



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAR 14 2025

MEMORANDUM

TARA, BASA! TUTORING PROGRAM REGIONAL TRAINING OF TRAINERS

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division
Public Elementary School Heads
All Others Concerned

1. Attached is the letter from Helen Y. Suzara, Director IV, Concurrent OIC of Tara, Basa! Tutoring Program, National Program Management Office, dated March 11, 2025, on the above-captioned activity, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Particular attention is invited to Paragraph Nos. 1& 2, for details.
3. Enclosed is the list of participants, for reference.
4. Immediate, wide dissemination of, and strict compliance with this Memorandum is desired.


VIOLETA M. GONZALES

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl.: As stated

References: As stated

To be indicated in the Perpetual Index:

Under the following subjects:

LITERACY

PARTNERSHIPS

JABC/ Tara, Basa! Tutoring Program Regional Training of Trainers

113 / March 13, 2025

NUM-2025-113

(Enclosure No. 1: List of Participants)

TARA, BASA! TUTORING PROGRAM REGIONAL TRAINING OF TRAINERS

March 17-21, 2025 (Monday – Friday), 8:00AM-5:00PM
Sucat Senior High School, Meralco Road, Brgy. Sucat, Muntinlupa City

LIST OF PARTICIPANTS

<i>Name of Participants</i>	<i>Designation</i>	<i>Office/ School</i>
1. John Albert B. Colle	TBTP Focal Person	SDO-CID
2. Dr. Ma. Theresa C. Dela Rosa	PSDS	SDO-CID
3. Mrs. Alma O. Bituin	Principal	Filinvest Alabang ES
4. Dr. Shella C. Navarro	Principal	Muntinlupa ES
5. Mrs. Olivia G. Elloso	Principal	Tunasan ES
6. Mrs. Marie Ann R. Esmeria	Principal	Buli ES

11 March 2025

DR. JOCELYN DR ANDAYA

Regional Director

Department of Education - National Capital Region

Misamis Street, Bago Bantay, Quezon City

Dear **Regional Director Andaya**:


The DSWD Tara, Basa! Tutoring Program - National Program Management Office will conduct a Regional Training of Trainers (RTOT) on 17-21 March 2025, to capacitate the partners as Subject Subject-Matter Experts (SMEs) for the upcoming series of Capability Building for Tutors and Youth Development Workers (YDWs) in April 2025.

Below are the details of the activity per cluster:

Cluster	Venue	Areas
Cluster 1	National Vocational Rehabilitation Center (NVRC), 31 J.P. Burgos, Project 4, Quezon City	Quezon City Manila City Pateros City Taguig City Marikina City Calocan City Malabon Navotas
Cluster 2	Mandaluyong City Protection Center (MCPC), Dr. Jose Fabella Rd., Manila	Mandaluyong City Pasig City San Juan City Makati City Valenzuela City Manila City
Cluster 3	Schools Division Office - Muntinlupa City, Sucat Senior High School, Meralco Rd. Brgy. Sucat Muntinlupa City	Muntinlupa City Las Piñas City Parañaque City Pasay City

Relative thereto, may we invite the Tara, Basa focal persons or representative/s from your office. Please see Annex A and B for the breakdown and the selection criteria for the attendees/participants. An advisory, explaining the administrative requirements, program flow, and other relevant details, will be communicated to all participants prior to the event.

We would like to seek your help as well in ensuring that all participants must register through:

Activity	Registration Form	QR Code
RTOT - for Tutors' Workshop	https://forms.gle/CqhhacUfjzdNnlDc6	

For any inquiries, your staff may contact Mr. Christopher E. Siscar, Project Development Officer III of TBTP-NPMO via mobile number 0935 931 2562 or through email address siscarchris@gmail.com copy furnishing tbtp@dswd.gov.ph.

Thank you.

Very truly yours,

HELEN Y. SUZARA 
Director IV, Concurrent OIC of Tara, Basa! Tutoring Program - NPMO

Annex A: Breakdown of Participants

PARTICIPANTS FOR THE CAPABILITY BUILDING OF TUTORS				
Area	Division/Unit/Office			
	DepEd Schools Division Office	Local Government Unit	SLUCs	Total
Caloocan City	10	-	5	15
Las Pinas City	5	-	3	8
Makati City	3	-	2	5
Malabon City	5	-	3	8
Mandaluyong City	5	-	3	8
Manila City	5	-	3	8
Marikina City	3	-	2	5
Muntinlupa City	5	-	3	8
Navotas City	3	-	2	5
Paranaque City	5	-	3	8
Pasay City	5	-	3	8
Pasig City	5	-	3	8
Pateros City	2	-	1	3
Quezon City	10	-	5	15
San Juan City	3	-	2	5
Taguig City	5	-	5	10
Valenzuela City	5	-	3	8
Sub-total:				135
PARTICIPANTS FOR THE CAPABILITY BUILDING FOR YOUTH DEVELOPMENT WORKERS				
Caloocan City	-	10	5	15
Las Pinas City	-	5	2	7
Makati City	-	3	1	4
Malabon City	-	5	2	7
Mandaluyong City	-	5	2	7
Manila City	-	5	2	7
Marikina City	-	3	1	4
Muntinlupa City	-	5	2	7
Navotas City	-	3	1	4
Paranaque City	-	5	2	7

PARTICIPANTS FOR THE CAPABILITY BUILDING OF TUTORS				
Area	Division/Unit/Office			
	DepEd Schools Division Office	Local Government Unit	SLUCs	Total
Caloocan City	10	-	5	15
Las Pinas City	5	-	3	8
Makati City	3	-	2	5
Malabon City	5	-	3	8
Mandaluyong City	5	-	3	8
Manila City	5	-	3	8
Marikina City	3	-	2	5
Pasay City	-	5	2	7
Pasig City	-	5	2	7
Pateros City	-	2	1	3
Quezon City	-	10	5	15
San Juan City	-	3	1	4
Taguig City	-	5	2	7
Valenzuela City	-	5	2	7
Sub-total:				119
Grand Total:				254

Annex B: Selection Criteria

Kindly refer to the selection criteria for the attendees/participants:

Office / Agency	Qualification
1) Participants for the Breakout Group for Tutors Topics	
Department of Education Regional Office / School Division Office (SDOs)	Should at least be a Reading Literacy Focal Person, as requested by the Department of Education (DepEd) Central Office- National Educators' Academy of the Philippines (NEAP)
State/Local Universities and Colleges (S/LUCs)	Should at least be from the College of Education, preferably with a specialization in Elementary Education.
2) Participants for the Breakout Group for Youth Development Workers Topics	

State/Local Universities and Colleges (S/LUCs)	Should at least be from the College of Social Work with basic knowledge on managing Learning and Development Interventions (LDIs). If unavailable, individuals from allied professions may be considered.
Local Government Unit (LGU)	Should be at least a Social Worker / Development Professional capable of training other partners to become trainers for capability-building activities for Youth Development Workers