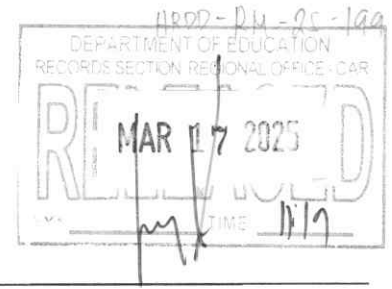




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



11 March 2025

**REGIONAL MEMORANDUM**

No. 197.2025

**FINAL SCHEDULE AND UPDATES ON THE CONDUCT OF BATCH 4  
TRAINING ON TRAINERS METHODOLOGY LEVEL 1 FOR  
SHS-TVL TEACHERS**

To: Assistant Regional Director  
Schools Division Superintendents  
All Other Concerned

1. Relative to Regional Memorandum 430 s. 2024 re: Training of Trainers Methodology 1 for SHS-TVL Teachers, this office through the HRDD in partnership with TESDA-CSITE will conduct Training of Trainers Methodology 1 for SHS TVL Teachers on April 21, 2025 to May 23, 2025 at NEAPR Hall, DepED CAR, Wangal, La Trinidad, Benguet.
2. Attached are the enclosures for reference and guidance:
  - a. Activity Matrix
  - b. List of Participants
3. The template for the Letter of Intent, Contract, and Participant Profile Sheet can be accessed at <https://tinyurl.com/TECTM1>. Identified participants must complete and submit the required documents on or before **March 30, 2025** through the same link.
4. All Schools Division Office (SDO) Education Program Supervisors in EPP/TLE are requested to facilitate the submission of the participants' documents.
5. All other provisions indicated in RM 430 s. 2024 remains in place.
6. For queries and clarifications, please contact **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).
7. Wide dissemination of and compliance with this Memorandum is directed.

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

//HRDDNEAPCAR/RCA/ESF/ Batch4SHSTM1



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(Enclosure 1 to RM No 197.2025)

Division	Name of Participants	School	Number of Participants
<b>Abra</b>	Spencer Garcia	Abra HS	5
	Frances Marie Ayunon Talledo	Gaddani NHS	
	Harold Tubaña Aldaca	Gaddani NHS	
	Jeshmarie Balansi Gumabay	Mataragan NAS	
	Loui Jade Baldos	Suyo NHS	
<b>Apayao</b>	Joie Jr. A Laweta	MRDCNHS	2
	Jurnie C. Gulfo	PVHS	
<b>Baguio City</b>	Grace Arcita Gad-oan	Baguio City Science National High School	2
	Ron Akiapat	Pines City National High School	
<b>Benguet</b>	Imelda Dulay Espiritu	BeNHS	3
	Angelina Patangan	Sinipsip NHS	
	Anderson Ciano	Tuba Central NHS	
<b>Ifugao</b>	Deborah I. Bumanghat	ITVS	1
<b>Kalinga</b>	Glicel Shellah Bowat Lopez	Limos NHS	3
	Dina Calango Estino	SHS Lubuagan	
	Yazelle Gay Tawacnig Tangdol	Balbalan AIHS	
<b>Mountain Province</b>	Lory Cris Loy C. Puguon	Paracelis Technical and Vocational HS	2
	Johnny Diwayan Bing-iyon	Panabungen SATHI	
<b>Tabuk City</b>	Mirianne A. Ramos	Tabuk City NHS	2
	Rosario O. Guyod	Tabuk City NHS	
<b>TOTAL</b>			<b>20</b>

(Enclosure 2 to RM No \_\_\_\_\_)



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(Enclosure 2 to RM No **197-2025**)

