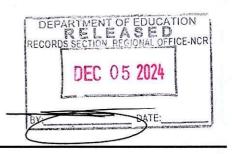


# Department of Education

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

- 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







Address: 6 Misamis St., Bago Bantay, Quezon City

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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, C

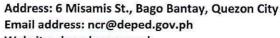
Regional Director, NCR Concurrent Officer-In-Charge, Office of the Assistant Secretary for Operation

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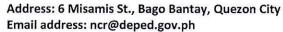
# Enclosure 1. List of Participants

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 Osmenia 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				
Jenessy 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. GALLEGO	TAPAT	GEN. RICARDO G. PAPA SR. MEMORIAL HIG SCHOOL-ANNEX		











# 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)

S. SEWIL	ACTIVITIES	TIME T.	ACTIVITIES
8:00 am -,9:00 am	✓ Arrival of Participants	9:30 - 10:00 am	Administrative Matters
	Settling-in and Registration	10:00 - 11:00 am 🚶	Course Overview and Assessment
The state of the s	,	A STATE OF THE STA	Arrangement
		11:00 ≠ 12:00 nn	The Phil. TVET System: An Overview
9:00 am - 9:30 am	✓ Opening Program (by Region)	12:00 nn - 1:00 pm	Lunch Break
	Welcome Remarks	*1:00 am - 5:00 pm	Competency 1: Plan Training Session
	Direction Setting		Workshop 1
	> Participants Introduction	6:00 pm – 8:00 pm	Dinner
と ないない 変ないない	> House Rules		
大学 大	> Training Briefer		

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

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Officer of by	Expecte See d Pre Output Co	1:00 PM Co - 5:00 Asi	12 NN - 1	10:15 - Co 12:00 nn Wo	10- 10:15	8:15 - 10 Co AM W	8 - 8:15 AM	Time
by Division	Training Session Prepared and Competency 1 Skills Assessed	Competency I Assessment		Continuation of Workshop 1		Competency 1 Continuation of Workshop 1		December 7, 2024 (Day 2)
by Division	Competency 2 Skills Assessed	Competency 2 Assessment		Workshop 2		Competency 2 Utilize Electronic Media in Facilitating Training		December 8, 2024 (Day 3)
by Division	Facilitation of Learning Sessions learnt	Continuation of Workshop 3		Workshop 3		Competency 3 Facilitate Learning Sessions		December 9, 2024 (Day 4)
by Division	Competenc y 3 Skills Assessed	Competency 3 Assessment		Continuation of Workshop 3		Continuation of Workshop 3	Man	10, 2024 (Day 5)
by Division	Competency 4 Skills Assessed	Competency 4 Assessment	Lunch Break	Workshop 4	Health Break	Competency 4 Conduct Competency Assessment	Management of Learning	December 11, 2024 (Day 6)
by Division	Assignment  Portfolio  Preparation	Continuation of Workshop 5		Workshop 5		Competency 5 Maintain Training Facilities	7	December 12, 2024 (Day 7)
by Division	Competency 5 Skills Assessed	Competency 5 Assessment		Continuation of Workshop 5 > Portfolio Preparation		Continuation of Workshop 5 > Reading Assignment > Portfolio Preparation		December 13, 2024 (Day 8)
by Division	Competency 6 Skills Assessed	Competency 6 Assessment		Workshop 6		Competency 6 Supervise Work-based Learning		14, 2024 (Day 9)
by Division	6 competencies learnt and assessed	Institutiona I Summative Assessment		Institutiona I Summative Assessment		Skills Demonstrati on of Conducting Assessment		15, 2024 (Day 10)

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

# Modular Platform -- (13 days) Portfolio Development Synchronous / Asynchronous Activities

# Guidepost 2:

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- 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-	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)	101	Preparation of Individual Portfolios
	MOL	Competency 2 - Utilize Electronic Media in Training Facilitation
December 19, 2024 (Day 14)	TOW	Preparation of Individual Portfolios
December 20, 2024 (Day 15)	MOL	Competency 3 – Facilitate Learning Sessions
December 21, 2024 (Day 16)	MOL	Preparation of Individual Portfolios
December 22, 2024 (Day 17)	MOL	Competency 4 - Conduct Competency Assessment
December 23, 2024 (Day 18)	MOL	
December 24, 2024 (Day 19)	MOL	Preparation of Individual Portfolios
December 25, 2024 (Day 20)	TOW	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)

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

Module Titles Summary  COC 1- Delivery of training session  1) Plan Training Session  2) Utilize Electronic Media in Training Facilitation  3) Facilitate Learning Sessions  4) Maintain Training Facilities  5) Supervise Work-based Learning			January 6, 2025 (Day 32) January 7, 2025 (Day 33)	1 1	January 3, 2025 (Day 29) January 4, 2025 (Day 30)	January 2, 2025 (Day 28)	January 1, 2025 (Day 27)	December 31, 2024 (Day 26)	December 30, 2024 (Day 25)	December 29, 2024 (Day 24)	Date
ing session Training Facens es es arning			MOL	TOW	MOL	MOL	MOL	MOL	MOL	MOL	8:00 - 8:15
cilitation	• Cic o Imi o Pie o Sig Pre	• Pre control of the	Post-test and Prepa Closing Program	Preparation for the	Participant Demo T	Participant Demo T	Participant Demo T	Participant Demo T	Trainers Inputs De	Trainers Inputs De	
COC 2  1) Conduct Competency Assessment	Closing Proper Closing Remarks Impressions Pledge of Commitment (BLD text) Signing Contract of Service and Presentation of Action Plans Community Singing	<u>Pre-Closing</u> <b>Clearing House and National Assessment Schedule</b> Future Initiatives  Administrative and Financial Matters	Post-test and Preparation for the National Assessment Closing Program	Preparation for the National Assessment	Participant Demo Teaching for COC 1 and COC 2  Participant Demo Teaching for COC 1 and COC 2	eaching for COC 1 and COC 2	eaching for COC 1 and COC 2	eaching for COC 1 and COC 2	Trainers Inputs Demo Teaching for COC 1 and COC 2	Trainers Inputs Demo Teaching for COC 1 and COC 2	Activities
				·	Portfolios	and Consolidation of					

Modul	Module Titles Summary	
	COC 1- Delivery of training session	COC 2
<u>-</u>	Plan Training Session	1) Conduct Competency Assessment
<u>1</u> 2	Utilize Electronic Media in Training Facilitation	
ယ္	Facilitate Learning Sessions	
<u>4</u> .	Maintain Training Facilities	
<u>ධ</u>	Supervise Work-based Learning	

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

# ASSESSMENT CRITERIA

# Trainers Methodology I

1.1. Portfolio 20%
1.2. Written Report 10%
2. Utilize Electronic Media in Facilitating Training 10%
등
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. Portrolo 5%
4.2. Written Report 5%
5. Supervise work-based Learning 10%
5.1. Portfolio 5%
5.2. Written Report 5%
TOWN.

For both COC 1 and COC2 A score of 80.00 points (80.00%) or better Less than 80.00 points (80.00%)	1.2.Interview	1.1.Demonstration w/Oral Questioning	1. Conduct Competency Assessment	Unit of Competency	COC #2: CONDUCT COMPETENCY ASSESSMENT
■ COMPETENT ■ NOT YET COMPETENT					ENT
TENT	30%	70%			
			100%	Weight Factor	
					_



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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. Jolivelle 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







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