



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



June 17, 2025

**REGIONAL MEMORANDUM**

No. 551, s. 2025

**To:** Schools Division Superintendents  
 All Others Concerned

**BATCH 5 OF TRAINING ON TRAINERS METHODOLOGY LEVEL I (TM1)  
 FOR SHS-TVL, JHS-SPTVE, AND JHS-TLE TEACHERS**

1. The Department of Education – National Capital Region through Human Resource Development Division – National Educators Academy of the Philippines (HRDD-NEAP R) and Curriculum and Learning Management Division (CLMD) in collaboration with the Bureau of Learning Delivery – Teaching and Learning Division (BLD-TLD) will conduct the **Batch 5 of Training on Trainers Methodology Level I (TM1) for Senior High School – Technical-Vocational Livelihood (SHS-TVL), Junior High School – Special Program for Technical-Vocational Education (JHS-SPTVE) and Junior High School – Technology and Livelihood Education (JHS-TLE) Teachers** on the following dates, modality and venue:

Date	Modality	Venue
July 1-10, 2025	Face to Face	within Tanza, Cavite
July 11-23, 2025	Synchronous and Asynchronous	
July 24 - August 2, 2025	Face to Face	within Tanza, Cavite

2. The training aims to equip SHS-TVL, JHS-SPTVE, and JHS TLE 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 perform based on TESDA’s Training Regulation of Trainers Methodology I in the following areas:

- a. Planning training sessions;
- b. Facilitating learning sessions (with e-learning);
- c. Supervising work-based learning;
- d. Conducting competency assessment;
- e. Maintaining training facilities; and
- f. Utilizing electronic media in facilitating training.

3. Participants are expected to do the following:  
 a. Attend and finish the TM1 training program;



Address: **6 Misamis Street, Bago Bantay, Quezon City**  
 Email Address: **ncr@deped.gov.ph**  
 Website: **http://www.depedncr.com.ph**



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- b. Take and pass the National Assessment after the TM1 training program;
  - c. Implement a Workplace Application Plan (WAP) in TVL after completion of the program; and
  - d. Bring their own laptops, chargers, and extension cords for the duration of the training
4. The participants to this activity are SHS-TVL, JHS-SPTVE, JHS-TLE National Certificate (NC) holder teachers.
  5. Attached are the list of enclosures for your reference:
    - a. Enclosure 1 – Program and Learning Management Team
    - b. Enclosure 2 – List of Qualified Participants
  6. Expenses relative to this activity such as board and lodging, travel expenses, registration costs, assessment fees, training supplies and materials, and internet allowance of participants shall be charged against to downloaded funds SARO No. OSEC-NCR-25-00695, while travel expenses of resource persons, program management team, 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. 2023 titled *“Updated Guidelines on Grant of Vacation Service Credits to Teachers.”* Likewise, non-teaching and teaching-related personnel 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. For further information and any concerns, please contact Dr. Hajji R. Palmero, Chief Education Supervisor, Human Resource Development Division – National Educators Academy of the Philippines at the Region (HRDD-NEAP R) through email [hrdd.ncr@deped.gov.ph](mailto:hrdd.ncr@deped.gov.ph).
  9. Immediate dissemination of this Memorandum is desired.

**JOCELYN DR ANDAYA**  
Regional Director, NCR  
concurrent Officer-In-Charge, Office of the  
Assistant Secretary for Operations

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Enclosure No. 1

**PROGRAM AND LEARNING MANAGEMENT TEAM**

**A. Composition**

Overall Program Manager	:	<b>HAJJI R. PALMERO</b> Chief, HRDD-NEAP R
Overall Learning Manager	:	<b>MICAH G. PACHECO</b> EPS, OIC-Chief, CLMD
Learning Manager	:	<b>ANDREW E. TAN</b> EPS, CLMD
Secretariat	:	<b>GRACE R. NIEVES</b> EPS, SDO Navotas City
		<b>RICHARD D. VIDAL</b> EPS II, HRDD
		<b>NIKA D. PELIÑA</b> ADA VI, HRDD

**B. Terms of Reference**

- a. Objectives:
- Monitor the effective conduct of the 33-day TM1 training.
  - Oversee the administration of the TM National Assessment for completers.
  - Ensure accurate documentation of daily training activities.
  - Track participant attendance and engagement.
  - Facilitate the implementation plan with necessary supporting documents.
  - Represent the Program Manager as needed.
- b. Scope of Work:
1. Monitoring of the 33-Day TM1 Training
    - Conduct daily oversight of training sessions (virtual, face-to-face, or hybrid).
    - Ensure adherence to the 10-13-10 day cycle structure.
    - Verify that training modules, methodologies, and assessments align with TESDA standards.
    - Address logistical and technical concerns promptly.