**TRAINING MATRIX**

DATE/TIME	ACTIVITY	IN-CHARGE
<b>PHASE 1 (Face to Face): April 21, 2025 – April 30, 2025 at NEAPR Hall, DepED CAR, Wangal, La Trinidad, Benguet</b>		
Day 0 (April 20, 2025)	Arrival (3:00pm onwards)	Waryl Kindiawan Dormitory Manager
<b>Day 1: April 21, 2025</b>		
8:30 am – 9:00 am	<b>Registration</b>	PMT
9:00 am-10:00 am	<b>Opening Program</b> Nationalistic Song Prayer DepEd Quality Policy Statement Acknowledgment of Participants  Statement of Purpose  Welcome Remarks/Message  Message  Presentation of Training Matrix and House Rules Presentation of the Monitoring and Evaluation Process Presentation of TESDA Program	AVP AVP AVP <b>Jonalyn C. Ambrona</b> Education Program Supervisor - TVL <b>Jennifer P. Ande</b> Chief, CLMD <b>Estela P. Leon-Cariño</b> Regional Director <b>Daisy Bugallon</b> Executive Director, CSITE <b>Rosita C. Agnasi</b> OIC-HRDD <b>Florence E. Balictan</b> EPS, QAD <b>Felixberto B. Matute Jr.</b> Campus Administrator, CSITE
10:00am – 10:30am	Health Break	
10:30 am-12:00nn	Trainer's Orientation on Course Overview and Pre-Assessment	<b>CSITE Team</b> TM Trainers
12:00 nn – 1:00 pm	Health Break	
1:00 pm – 3:00 pm	Unit of Competency 1 – Plan Training Session	<b>CSITE Team</b> TM Trainers
3:00 pm – 3:15 pm	Health Break	
3:15 pm – 5:00 pm	Continuation: Unit of Competency 1 – Plan Training Session	<b>CSITE Team</b> TM Trainers
<b>Day 2: April 22, 2025</b>		
8:00 am-8:30 am	<b>Preliminaries</b> Nationalistic Song Prayer Acknowledgment of Participants Recap Energizer	SDO Tabuk City and Kalinga
8:30 am – 5:00 pm	Continuation: Unit of Competency 1 – Plan Training Session	<b>CSITE Team</b> TM Trainers
Health Breaks: 10:00 am – 10:30 am, 12:00 nn – 1:00 pm and 3:00 pm – 3:30 pm		
<b>Day 3: April 23, 2025</b>		
8:00 am-8:30 am	<b>Preliminaries</b> Nationalistic Song	SDO Tabuk City and Kalinga



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	Prayer Checking of Attendance Recap Energizer	
8:30 am – 5:00 pm	Development Workshop 1	<b>CSITE Team</b> TM Trainers
Health Breaks : 10:00 am – 10:30 am, 12:00 nn – 1:00 pm and 3:00 pm – 3:30 pm		
<b>Day 4: April 24, 2025</b>		
8:00 am-8:30 am	<b>Preliminaries</b> Nationalistic Song Prayer Acknowledgment of Participants Recap Energizer	SDO Tabuk City and Kalinga
8:30 am – 5:00 pm	Unit of Competency 2 – Facilitate Learning Session	<b>CSITE Team</b> TM Trainers
Health Breaks: 10:00 am – 10:30 am, 12:00 nn – 1:00 pm and 3:00 pm – 3:30 pm		
<b>Day 5: April 25, 2025</b>		
8:00 am-8:30 am	<b>Preliminaries</b> Nationalistic Song Prayer Checking of Attendance Recap Energizer	SDO Tabuk City and Kalinga
8:30 am – 5:00 pm	Development Workshop 2	<b>CSITE Team</b> TM Trainers
Health Breaks : 10:00 am – 10:30 am, 12:00 nn – 1:00 pm and 3:00 pm – 3:30 pm		
<b>Day 6: April 26, 2025</b>		
8:00 am-8:30 am	<b>Preliminaries</b> Nationalistic Song Prayer Acknowledgment of Participants Recap Energizer	SDO Ifugao and Mountain Province
8:30 am – 12:00 nn	Unit of Competency 3 – Utilize Electronic Media in Facilitating Training	<b>CSITE Team</b> TM Trainers
Health Breaks: 10:00 am – 10:30 am, 12:00 nn – 1:00 pm and 3:00 pm – 3:30 pm		
1:00 pm – 5:00 pm	Workshop 3: Demo Setting of Electronic Media in Facilitating Training	<b>CSITE Team</b> TM Trainers
<b>Day 7: April 27, 2025</b>		
8:00 am-8:30 am	<b>Preliminaries</b> Nationalistic Song Prayer Checking of Attendance Recap Energizer	SDO Ifugao and Mountain Province
8:30 am – 12:00 nn	Unit of Competency 4 – Maintain Training Facilities	<b>CSITE Team</b> TM Trainers
1:00 pm – 5:00 pm	Development Workshop 4	<b>CSITE Team</b>



