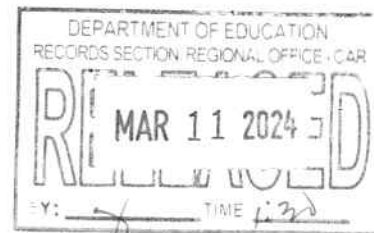




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



07 March 2024

**REGIONAL MEMORANDUM**

No. 147.2024

**BATCH 3 TRAINING ON TRAINERS METHODOLOGY LEVEL 1 FOR SHS-TVL  
AND JHS-SPTVE TEACHERS**

To: Assistant Regional Director  
Schools Division Superintendents  
All Other Concerned

1. 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 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 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. Each School Division Offices (SDOs) must consider their needs and priorities and shall nominate atleast (9) 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.



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601

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DepEd Tayo Cordillera

<https://depedcar.ph>



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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 (LOI)	SHS-TVL and JHS-SPTVE teacher-applicants (Initial submission of names was made to CLMD indicated in <b>Enclosure 5</b> )	SDO-TVL EPS/ Focal for consolidation and endorsement to SDO-HRTD SEPS	<b>Enclosure 2</b>	To be determined by the SDO
Consolidated LOIs and Participants' Profile Sheets	SDO-HRTD SEPS	RO-CLMD for validation, screening, selection and endorsement to RO-HRDD	<b>Enclosure 2 and Enclosure 4</b>	<b>15 March 2024</b>
Consolidated LOIs	RO-HRDD	NEAP Central Office (Upload to the assigned folder via the link <a href="http://tinyurl.com/4pd56cn6">http://tinyurl.com/4pd56cn6</a> )	<b>Enclosure 2</b>	<b>18 March 2024</b>
Copies of Notarized Contracts of qualified participants	RO-HRDD		<b>Enclosure 3</b>	
Qualified Participants' Profile Sheets	RO-HRDD		<b>Enclosure 4</b>	

6. The SDO-HRTD SEPS will submit to the RO HRDD the consolidated LOIs and Participants' Profile Sheets on the above stated date.

7. Qualified participants are required to bring their own laptops, chargers, and extension cords for the duration of the training.

8. 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.

9. Moreover, teacher-participants shall be entitled to Service Credits in accordance with DepEd Order No. 53, s. 2003 titled *Updated Guidelines or 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 devices tendered*, on account of their direct involvement in the TVL



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TM I training. 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.

10. The Terms of Reference (Enclosure 6) defining the duties and responsibilities of concerned DepEd units and personnel is attached.

11. Electronic copies of Enclosure 1-6 can be accessed at <https://tinyurl.com/TVLFILES>. Another memorandum will be issued for the date and other details of this program.

12. For queries and clarifications, please contact the Human Resource Development Division – National Educators Academy of the Philippines in the Region (HRDD-NEAPR) through Rosita C. Agnasi, OIC-HRDD-NEAPR or through email address at [car.neapr@deped.gov.ph](mailto:car.neapr@deped.gov.ph) and Jonalyn C. Ambrona, Education Program Supervisor – EPP/TLE through [joanlyn.ambrona@deped.gov.ph](mailto:joanlyn.ambrona@deped.gov.ph).

13. Immediate and widest dissemination of this Memorandum is directed.

  
**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Director IV/ Regional Director 

*hrdd-neapr/RCA/esf/TLE*



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(Enclosure No. 1 to RM No. 147-2024)



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**Department of Education**

*National Educators Academy of the Philippines*

*Enclosure 1*

**Sample Workplace Application Plan (WAP) Template**

Name of Learners		Office and Position	
Title of PD Programs		Date of Delivery	
		PD Program Provider	
Name of Immediate Supervisor		Office and Position	

**Background and Rationale of WAP Plan:**

Briefly describe why the WAP will be implemented. Identify the competency gaps that will be addressed and current performance level on key result area(s).

Expected Performance Improvement			
Competencies for Development	Key Result Area(s)	Expected Improvement in Performance Indicator	Means of Verification

Type of Intervention				
Committee Work	Job Shadowing	Informal JEL Activities (Please specify)	Others (Please specify)	
Job Expansion	Special Project	WAP Implementation		
Job Rotation	Stretch Assignments			
Briefly describe the intervention (e.g., type of special project, nature of committee and role of learners, etc.), and specify duration and offices where learner will be assigned, if appropriate. Use one to two paragraphs.				

