

Republic of the Philippines Department of Education National Capital Region

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the School Division Superintendent

MEMORANDUM No. 059, s. 2024 MAR 0 6 2024

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

To: Assistant Schools Division Superintendent Chief Education Supervisor, Curriculum Implementation Division OIC-Chief Education Supervisor, School Governance and Operations Division TVL Senior High School Principals/ OICs All Others Concerned

- 1. This has reference to the attached Memorandum DM-OUHROD-2024- 0313, dated February 23, 2024, from Wilfredo E. Cabral, Regional Director, Officer in-Charge, Office of the Undersecretary for Human Resource and Organizational Development, relative to the BATCH 3 TRAINING ON TRAINERS METHODOLOGY LEVEL I FOR SHS-TVL AND JHS-SPTVE TEACHERS, contents of which are selfexplanatory, for information and appropriate action.
- 2. Deadline for submission of Participants is on March 6, 2024.
- 3. Immediate and wide dissemination of this Memorandum is desired.

VIOLETA M. GONZALES CESO VI Assistant Schools Division Superintendent Officer-in-Charge Office of the Schools Division Superintendent

Encl: As stated Reference: To be indicated in the Perpetual Index under the following subjects:

TRAINING

SENIOR HIGH SCHOOL

SPTVE

LLG/ BATCH 3 Training on Trainers Methodology Level I for SHS-TVL and JHS-SPTVE Teachers $\underline{059}$ March 4, 2024

NUM-2024-059



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan, Muntinlupa City (02) 805-9935, (02) 805 - 9940



059



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

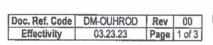
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM DM-OUHROD-2024-<u>08</u>13

FOR	:	ATTY. REVSEE A. ESCOBEDO Undersecretary for Operations
		Regional Directors Schools Division Superintendents Regional CLMD and HRDD Chiefs SDO TVL-EPS and HRTD-SEPS All Others Concerned
FROM	:	WILFREDO E. CABRAL Regional Director Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development
SUBJECT	:	BATCH 3 TRAINING ON TRAINERS METHODOLOGY LEVEL I FOR SHS-TVL AND JHS-SPTVE TEACHERS
DATE	:	23 February 2024

- The National Educators Academy of the Philippines (NEAP) in collaboration with the Bureau of Learning Delivery – Teaching and Learning Division (BLD-TLD), will conduct the Batch 3 of Training on Trainers Methodology (TM) Level I for Senior High School – Technical-Vocational-Livelihood (SHS-TVL) and Junior High School – Special Program for Technical-Vocational Education (JHS-SPTVE) Teachers from April to August 2024 at selected TESDA Training Centers nationwide.
- 2. The training aims to equip SHS-TVL and JHS-SPTVE teachers in the regions 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 the competencies required of a Technical-Vocational Trainer to perform 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.







- 3. In nominating participants, Regional Offices (ROs) and Schools Division Offices (SDOs) must consider their needs and priorities. Each RO shall nominate a total of seventy-five (75) SHS-TVL and JHS-SPTVE teachers with the following qualifications:
 - Holders of National Certificate (NC) II or III with validity at least until 2025;
 - Below 50 years old;
 - Have not availed or undergone any TM I training; and
 - Physically, mentally, and emotionally fit to undergo the 33-day training and assessment.

4. Participants are expected to do the following:

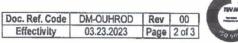
- Attend and finish the TM I training program;
- Take and pass the National Assessment after the TM I training program; and
- Implement a Workplace Application Plan (Enclosure 1) in TVL after completion of the program, to be monitored by NEAP Central Office, BLD, and RO-HRDD and -CLMD.

^{5.} Below are the required documents and corresponding deadline of submission:

Document	Person/Office to Submit	Office to Receive	Reference Template	Deadline
Letter of Intent	SHS-TVL and	SDO-TVL EPS/Focal for	Enclosure	To be
(LOI)	JHS-SPTVE	consolidation and	2	determined
	teacher-	endorsement to SDO-	-	by the
	applicants	HRTD SEPS		SDO
Consolidated	SDO-HRTD	RO-CLMD for validation,	Enclosure	11 March
LOIs and	SEPS	screening, selection and	2 and	2024
Participants'		endorsement to RO-HRDD	Enclosure	
(nominees)			4	
Profile Sheets				
Consolidated	RO-HRDD	NEAP Central Office	Enclosure	20 March
LOIs		(Upload to the assigned	2	2024
Copies of	RO-HRDD	folder via the link	Enclosure	
Notarized		http://tinyurl.com/4pd56cn6	3	
Contracts of				
qualified				
participants				
Qualified	RO-HRDD		Enclosure	
Participants'			4	
Profile Sheets				

- 6. Qualified participants are required to bring their own laptops, chargers, and extension cords for the duration of the training.
- 7. 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 RO-downloaded funds, 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. ROs may design a mechanism towards the efficient implementation of the program.





- 8. 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 Division 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 of their direct involvement in the TVL TM I training. ROs and SDOs are expected 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.
- 9. The Terms of Reference (**Enclosure 5**) defining the duties and responsibilities of concerned DepEd units and personnel is attached.
- 10. For further information or any concerns, please contact the **NEAP Scholarship Secretariat** through email <u>scholarships@deped.gov.ph</u> and or landline (02) 8715-9919.
- 11.Immediate dissemination of and appropriate action on this Memorandum are instructed.

Copy furnished: GINA O. GONONG Undersecretary for Curriculum and Teaching

LEILA P. AREOLA Director IV, Bureau of Learning Delivery

[NEAPScholarshipSecretariat/Pereyra]