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		TM Trainers
Health Breaks : 10:00 am – 10:30 am, 12:00 nn – 1:00 pm and 3:00 pm – 3:30 pm		
<b>Day 8: April 28, 2025</b>		
8:00 am-8:30 am	<b>Preliminaries</b> Nationalistic Song Prayer Acknowledgment of Participants Recap Energizer	SDO Ifugao and Mountain Province
8:30 am – 12:00 nn	Unit of Competency 5 – Supervise Work-Based Assessment	<b>CSITE Team</b> TM Trainers
1:00 pm – 5:00 pm	Development Workshop 5	<b>CSITE Team</b> TM Trainers
Health Breaks: 10:00 am – 10:30 am, 12:00 nn – 1:00 pm and 3:00 pm – 3:30 pm		
<b>Day 9: April 29, 2025</b>		
8:00 am-8:30 am	<b>Preliminaries</b> Nationalistic Song Prayer Checking of Attendance Recap Energizer	SDO Ifugao and Mountain Province
8:30 am – 5:00 pm	Development Workshop 5	<b>CSITE Team</b> TM Trainers
Health Breaks : 10:00 am – 10:30 am, 12:00 nn – 1:00 pm and 3:00 pm – 3:30 pm		
<b>Day 10: April 30, 2025</b>		
8:00 am-8:30 am	<b>Preliminaries</b> Nationalistic Song Prayer Acknowledgment of Participants Recap Energizer	SDO Ifugao and Mountain Province
8:30 am – 5:00 pm	Development Workshop 5 and Reminders for the Online Class	<b>CSITE Team</b> TM Trainers
Health Breaks: 10:00 am – 10:30 am, 12:00 nn – 1:00 pm and 3:00 pm – 3:30 pm		
<b>Phase 2: Day 11-23: May 1-13, 2025 (Online Activity) with Mr. CSITE Team, TM Trainer</b>		
<b>Day 24: May 14, 2025</b>		
8:00 am-8:30 am	<b>Preliminaries</b> Nationalistic Song Prayer Checking of Attendance Recap Energizer	SDO Baguio City and Benguet
8:30 am – 5:00 pm	Unit of Competency 7: Maintain Training Facilities	<b>Romeo G. Mongalini and Team</b> TM Trainers
<b>Day 25: May 15, 2025</b>		
8:00 am-8:30 am	<b>Preliminaries</b> Nationalistic Song Prayer Checking of Attendance Recap Energizer	SDO Baguio City and Benguet



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8:30 am – 5:00 pm	Continuation.....Unit of Competency 7: Maintain Training Facilities	<b>Romeo G. Mongalini and Team</b> TM Trainers
<b>Day 26: May 16, 2025</b>		
8:00 am-8:30 am	<b>Preliminaries</b> Nationalistic Song Prayer Checking of Attendance Recap Energizer	SDO Baguio City and Benguet
8:30 am – 5:00 pm	Continuation.....Unit of Competency 7: Maintain Training Facilities	<b>Romeo G. Mongalini and Team</b> TM Trainers
<b>Day 27: May 17, 2025</b>		
8:00 am-8:30 am	<b>Preliminaries</b> Nationalistic Song Prayer Checking of Attendance Recap Energizer	SDO Baguio City and Benguet
8:30 am – 5:00 pm	Continuation.....Unit of Competency 7: Maintain Training Facilities	<b>Romeo G. Mongalini and Team</b> TM Trainers
<b>Day 28: May 18, 2025</b>		
8:00 am-8:30 am	<b>Preliminaries</b> Nationalistic Song Prayer Checking of Attendance Recap Energizer	SDO Baguio City and Benguet
8:30 am – 5:00 pm	Conduct Competency Assessment	<b>Romeo G. Mongalini and Team</b> TM Trainers
<b>Day 29: May 19, 2025</b>		
8:00 am-8:30 am	<b>Preliminaries</b> Nationalistic Song Prayer Checking of Attendance Recap Energizer	SDO Abra and Ifugao
8:30 am – 5:00 pm	Continuation of Conduct Competency Assessment	<b>Romeo G. Mongalini and Team</b> TM Trainers
<b>Day 30: May 20, 2025</b>		
8:00 am-8:30 am	<b>Preliminaries</b> Nationalistic Song Prayer Checking of Attendance Recap Energizer	SDO Abra and Ifugao
8:30 am – 5:00 pm	Demonstration/Mock Assessment	<b>Romeo G. Mongalini and Team</b> TM Trainers
<b>Day 31: May 21, 2025</b>		
8:00 am-8:30 am	<b>Preliminaries</b> Nationalistic Song Prayer	SDO Abra and Ifugao