Application Objective				
State what learner will be able to do by the end of the WAP, following ABCD (Audience-Behavior-Condition-Degree) guidelines.				
Learning Objectives <i>(What learner be able to do by the end of an activity/learning session)</i>	Activities <i>(Activities that learner will engage in to meet each learning objective)</i>	Timeline <i>(Start-end of each activity)</i>	Learning Facilitator <i>(Immediate Supervisor or peer assigned to guide learner)</i>	Support/Resources <i>(Office order, information, etc. needed)</i>

Prepared by (name and position):	Learner's Signature	Date

Reviewed by (name and position):	Signature	Date

Approved by (name and position):	Learner's Signature	Date

(Enclosure 2 to RM No. 147.2024)

Date

<Name of Schools Division Superintendent>  
Schools Division Superintendent  
DepEd SDO of \_\_\_\_\_  
<Address Line 1>  
<Address Line 2>

**NEAP-RECOGNIZED PROFESSIONAL DEVELOPMENT PROGRAMS AND COURSES  
LETTER OF INTENT**

Superintendent <Name>:

Greetings!

This is \_\_\_\_\_(NAME), \_\_\_\_\_(POSITION) in  
\_\_\_\_\_ (NAME OF SCHOOL).

I am writing to you to signify my intent to register for the \_\_\_\_\_(PROGRAM OR COURSE TITLE) offered by \_\_\_\_\_(NAME OF SERVICE PROVIDER) under the NEAP-Recognized Professional Development Programs and Courses.

If accepted, please be rest assured that I intend to:

- Maintain the academic standards and other course requirements set under the program
- Fulfill the required service obligation required under Sections 17 and 19 Rule VIII of the Omnibus Rules Implementing Book V of Executive Order No. 292
- Submit and implement my Re-Entry Action Plan
- Sign the NEAP-Recognized Professional Development Program Contract
- Refund in full to the Department of Education such sums of money as may have been defrayed by the Philippine government for expenses incidental for having attended the program or course, for failure to comply with any of the foregoing conditions through my fault or willful neglect, resignation from the service, transfer to other agencies, voluntary retirement or other causes within my control

Thank you.

Regards,

<Name of Teacher>  
<Position>  
<School



To authenticate this document,  
please scan the QR code.



DEPED-OSEC-438423

## MEMORANDUM OF AGREEMENT

(Scholarship Contract)

I, \_\_\_\_\_ (NAME) \_\_\_\_\_ Filipino, of legal age and with residence at \_\_\_\_\_ (HOME ADDRESS) \_\_\_\_\_, \_\_\_\_\_ (POSITION) \_\_\_\_\_ of SCHOOL / OFFICE /STATION) for and in consideration of the scholarship grant on (PROGRAM CODE AND TITLE OF THE COURSE) at the (VENUE OF THE COURSE) for the period (INCLUSIVE DATES OF THE COURSE) do hereby agree to observe the following terms and conditions:

DepEd shall:

- a. provide full salary and other benefits and privileges during the scholarship period;
- b. facilitate the return and assumption to duty of the scholar upon completion of the scholarship;
- c. designate mentor/supervisor shall support and jointly implement the Re-Entry Action Plan/ Work Action Plan of the scholar;
- d. the DepEd shall monitor the implementation of the REAP/WAP.

DepEd Scholar shall:

- a. maintain the academic standards and other course requirements set for by the program of the institution and Department of Education (DepEd) and that failure to do so would be sufficient grounds for disqualification and termination of the scholarship;
- b. conduct himself/herself in such manner that will uphold the moral integrity and professionalism of DepEd public servant;
- c. return to official station and resume functions immediately upon the completion or termination of my scholarship or training grant;
- d. at the end of the scholarship or training grant, submit to the head of office and the Department of Education (DepEd) through the National Educators Academy of the Philippines (NEAP) a copy of the scholarship reports containing lessons for the conduct of echo seminars to share new learnings, teaching innovations, and strategies



to their co-teachers and administrators; various trainings, program highlights and general impressions constituting my (scholar's) evaluation of the program;

