



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

Office of the Schools Division  
Superintendent

MAR 28 2025

**MEMORANDUM**

**TARA, BASA! TUTORING PROGRAM REGIONAL TRAINING OF TRAINERS  
DEMONSTRATION TEACHER**


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. This Office recognizes **Mrs. Catherine D. Rufo**, Master Teacher I from Muntinlupa Elementary School for having served as **DEMONSTRATION TEACHER** during the conduct of *Tara, Basa! Tutoring Program Regional Training of Trainers for Tutors (TBTP-RTtT)* held on March 17-21, 2025 at Sucat Senior High School, Meralco Road, Brgy. Sucat, Muntinlupa City.
2. Attached is the Training Matrix, for reference.
3. Immediate and wide dissemination of this Memorandum is desired.

For:

**VIOLETA M. GONZALES**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

By:

  
**CHELO DG RONGAVILLA**  
Education Program Specialist II  
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 Demonstration Teacher

145 / March 26, 2025

UN-2025-145



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## ACTIVITY OBJECTIVE

1. Discuss the standard training design that will be used for the Capacity Building of Tutors and Youth Development Workers
2. Develop an action plan for the series of Capacity Building of Tutors and Youth Development Workers in the National Capital Region.



## BACKGROUND OF THE ACTIVITY

The Tara, Basa! Tutoring Program aims to support Tutors in conducting the learning sessions. The Regional Training of Trainers (RTOT) prepares trainers with the skills to guide tutors in handling learners who are non-readers and struggling readers. This training helps improve students' academic success and strengthens the program's overall impact.



<https://www.facebook.com/DSWD-TaraBasaTutoringProgram>



[www.dswd.gov.ph](http://www.dswd.gov.ph)



**DSWD Central Office**  
Batasan Complex 1126,  
Quezon City, Philippines

**#TaraBasaPH**  
**#BawatBuhayMahalagaSaDSWD**  
**#BagongPilipinas**



# Tara, Basa!

## Tutoring Program

# REGIONAL TRAINING OF TRAINERS

## FOR TUTORS

**17-21 MARCH 2025**  
**NATIONAL CAPITAL REGION**





# DAY 1

Tutors

March 17, 2025

## Opening Program

Interfaith Prayer National Anthem DSWD Quality Policy Acknowledgement of Participants Welcome Remarks	9:00 AM - 9:15 AM
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## Preliminaries

House Rules Expectation Setting Getting to know Activity Administration of Pre-Test	9:15 AM - 9:30 AM
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## Session

Overview of Tara, Basa! Tutoring Program	9:30 AM - 12:00 NN
<ul style="list-style-type: none"> <li>Program Orientation</li> <li>TBTP's Accomplishment</li> <li>Audio visual Presentation</li> </ul>	

## LUNCH BREAK

Tutors and Youth Development Worker's Starter Pack	01:15 PM - 04:45 PM
<ul style="list-style-type: none"> <li>Understanding the Self</li> <li>Understanding the Roles and Responsibilities of tutors and youth development workers (MC 29)</li> <li>R.A 11313 - Safe Space Act</li> <li>R.A 10173 - Data Privacy Act</li> <li>Basic Gender and Cultural Sensitivity</li> <li>Financial Literacy 101 (Landbank Piso Account)</li> <li>Am I Ready? I am Ready!</li> </ul>	

## OPEN FORUM

Administration of the Daily Learning Journal & Administrative Announcements	04:30 PM - 4:45 PM
Administration of the Daily Learning Journal & Administrative Announcements	04:45 PM - 05:00 PM

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# DAY 2

Tutors

March 18, 2025

## Preliminaries

Interfaith Prayer Leaning and Management Activity	9:00 AM - 9:15 AM
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## Session

SESSION NO. I: Getting to know the Tutees	9:15 AM - 9:30 AM
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## HEALTH BREAK

SESSION NO. II: Differentiated Instruction and Classroom Management	9:30 AM - 9:45 AM
SESSION NO. II: Differentiated Instruction and Classroom Management	9:45 PM - 12:00 NN

## LUNCH BREAK

Energizer	12:00 NN - 1:00 PM
SESSION NO. III: Pillars of Reading	1:00 PM - 1:15 PM
SESSION NO. III: Pillars of Reading	1:15 PM - 4:15 PM

## OPEN FORUM

Administration of the Daily Learning Journal & Administrative Announcements	04:15 PM - 04:45 PM
Administration of the Daily Learning Journal & Administrative Announcements	04:30 PM - 05:00 PM

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# DAY 3

Tutors

March 19, 2025

## Preliminaries

Leaning and Management Activity	9:00 AM - 9:15 AM
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## Session

Continuation of Session III: Pillars of Reading	09:15 AM - 9:30 AM
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## HEALTH BREAK

Continuation of Session III: Pillars of Reading	9:30 AM - 9:45 AM
Continuation of Session III: Pillars of Reading	9:45 AM - 12:00 NN

## LUNCH BREAK

Administration of Assessment Tools Return Demonstration	12:00 NN - 1:00 PM
Administration of Assessment Tools Return Demonstration	01:15 PM - 02:15 PM
Administration of Assessment Tools Return Demonstration	02:15 PM - 03:15 PM
Orientation and Discussion on the Guidebook for Tutors and Workbook for Learners	04:00 PM - 04:30 PM
Administration of the Daily Learning Journal & Administrative Announcements	04:45 PM - 05:00 PM

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# DAY 4

Tutors

March 20, 2025

## Preliminaries

Leaning and Management Activity	9:00 AM - 9:15 AM
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## Session

Continuation of Orientation and Discussion on the Guidebook for Tutors and Workbook for Learners	09:45 AM - 12:00 AM
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## LUNCH BREAK

Continuation of Orientation and Discussion on the Guidebook for Tutors and Workbook for Learners	12:00 NN - 1:00 PM
Continuation of Orientation and Discussion on the Guidebook for Tutors and Workbook for Learners	01:15 PM - 02:00 PM

Return Demonstration	02:00 PM - 04:00 PM
Financial Literacy Session 101	04:00 PM - 04:30 PM

Calendar of Activities and Roll-out Training Plan for Capability-Building Activities	04:30 PM - 05:00 PM
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Administration of the Daily Learning Journal & Administrative Announcements	05:00 PM - 05:15 PM
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# DAY 5

Tutors

March 21, 2025

## Preliminaries

Leaning and Management Activity	9:00 AM - 9:15 AM
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Calendar of Activities and Roll-out Training Plan for Capability-Building Activities	09:15 AM - 10:30 AM
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Administration of Post Test Awarding of Certificates Photo Opportunity Closing Program	10:30 AM - 12:00 NN
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End of the Training 🏠