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	Checking of Attendance Recap Energizer	
8:30 am – 5:00 pm	Demonstration/Mock Assessment	<b>Romeo G. Mongalini and Team</b> TM Trainers
<b>Day 32: May 22, 2025</b>		
8:00 am-8:30 am	<b>Preliminaries</b> Nationalistic Song Prayer Checking of Attendance Recap Energizer	SDO Abra and Ifugao
8:30 am – 12:00 nn	Finalization of Output	<b>Romeo G. Mongalini and Team</b> TM Trainers
1:00 pm – 5:30pm	Workplace Application Plan	<b>Elvernice S. Fanged</b> Education Program Specialist II
<b>Day 33: May 23, 2025</b>		
8:00 am-8:30 am	<b>Preliminaries</b> Nationalistic Song Prayer Checking of Attendance Recap Energizer	SDO Abra and Ifugao
8:30 am – 12:00 nn	Presentation of WAP	<b>Elvernice S. Fanged</b> Education Program Specialist II
1:00pm – 3:00pm	Closing Program	
	Nationalistic Song Prayer Cordillera Hymn DepED Quality Policy Statement Impressions  Message  Challenge and Message  Pledge of Commitment Awarding of Certificates	<b>SDO Apayao Participant</b> <b>SDO Abra Participant</b> <b>SDO Baguio City Participant</b> <b>SDO Benguet Participant</b> <b>Participants</b> HE Group IA Group ICT Group AFA Group <b>Fernando Estacio</b> SEPS/Focal Person-Central Office <b>Ronald B. Castillo</b> Assistant Regional Director, DepED-CAR <b>ALL Participants</b> <b>Ronald B. Castillo</b> Assistant Regional Director, DepED-CAR <b>Ferdinand Estacio</b> SEPS/Focal Person, DepED Central Office  To be assisted by: <b>Jennifer P. Ande</b> Chief, CLMD Rosita C. Agnasi OIC-HRDD



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	Snippets of the Training Acknowledgment	AVP <b>Jennifer P. Ande</b> Chief, CLMD
	Solidarity Song	AVP



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(Enclosure 2 to RM No. 197.2025)

**PROGRAM MANAGEMENT TEAM**

Office/Division	Key Personnel	Role
Regional Office	Estela P. Leon-Carino	Program Consultant
	Ronald B. Castillo	Program Consultant
	Rosita C. Agnasi	Program Manager
	Elvernice S. Fanged	Program Focal Person
	Jennifer P. Ande	Learning Manager
	Jonalyn Ambrona	Program Co-Focal Person
	Jefferson Villena	Logistics
	Ide A. Liwanen	Facilitator
	Dexter B. Andres	Facilitator
	QAD Personnel	Monitoring and Evaluation
TESDA	2 CSITE Personnels	Resource Speakers
Central Office	1 BLD Representative	Monitoring and Evaluation
	1 NEAP Representative	Monitoring and Evaluation
	1 TEC Representative	Monitoring and Evaluation