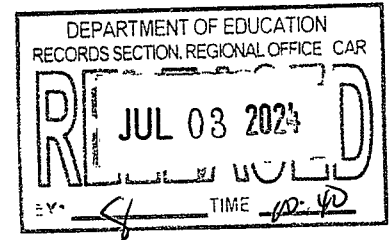




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



02 July 2024

**REGIONAL MEMORANDUM**

No. **430.2024**

**TRAINING ON TRAINERS METHODOLOGY LEVEL 1 FOR SHS-TVL TEACHERS**

To: Assistant Regional Director  
Schools Division Superintendents  
All Other Concerned

1. In reference to DepEd Memorandum DM-OUHROD-2024-1146, the Teacher Education Council (TEC), in collaboration with the National Educators Academy of the Philippines (NEAP) and the Bureau of Learning Delivery — Teaching and Learning Division (BLD-TLD), will conduct the Training on Trainers Methodology (TM) Level I for Senior High School – Technical-Vocational-Livelihood (SHS-TVL) Teachers from August to December 2024 at selected TESDA Training Centers nationwide.

2. The training aims to equip SHS-TVL 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. Nominated participants are listed in the Enclosure 1. They are required to submit a Letter of Intent, Contract with DepEd, and Participant Profile Sheet which shall be submitted/uploaded on or before July 3, 2024 to the link: <https://tinyurl.com/TECTM1>.

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

5. Expenses relative to this activity such as board and lodging, travel expenses, training registration costs, assessment fees, training supplies and materials as well as other training expenses of the training management team and resource persons 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.



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

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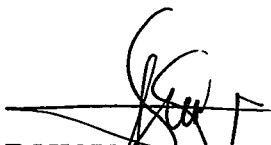
6. Moreover, teacher-participants shall be entitled to Service Credits in accordance with DepEd Order No. 53, s. 2003 titled *Updated Guidelines or Grant of Vacation Service Credits to teachers*. Likewise, teaching-related and non-teaching personnel including Division Chiefs may avail of Compensatory 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 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.

7. Electronic copies of the Letter of Intent, Contract, and Participant Profile Sheet can be accessed at <https://tinyurl.com/TM1B4TEC>. Another memorandum will be issued for the date and other details of this program.

8. All School Division Office Education Program Supervisors in EPP/TLE shall facilitate the submission of the identified participants.

9. 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 **Jennifer P. Ande**, the Chief Education Supervisor at the Curriculum and Learning Management Division, through landline number (074) 422-7096 or email address: [car.clmd@deped.gov.ph](mailto:car.clmd@deped.gov.ph).

10. Wide dissemination of and compliance with this Memorandum is directed.

  
**RONALD B. CASTILLO, CESO V**  
Director III / Assistant Regional Director  
Officer -In- Charge  
Office of the Regional Director



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region

(Enclosure 1 to RM No. 430-2024)

<b>Division</b>	<b>Name of Participants</b>	<b>School</b>	<b>Number of Participants</b>
<b>Abra</b>	Jerome Quito	La Paz IS	2
	Spencer Garcia	Abra HS	
<b>Baguio City</b>	To be identified by SDO		2
	To be identified by SDO		
<b>Benguet</b>	Angelina Patangan	Sinipsip NHS	3
	Anderson Ciano	Tuba Central NHS	
	Rodolfo T. Dao-as	Tocmo IS	
<b>Ifugao</b>	To be identified by SDO		1
<b>Kalinga</b>	Yazelle Gay Tangdol	Balbalan AIHS	5
	Dina C. Estino	SHS Lubuagan	
	Jenalyn D. Comadre	Malagnat NHS	
	Glicel Shellah B. Lopez	Limos NHS	
	Ronnel D. Espanto	Kinama NHS	
<b>Mountain Province</b>	Felicidad Angdasan	Mt. Data NHS	2
	Milagros Banglo	PSATHI	
<b>Tabuk City</b>	Rosario O. Guyod	Tabuk City NHS	2
	Mirianne A. Ramos	Tabuk City NHS	
<b>TOTAL</b>			<b>17</b>