



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



May 6, 2024

REGIONAL MEMORANDUM

ORD-2024-453

To: Schools Division Superintendents

**BATCH 3 TRAINING ON TRAINERS METHODOLOGY LEVEL I
 FOR SHS- TVL AND JHS- SPTVE TEACHERS**

- The DepEd- National Capital Region through Curriculum and Learning Management Division (CLMD) and Human Resource Development Division (HRDD) in collaboration with DepEd- NEAP, Bureau of Learning Delivery-Teaching and Learning Division (BLD-TLD) will conduct the **Batch 3 of Training on Trainers Methodology Level I for Senior High School- Technical Vocational-Livelihood (SHS-TVL) and Junior High School- Special Program for Technical-Vocational Education (JHS-SPTVE) Teachers** on the following dates and venue;

Date	Modality	Venue
May 11- 20, 2024	Face to Face	Blulane, T. Mapua, Manila
May 21-31, July 1- 2, 2024	Online	
July 5- 14, 2024	Face to Face	Blulane, T. Mapua, Manila

- The training aims to equip SHS-TVL and JHS-SPTVE Teachers in the region 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 competencies required of as Technical-Vocational Trainer to performed 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.
- 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 in TVL after completion of the program;



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* Bring their own laptops, chargers, and extension cords for the duration of the training.

4. The participants to this activity are Regional Education Program Supervisors, Division EPPTLETVL Education Program Supervisors, BLD-TLD, NEAP, TESDA and SHS- TVL and JHS- SPTVE NC holder Teachers.
5. Below is the list of attachments for your reference.
Enclosure 1- List of Qualified Participants
Enclosure 2- Terms of Reference for Division EPS Monitors and Schedule of Assistant Manager
6. 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 to downloaded funds SARO No. -OSEC-NCR-24-0019, 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.
7. 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 Divisions 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 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.
8. Immediate and wide dissemination of this Memorandum is desired.

JOCELYN DR. ANDAYA
Director IV



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Enclosure No. 2

**BATCH 3 TRAINING ON TRAINERS METHODOLOGY LEVEL I
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- A. Terms of Reference for Division Education Program Supervisor (Assistant Managers)
1. Monitor the conduct of the 33- day TVL TM 1 training (following the 10/13/10 cycle) from May to July, 2024. (See schedule)
 2. Monitor the conduct of the TM National Assessment for the completer of the 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

Training Manager: Mr. James A. Roldan
Training Assistants: Dr. Grace Nieves
Dr. Ramil Dorol
Dr. Marife Arias
HRDD NEAP NCR Mr. Richard Vidal

Group 1	Group 2	Group 3	Duration
Lead: Grace Nieves	Lily Galangan	Lead: Marife Arias	May 11- 15, 2024
Ariel Tosio/ Allan Salom	Ramil Dorol/ Librada Agon	Remedios Santos/ Jolivelle Castelo	May 16- 20, 2024
Bernie Fortin/ Antonio Layacan	Helen Flora/ Beatriz Maguigad	Marites Guzman/ Leonaida Gutierrez	July 5- 9, 2024
Dr. Grace Nieves	Lead: Dr. Ramil Dorol	Marife Arias	July 10- 14, 2024



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Enclosure No. 1

**List of Participants to the Batch 3 Training on Trainers Methodology
Level I for SHS-TVL and JHS-SPTVE Teachers**

No.	Name	School	Division
1	Oray, Bernadine R.	National Housing Corporation High School	Caloocan
2	Ocaña, Eduardo Jr. A.	Antonio Uy Tan Senior High School	Caloocan
3	Ronario, Zyrill A.	Horacio Dela Costa High School	Caloocan
4	Toleran, Belinda G.	Amparo High School	Caloocan
5	Salazar, Joseferlen Olsena A.	LPCNSHS Doña Josefa Campus	Las Piñas
6	Villafuerte, Hezil O.	LPCNSHS Doña Josefa Campus	Las Piñas
7	Orio, Hipolito B.	LPCNSHS Doña Josefa Campus	Las Piñas
8	Tabo, Raymond San E.	LPC Technical-Vocational High School	Las Piñas
9	Abrio, Dolores D.	LPC Technical-Vocational High School	Las Piñas
10	Necio, Mary Jean M.	LPC Technical-Vocational High School	Las Piñas
11	Berina, Mary Kaye C.	LPC Technical-Vocational High School	Las Piñas
12	Del Mundo, Irish Corina P.	Malabon City TechVoc and Entrep. Senior High School	Malabon
13	Ladera, Sheala P.	Concepcion Technical-Vocational School	Malabon
14	Foloso, Pamela B.	Jose Fabella Memorial School	Mandaluyong
15	Mantilla, Sheilalyn P.	Ilaya Barangka Integrated School	Mandaluyong
16	Canosa, Franklin H.	Mataas na Paaralang Neptali A. Gonzales	Mandaluyong
17	Canaria, Doreen M.	Manuel A. Roxas High School	Manila
18	Evardo, Mary Jane A.	Ramon Avanceña High School	Manila