- e. upon return to their station, implement the echo seminars and submit reports to the Professional Development Division, National Educators Academy of the Philippines at Second Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City;
- f. shall teach the subject / conduct echo seminars on the course in which they were granted the scholarship and continue to serve their school / division / region for at least three years which is the service obligation equivalent for a year of scholarship or a fraction thereof;
- g. shall **refund in full** to the Department of Education such sums of money as may have been defrayed by the Philippine government for expenses incidental to my scholarship, for failure to comply with any of the foregoing conditions through my fault or willful neglect, resignation from the service, transfer to other agencies, voluntary retirement or other causes within my control. For reasons beyond the control of the scholar, the conditions do not apply, provided that all documentary requirements including doctor's certification are met and are acceptable to DepEd.

IN WITNESS WHEREOF, I set my hand this \_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_.

\_\_\_\_\_  
DepEd Scholar  
(signature over printed name)

\_\_\_\_\_  
Schools Division Superintendent  
(signature over printed name)

Witness:

\_\_\_\_\_  
School Head  
(signature over printed name)

\_\_\_\_\_  
Assistant Schools Division Superintendent  
(signature over printed name)

\_\_\_\_\_  
Regional Director  
(signature over printed name)

REPUBLIC OF THE PHILIPPINES )

CITY OF ) S.S.

**BEFORE ME**, a Notary Public, for and in the above jurisdiction, personally appeared the following:

Name	ID	Date/Place Issued
_____	_____	_____
_____	_____	_____

are known to me as the same persons who executed the foregoing instrument and acknowledged to me that the same are their own free and voluntary act and deed.

This instrument consists of three (3) pages including the page wherein this acknowledgement is written and is signed by parties and their instrumental witnesses on each and every page hereof.

**WITNESS MY HAND AND SEAL**, this \_\_\_\_ day of \_\_\_\_\_, at Pasig City, Philippines.

\_\_\_\_\_

Notary Public

*Doc No.* : \_\_\_\_\_

*Page No.* : \_\_\_\_\_

*Book No.* : \_\_\_\_\_

*Series of* : \_\_\_\_\_

(Enclosure 4 to RM No. 147) 2024



Republic of the Philippines  
**Department of Education**

National Educators Academy of the Philippines

Enclosure 4

**Actual Participants Profile Sheet**

PD Program Owner:																		
Date Conducted:		(Indicate implementation date and venue)																
Program/ Course Title:		TRAINERS METHODOLOGY (TM) LEVEL 1 FOR SENIOR HIGH SCHOOL TECHNICAL- VOCATIONAL LIVELIHOOD (SHS-TVL) TEACHERS AND JUNIOR HIGH SCHOOL SPECIAL PROGRAM FOR TECHNICAL-VOCATIONAL EDUCATION (JHS-SPTVE) TEACHERS																
Region	Division	School Name	School ID	Name	Position Level (Teacher I - III, Master Teacher I - IV, Principal I - IV, etc.)	Grade Level Taught	Specialization (College and Graduate Studies)	NC Level	Actual subject/s taught	Years in the current position	Sex	Age	Civil Status	Religion	Are you a Person with Disability ? (YES/NO) If yes, please specify:	Are you a member of an Indigenous Group? (YES/NO) If yes, please specify:	Are you a solo parent? (YES/NO)	DepEd Email Address

*Note: Use separate sheet for SHS and JHS Profile Sheet*



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(Enclosure 5 to RM No. **147-2024**)