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2. Monitoring of the TM National Assessment
  - Coordinate with TESDA-accredited assessors for the conduct of the assessment.
  - Ensure compliance with assessment protocols and security measures.
  - Document and report assessment results to the Program Manager.
3. Daily Monitoring Log

Maintain a detailed daily monitoring log covering:

  - Training progress (modules covered, trainer performance).
  - Technical issues (if any).
  - Participant feedback and concerns.
  - Recommendations for improvement.
4. Daily Attendance Monitoring
  - Ensure accurate recording of teacher-participant attendance.
  - Submit weekly attendance reports to the Program Manager.
  - Follow up with absent participants and document valid reasons for non-attendance.
5. Facilitation of Training Implementation Plan

Ensure all required documents are prepared and submitted, including:

  - Attendance sheets (physical/digital).
  - Quality Assurance (QA) reports.
  - Monitoring & Evaluation (M&E) online forms (Google Forms, SurveyMonkey, etc.).
  - Training completion certificates.



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Enclosure No. 2

**LIST OF QUALIFIED PARTICIPANTS**

No.	Name	School	Division
1	Atacador, Ma Jenne Pearl R.	Antonio Uy Tan Senior High School	Caloocan
2	Ali, Kahal D.	Antonio Uy Tan Senior High School	Caloocan
3	Miranda, Catherine R.	Antonio Uy Tan Senior High School	Caloocan
4	Daguplo, Daisy B.	Pangarap High School	Caloocan
5	Beri, Lindy S.	Las Pinas City Technical Vocational High School	Las Piñas
6	Barcial, Jessa B.	Las Pinas City Technical Vocational High School	Las Piñas
7	Cabrera, Mary Ann O.	Las Pinas City Technical Vocational High School	Las Piñas
8	Pidul, Miriam R.	Bangkal High School	Makati
9	Galabin, Jouana Marie S.	Makati High School	Makati
10	Bustillo, John Eric S.	Acacia National High School	Malabon
11	Dahuya, Ryan R.	Tinajeros National High School	Malabon
12	Gallen, Aielene Cindel V.	Tugatog National High School	Malabon
13	Pinlac, Christine J.	Mandaluyong High School	Mandaluyong
14	Velasco, Dionelia May Ann	Mandaluyong High School	Mandaluyong
15	Villaranda, Mae	Mandaluyong High School	Mandaluyong
16	Falame, Rose Anne	Claro M. Recto High School	Manila
17	Cadayona, Maria Celeste F.	Manuel Araullo High School	Manila
18	Turgano, Sunshine B.	Antonio A. Maceda Integrated School	Manila
19	Dizon, Ellen C.	Gregorio Perfecto High School	Manila



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No.	Name	School	Division
20	Pacadar, Evelina R.	Marikina High School	Marikina
21	Santiago, Jane A.	Parang High School	Marikina
22	Bonifacio, Anne Camille E.	Parang High School	Marikina
23	Bertillo, Rose Ann M.	Tunasan National High School	Muntinlupa
24	Pagalilauan, Baby Erin L.	Cupang Senior High School	Muntinlupa
25	Untalasco, Christine Joy	Pedro E. Diaz High School	Muntinlupa
26	Dungan, Dona Liza D.	Kaunlaran High School	Navotas
27	De los Reyes, Henry A.	Tanza National High School	Navotas
28	Añonuevo, Joseph	San Roque National High School	Navotas
29	Madayag, Sherwin Kenneth	Moonwalk National High School	Parañaque
30	Mesana, Myrna F.	Sto. Nino National High School	Parañaque
31	Videz, Paul	San Antonio High School	Parañaque
32	Viterbo, Ruella S.	Philippine School for the Deaf	Pasay
33	Basia, Mark V.	Pasay City South High School	Pasay
34	Sodusta, Jude B.	Kalayaan National High School	Pasay
35	Soguilon, Kim Mikki Mae S.	Rizal High School	Pasig
36	Sanosa, Imelda F.	Buting Senior High School	Pasig
37	Pereje, Harry J.	Buting Senior High School	Pasig
38	Erni, Jonnalyn G.	Buting Senior High School	Pasig
39	Britanico, Jessie A.	Rizal High School	Pasig
40	Idago, Reghie Katherine M.	Flora Ylagan High School	Quezon City
41	Saniano, Art Gil	Melchora Aquino High School	Quezon City
42	Ganalon, Joanabel	Krus na Ligas High School	Quezon City



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No.	Name	School	Division
43	Osido, Baby Jane T.	San Juan City Technical-Vocational and Livelihood Senior High School	San Juan
44	Fernandez, Rachel C.	San Juan City Technical-Vocational and Livelihood Senior High School	San Juan
45	Desoloc, Alexa May	Sen. Renato "Compañero" Cayetano Memorial Science and Technology High School	Taguig-Pateros
46	Ubaldo, Mary Grace A.	Ma. Asuncion R. Tinga High School	Taguig-Pateros
47	Cruz, Anna Victoria	R. Papa High School- CS Annex	Taguig-Pateros
48	De Asis, Jane Maureen L.	Valenzuela City School of Mathematics and Science	Valenzuela
49	Barrun, Marilou B.	Vicente P. Trinidad National High School	Valenzuela
50	Andonga, Kimberly G.	Lingunan National High School	Valenzuela