Division

**TRAINING PROGRAM MATRIX**  
**Phase II - December 16- January 2, 2024**

**Modular Platform – (13 days) Portfolio Development Synchronous / Asynchronous Activities**

**Guidepost 2:**

- All teacher participants will develop their individual portfolio with the guidance from the trainer during Synchronous / Asynchronous Activities for 13 days duration of Phase II.
- Trainers will guide each teacher participant on the expected outcome of the portfolio for all COC 1-6 and training delivery.
- Trainers will group the participants (break out groupings) for the scheduled demonstration and portfolio checking.
- All sessions shall have working/non-working AM and PM snacks.

Date	Non Face-to-Face Synchronous/Asynchronous (13 Days) Portfolio Development	
	8:00 – 8:15	8:15 AM – 5:00 PM
December 16, 2024 (Day 11)	MOL	Preparation of Individual Portfolios
December 17, 2024 (Day 12)	MOL	Competency 1 – Plan Training Session
December 18, 2024 (Day 13)	MOL	Preparation of Individual Portfolios
December 19, 2024 (Day 14)	MOL	Competency 2 – Utilize Electronic Media in Training Facilitation
December 20, 2024 (Day 15)	MOL	Preparation of Individual Portfolios
December 21, 2024 (Day 16)	MOL	Competency 3 – Facilitate Learning Sessions
December 22, 2024 (Day 17)	MOL	Preparation of Individual Portfolios
December 23, 2024 (Day 18)	MOL	Competency 4 – Conduct Competency Assessment
December 24, 2024 (Day 19)	MOL	Preparation of Individual Portfolios
December 25, 2024 (Day 20)	MOL	Competency 5 – Maintain Training Facilities
December 26, 2024 (Day 21)	MOL	Preparation of Individual Portfolios
December 27, 2024 (Day 21)	MOL	Competency 6 – Supervise Work-based Learning
December 28, 2024 (Day 23)	MOL	Preparation of Individual Portfolios Competency 6 (Conduct Competency Assessment)

**TRAINING MATRIX**  
**Phase III - January 3- 7, 2024**  
**Face-to-Face Platform (5 days)**

Date	8:00 - 8:15	Activities	
December 29, 2024 (Day 24)	MOL	Trainers Inputs Demo Teaching for COC 1 and COC 2	
December 30, 2024 (Day 25)	MOL	Trainers Inputs Demo Teaching for COC 1 and COC 2	
December 31, 2024 (Day 26)	MOL	Participant Demo Teaching for COC 1 and COC 2	
January 1, 2025 (Day 27)	MOL	Participant Demo Teaching for COC 1 and COC 2	
January 2, 2025 (Day 28)	MOL	Participant Demo Teaching for COC 1 and COC 2	
January 3, 2025 (Day 29)	MOL	Participant Demo Teaching for COC 1 and COC 2	Checking, Enhancement and Consolidation of Portfolios
January 4, 2025 (Day 30)	MOL	Participant Demo Teaching for COC 1 and COC 2	
January 5, 2025 (Day 31)	MOL	Preparation for the National Assessment	
January 6, 2025 (Day 32)	MOL	Post-test and Preparation for the National Assessment	
January 7, 2025 (Day 33)	MOL	Closing Program	
		<ul style="list-style-type: none"> <li>● Pre-Closing               <ul style="list-style-type: none"> <li>○ <b>Cleaning House and National Assessment Schedule</b></li> <li>○ Future Initiatives</li> <li>○ Administrative and Financial Matters</li> </ul> </li> <li>● Closing Proper               <ul style="list-style-type: none"> <li>○ Closing Remarks</li> <li>○ Impressions</li> <li>○ Pledge of Commitment (BLD text)</li> <li>○ Signing <b>Contract of Service</b> and Presentation of Action Plans</li> <li>○ Community Singing</li> </ul> </li> </ul>	

<b>Module Titles Summary</b>		
<b><u>COC 1 - Delivery of training session</u></b>		
<ol style="list-style-type: none"> <li>1) Plan Training Session</li> <li>2) Utilize Electronic Media in Training Facilitation</li> <li>3) Facilitate Learning Sessions</li> <li>4) Maintain Training Facilities</li> <li>5) Supervise Work-based Learning</li> </ol>	<ol style="list-style-type: none"> <li>1) <b><u>COC 2</u></b></li> <li>1) <b><u>Conduct Competency Assessment</u></b></li> </ol>	



**Assessment Criteria:**

**Delivery of training session, (COC 1) and Conduct competency assessment (COC 2)**

**ASSESSMENT CRITERIA  
Trainers Methodology I**

COC #1: DELIVER TRAINING SESSION Unit of Competency		Weight Factor
1. Plain Training Session		30%
1.1. Portfolio	20%	
1.2. Written Report	10%	
2. Utilize Electronic Media in Facilitating Training	10%	
2.1. Demonstration w/Oral Questioning	8%	
2.2. Interview	2%	
3. Facilitate Training Session	40%	
3.1. Demonstration w/Oral Questioning	30%	
3.1.1. Pre	5%	
3.1.2. During	20%	
3.1.3. After	5%	
3.2. Written Report	10%	
4. Maintain Training Facilities	10%	
4.1. Portfolio	5%	
4.2. Written Report	5%	
5. Supervise work-based learning	10%	
5.1. Portfolio	5%	
5.2. Written Report	5%	
<b>TOTAL</b>		<b>100%</b>

COC #2: CONDUCT COMPETENCY ASSESSMENT Unit of Competency		Weight Factor
1. Conduct Competency Assessment		100%
1.1. Demonstration w/Oral Questioning	70%	
1.2. Interview	30%	

For both COC 1 and COC2  
 A score of 80.00 points (80.00%) or better = COMPETENT  
 Less than 80.00 points (80.00%) = NOT YET COMPETENT



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Enclosure 3. Terms of Reference for Division EPS Monitors

A. Terms of Reference for Division Education Program Supervisor Monitors

1. Monitor the conduct of the 33- day TVL TM 1 training (following the 10/18/5 cycle) from December 6, 2024 to January 7, 2025. (See schedule)
2. Monitor the conduct of the TM National Assessment for the completers of the TVL TM1 Training.
3. Prepare the daily monitoring log during the conduct of the Training.
4. Monitor the daily attendance.
5. Facilitate the implementation plan of the training program (with relevant documents- attendance sheet, google links, etc.).
6. Facilitate the representation of the Regional Training Manager for the training and
7. Maintain health and safety protocols during the 33-day training program.

B. Training Management Team/ SDO TVL EPS Schedule of Monitoring

Regional Focal/ Training Manager : Mr. James A. Roldan  
Co- Training Manager : Dr. Grace R. Nieves and Rep. From  
Asian Entrepreneur  
Technological Institute Inc.  
Documenter (TESDA) : Mr. Arvin Mamites

Education Program Supervisor	Date
1. Lily Galangan	December 9- 11
2. Remedios Santos	December 9- 11
3. Ramil Dorol	December 13- 15
4. Marife Arias	December 7- 9
5. Jolivelte Castelo	December 7- 8
6. Bernie Fortin	December 11- 13
7. Helen Flora	December 12- 13
8. Antonio Layacan	December 6,7, 14- 15
9. Leonaida Gutierrez	December 9- 11
10. Marites Guzman	December 13- 15
11. Beatriz Maguigad	December 13- 15
12. All TVL EPSs	January 7, 2025