Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

DEPARTMENT OF EDUCATION
RELEASED
RECORDS SECTION, REGIONAL OFFICE-NCR
JAN 03 2025
BY: DATE:

January 2, 2025

REGIONAL MEMORANDUM
No. 002 ,s. 2025

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

CORRIGENDUM AND ADDENDUM TO REGIONAL MEMORANDUM NO. 1298, s. 2024 TITLED TRAINING ON TRAINERS METHODOLOGY LEVEL I FOR SHS-TVL TEACHERS

1. In reference to the Regional Memorandum No. 1298, s. 2024, titled Training on Trainers Methodology Level I for SHS-TVL Teachers, the field is hereby informed of the "Enclosure 3. Terms of Reference for Division EPS Monitors, B. SDO TVL Schedule of Monitoring"

Education Program Supervisor	Date
1. Lily Galangan	December 9- 11
2. Remedios Santos	December 9- 11
3. Ramil Dorol	December 13,15, January 3- 5
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	Dcember 6,7,14,15 January 3- 5
9, Leonaida Gutierrez	December 9- 11
10. Marites Guzman	December 13- 15
11. Beatriz Maguigad	December 13- 15
12. Ariel Tosio	January 5- 7
13. Librada Agon	January 3- 7
14. Allan Salom	January 5- 7
15, Uriel Teodoro	January 5- 7
16, All TVL EPSs	January 7,after lunch(Closing Program)

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

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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

DEPARTMENT OF EDUCATION
RELEASED
RECORDS SECTION REGIONAL OFFICE-NCR
DEC 05 2024
BY: DATE:

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

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

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

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 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**
9:00 am – 9:30 am	✓ Opening Program (by Region) ➢ Welcome Remarks ➢ Direction Setting ➢ Participants Introduction ➢ House Rules ➢ Training Briefer	12:00 nn – 1:00 pm	Lunch Break
		1:00 am – 6:00 pm	**Competency 1: Plan Training Session** Workshop 1
		6:00 pm – 8:00 pm	Dinner

TRAINING PROGRAM MATRIX

Phase 1 – 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	*Management of Learning*								
8:15 – 10 AM	**Competency 1** *Continuation of Workshop 1*	**Competency 2** *Utilize Electronic Media in Facilitating Training*	**Competency 3** *Facilitate Learning Sessions*	*Continuation of Workshop 3*	**Competency 4** *Conduct Competency Assessment*	**Competency 5** *Maintain Training Facilities*	*Continuation of Workshop 5* ➢ *Reading Assignment* ➢ *Portfolio Preparation*	**Competency 6** *Supervise Work-based Learning*	***Skills Demonstration of Conducting Assessment***
10 – 10:15	*Health Break*								
10:15 – 12:00 nn	*Continuation of Workshop 1*	*Workshop 2*	*Workshop 3*	*Continuation of Workshop 3*	*Workshop 4*	*Workshop 5*	*Continuation of Workshop 5* ➢ *Portfolio Preparation*	*Workshop 6*	***Institutional Summative Assessment***
12 NN – 1 PM	*Lunch Break*								
1:00 PM – 5:00 PM	**Competency 1 Assessment**	**Competency 2 Assessment**	*Continuation of Workshop 3*	***Competency 3 Assessment***	***Competency 4 Assessment***	*Continuation of Workshop 5* ➢ *Reading Assignment* ➢ *Portfolio Preparation*	***Competency 5 Assessment***	***Competency 6 Assessment***	***Institutional Summative Assessment***
Expected Output	*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*
Officer of the Day	*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* **Competency 1 – Plan Training Session**
December 17, 2024 (Day 12)	MOL	
December 18, 2024 (Day 13)	MOL	*Preparation of Individual Portfolios* **Competency 2 – Utilize Electronic Media in Training Facilitation**
December 19, 2024 (Day 14)	MOL	*Preparation of Individual Portfolios* **Competency 3 – Facilitate Learning Sessions**
December 20, 2024 (Day 15)	MOL	
December 21, 2024 (Day 16)	MOL	*Preparation of Individual Portfolios* **Competency 4 – Conduct Competency Assessment**
December 22, 2024 (Day 17)	MOL	
December 23, 2024 (Day 18)	MOL	
December 24, 2024 (Day 19)	MOL	*Preparation of Individual Portfolios* **Competency 5 – Maintain Training Facilities**
December 25, 2024 (Day 20)	MOL	
December 26, 2024 (Day 21)	MOL	*Preparation of Individual Portfolios* **Competency 6 – Supervise Work-based Learning**
December 27, 2024 (Day 21)	MOL	
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	Checking, Enhancement and Consolidation of Portfolios
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	
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	
		● Pre-Closing o ***Clearing House and National Assessment Schedule*** o Future Initiatives o Administrative and Financial Matters	
		● Closing Proper o Closing Remarks o Impressions o Pledge of Commitment (BLD text) o Signing ***Contract of Service*** and Presentation of Action Plans o Community Singing	

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	**COC 2** 1) **Conduct Competency Assessment**

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%	
TOTAL			100%

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

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