No s.	Division	School Name	Name of Nominee/ Participant
			Given Name, Middle Name, Surname
<b>SHS</b>			
1	Abra	La Paz Integrated School	Violy Baldos Parinas
2	Abra	Alfredo Bersamina NHS	Marianette Balucas Balmaceda
3	Abra	Mark Ysrael B. Bernos MHS	Clarisa Tonel Turqueza
4	Abra	Manabo NHS	Jerid Aisen Fragio
5	Abra	Manabo NHS	Jo-ann Babac
6	Apayao	Mayor Ricardo de san Jose CHS	JOIE JR ARELLANO LAURETA
7	Apayao	Mayor Ricardo de san Jose CHS	ELMIROSE BUENO DELA CRUZ
8	Apayao	Tanglagan NHS	Marsoul A Sabado
9	Apayao	Marag VATHS	Abe King Bareng Pedronan
10	Apayao	Tawit National HS	Florence Esta Acierto
11	Baguio City	Ambuclao NHS	Maricel Pelin Gambong
12	Baguio City	Ambuclao NHS	Jancie Bongsiw Amdos
13	Baguio city	Asipulo Natl. High School	Romeo Bay ong Paterno
14	Baguio city	Caragasan Natl. High School	Jerrymiah Baawa Bubod
15	Baguio City	Caba Natl High School	Yolanda Dilagan Itong
16	Baguio City	Namulditan Senior High School	Rosaline P Himmoldang
17	Benguet	Senior in Lubuagan	Dina Calango Estino
18	Benguet	Camalog National High School	Thelma Benito Ubana
19	Ifugao	Rizal National School of Arts and Trades	Daisylin Sicnawa Icao
21	Ifugao	Limos National High School	Ariel Awing Almeda
22	Ifugao	MPGCHS	Jemimah Jemimah Faguinas
23	Ifugao	Serapio Gawan National High School	Elizabeth Dag-os Nacanteng
25	Kalinga	Mt Data NHS	Ayleen Guron Dayao
26	Kalinga	Tabuk City NHS	ANGELICA PUYAO PECUA
27	Kalinga	Balawag NHS	SONIA LAZARO LUCES
28	Kalinga	Bado Dangwa NHS	CRYSTALLINE BALIGOD TABBAGON
29	Kalinga	Balawag NHS	ROSE AMIYAN CAMMAGAY
30	Kalinga	Tabuk City NHS	JUDI DANGIWAN POLIWOS
31	Kalinga	Tabuk City NHS	EVA JOY TENAY ALMADRONES
32	Mt. Province	Agbannawag NHS	JOHANNA DELA CRUZ LAOAN
33	Mt. Province	Bulo NHS	MARY ANN HERERRA NGAWOY



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34	Mt. Province	Sabangan NHS	Eden Rose Agramos Galula
35	Mt. Province	BCNHS-MAIN	Rachelle Aludos Dobinto
36	Tabuk City	Guisad Valley NHS	Eldana May Tolingan Akiapat
37	Tabuk City	Malagnat National High School	Andress Decena Lappay
38	Tabuk City	Kinama Nayional High School	Ronnel Dalyagan Espanto
39	Tabuk City	Magtoma Pangol National High School	Mizraem Saya-an Pugao
40	Tabuk City	Baguio City National Science High School	Grail Codo-og Enong
41	Tabuk City	guisad valley national high school	Eldana May Tolingan Akiapat
42	Tabuk City	Sto. Tomas National High School	Bing Apacguid Buasen
43	Tabuk City	Baguio City National Science High School	Murphy Salbino Taquio
<b>SPTVE</b>			
1	Abra	Mataragan NAS	Gagne Tandingan Brillantes
2	Abra	Mataragan NAS	Jeshmarie Balansi Gumabay
3	Abra	Pilar Rural HS	Jonna Mae Borfillo Dait
4	Abra	Pilar Rural HS	Gina Marie D Molina
5	Abra	Pilar Rural HS	Louriza Bradley Leones
6	Abra	Pilar Rural HS	Wendy Marie Valera Cabel
7	Abra	Pilar Rural HS	Fernando Jr A Bautista
8	Apayao	Apayao National Industrial Agricultural High School	Rodalyn Alayao Constantino
9	Apayao	Apayao National Industrial Agricultural High School	Jonalyn laylay Andayan
10	Apayao	Apayao National Industrial Agricultural High School	Angilee Maltizo Agtang
11	Apayao	Apayao National Industrial Agricultural High School	Ednaly Baltazar Raranggol
12	Apayao	Pudtol Vocational HS	Norberto Jr Bumatnong manioang
13	Benguet	AMBUKLAO NATIONAL HIGH SCHOOL	MARICEL PELIN GAMBONG
14	Benguet	AMBUKLAO NATIONAL HIGH SCHOOL	JANICE BONGSIW AMDOS
15	Benguet	Rizal National School of Arts and Trades	Daisylin Sicnawa Icao
16	Benguet	Rizal National School of Arts and Trades	Sablay Antonio Krizel
17	Benguet	Pinukpuk Vocational High School	Cabutaje Cagdan Rhoda Lyn
18	Kalinga	Magtoma Pangol NHS	Tombali Banganan Kevin Cris
19	Kalinga	Pinukpuk Vocational High School	Bacuyag Amolot Johnny
20	Kalinga	Tanudan Vocational School	Sabawil Dulagan Irish
21	Kalinga	Pinukpuk Vocational High School	Dayacus Cagdan Dora
22	Kalinga	BNTAS-MAIN	Tilao Balingcado Marjorie