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No.	Name	School	Division
19	Rico, Gian Carlo E.	Jose Abad Santos High School	Manila
20	Gonzalo, Niña Monica A.	Manuel Araullo High School	Manila
21	Manalo, Antonette T.	Tondo High School	Manila
22	Calimbayan, Donna Femie C.	Malanday National High School	Marikina
23	Montiano, Daisy M.	Cupang Senior High School	Muntinlupa
24	Cagampang, Kristine Grace P.	Cupang Senior High School	Muntinlupa
25	Evasco, James Gabriel B.	Perdo E. Diaz High School	Muntinlupa
26	Pandaan, Dante Jr. B.	Muntinlupa National High School	Muntinlupa
27	Burgos, Emena T.	Tunasan National High School	Muntinlupa
28	Sobremesana, Jasmin Roxanne A.	Tangos National High School	Navotas
29	Dela Cruz, Rhoana L.	Tangos National High School	Navotas
30	Campos, Mark Anthony D.	Tangos National High School	Navotas
31	Berdensen, Ma. Jane Kathlene A.	San Roque National High School	Navotas
32	Castil, Genevieve L.	San Rafael Technological & Vocational High School	Navotas
33	Agero, Glaze L.	San Rafael Technological & Vocational High School	Navotas
34	Tocuator, Mar	San Antonio High School Parañaque	Parañaque
35	Po, Rowena	Parañaque National High School - Main	Parañaque
36	Gadiano, Jerald	Sun Valley National High School	Parañaque
37	Delos Santos, Jay V.	Don Galo National High School	Parañaque
38	Romana, Engelbert V.	Parañaque National High School - San Isidro	Parañaque
39	Acelo, Yves Lorene R.	Kalayaan National High School	Pasay
40	Abella, Edivin Kevin D.	Pasay City South High School	Pasay



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No.	Name	School	Division
41	Espina, Leonell A.	Pasay City South High School	Pasay
42	Medina, Shaira C.	Rizal High School	Pasig
43	Bobis, Ronald S.	Rizal High School	Pasig
44	Dela Cruz, Christian O.	Rizal High School	Pasig
45	Intes, Rochelle R.	Sauyo High School	Quezon City
46	Matubaran, Laarnie B.	Sauyo High School	Quezon City
47	Esparas, Eunice Keith C.	Sauyo High School	Quezon City
48	Remojo, Armanuel Turla	Sauyo High School	Quezon City
49	Abungan, Cherry Lyn M.	Camp General Emilio Aguinaldo High School	Quezon City
50	Saniel, Jonie Fe	E. Rodriguez Jr. High School	Quezon City
51	Picardal, Mary Nisa	Culiat High School	Quezon City
52	Poliquit, Geraldine G.	Pedro Tuason Senior High School	Quezon City
53	Delmindo, Jo-Mark P.	E. Rodriguez Jr. High School	Quezon City
54	Garcia, John Paul I.	Justice Cecilia Muñoz Palma High School	Quezon City
55	Sister, Thomas M.	Novaliches High School	Quezon City
56	Calio, Yolynda	Culiat High School	Quezon City
57	Carag, Mary Ann M.	Flora A. Ylagan High School	Quezon City
58	Lorenzo, Helga T.	Ismael Mathay Sr. High School	Quezon City
59	Penuela, Rafael D.	Ismael Mathay Sr. High School	Quezon City
60	Radiang, Ian	Ismael Mathay Sr. High School	Quezon City
61	Bernal, Rhoda	Ismael Mathay Sr. High School	Quezon City
62	Samodio, Alben P.	Ismael Mathay Sr. High School	Quezon City



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No.	Name	School	Division
63	Villar, Jonahmar	Ismael Mathay Sr. High School	Quezon City
64	Parra, Augustus Czaesar M.	Ismael Mathay Sr. High School	Quezon City
65	Tinaco, Cherry Mae M.	Camp General Emilio Aguinaldo High School	Quezon City
66	Balano, Marlon B.	Camp General Emilio Aguinaldo High School	Quezon City
67	Cabatbat, Michaele Keate C.	Ernesto Rondon High School	Quezon City
68	Montales, Aljon C.	Fort Bonifacio High School	Taguig-Pateros
69	Cortina, Maureen M.	Sen. Renato Cayetano Memorial STHS	Taguig-Pateros
70	Armea, Rachel M.	Sen. Renato Cayetano Memorial STHS	Taguig-Pateros
71	Ribano, Patrick B.	Sen. Renato Cayetano Memorial STHS	Taguig-Pateros
72	Cipriano, Raiza Roz H.	Benigno "Ninoy" S. Aquino High School	Taguig-Pateros
73	Martinez, Jenniclyn O.	Bignay National High School	Valenzuela
74	Rempillo, Sherryl C.	Gen. Tiburcio De Leon National High School	Valenzuela
75	Lucero, Elmer C.	Vicente P. Trinidad National High School	Valenzuela