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23	Kalinga	Pinukupuk Vocational High school	Myrna Ganora Fayofay
24	Kalinga	Santor National High school	Jayson D Palera
26	Kalinga	Bacarri National Trade-Agricultural School-Main	Milad Ordonio Arceli
27	Kalinga	Tabao IS	Novilla M. Ladoan
28	Kalinga	Tabao IS	Paulle Jesrael S. Tam-awen
29	Kalinga	TSHI	Sharon Labintas Pesnek
30	Mt. Province	Sadanga NTVHS	BRYAN T. CADINGPAL
31	Mt. Province	Pinukupuk Vocational High School	Pio Dawaton Pattal
32	Mt. Province	Western Kalinga National High School	Milky Jose Mangwag

(Enclosure 6 to RM No. ~~147~~ 2024

**Terms of Reference**

<b>Office/Focal</b>	<b>Terms of Reference</b>
<b>SDO-TVL EPS/Focal</b>	<ul style="list-style-type: none"> <li>• Determines priorities and needs in the selection of nominees</li> <li>• Determines SHS-TVL and JHS-SPTVE teacher-nominees for TM1 based on the qualifications indicated in the memo</li> <li>• Submits nominees to HRTD-SEPS requirement consolidation</li> </ul>
<b>SDO-HRTD SEPS</b>	<ul style="list-style-type: none"> <li>• Consolidates LOI and participant's profile sheet/s</li> <li>• Submits/endorsees SDO nominees to RO CLMD</li> </ul>
<b>SDO-TVL EPS/Focal &amp; SDO-HRTD SEPS</b>	<ul style="list-style-type: none"> <li>• Monitor participants' learning progress</li> <li>• Ensure submission and implementation of WAP</li> <li>• Submit Progress Report to RO-CLMD</li> </ul>
<b>RO-CLMD</b>	<ul style="list-style-type: none"> <li>• Validate, screen, and select qualified participants to TM1</li> <li>• Submit to RO-HRDD the final list of participants, LOI and profiles</li> </ul>
<b>RO-HRDD</b>	<ul style="list-style-type: none"> <li>• Process participants' notarized contracts and submit to NEAP-CO, together with the LOI and Participants' Profile Sheets</li> <li>• Endorse to NEAP-CO approved nominees</li> </ul>
<b>RO-CLMD &amp; RO-HRDD</b>	<ul style="list-style-type: none"> <li>• Plan and manage the budgetary expenditures for the conduct of TM1</li> <li>• Assess and monitor participants' learning progress</li> <li>• Ensure the submission of WAP</li> <li>• Conduct program implementation review (monitoring and evaluation) of teacher recipient of the TM1 Training for the provision of relevant learning and development intervention</li> </ul>
<b>NEAP-CO</b>	<ul style="list-style-type: none"> <li>• Approve nominees from the ROs</li> <li>• Create a database of all qualified participants.</li> </ul>

	<ul style="list-style-type: none"><li>• Consolidate Participants' Profile Sheet, LOI, and Contracts</li><li>• Hold coordination meeting with TESDA, CO, RO, SDO focals, and BLD-TLD</li><li>• Monitor and evaluate program implementation</li></ul>
<b>BLD-TLD</b>	<ul style="list-style-type: none"><li>• Monitor participants' learning progress</li><li>• Provide NEAP report on the learning progress and pre and pos assessment</li></ul>