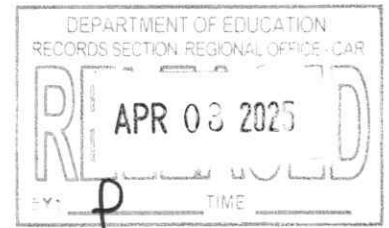




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION




02 April 2025

REGIONAL MEMORANDUM
No. 235-2025

**SUBMISSION OF REQUIREMENTS 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

- Relative to Regional Memorandum 197 s. 2024 re: Final Schedule and Updates on the Conduct of Batch 4 Training of Trainers Methodology 1 for SHS-TVL Teachers, this office through the HRDD in partnership with TESDA-CSITE call for the submission of requirements of the identified participants.
- Participants (Enclosure 1) shall complete the requirements indicated below:
 - Letter of Intent** (letter addressed to their respective Schools Division Superintendent and duly signed by the scholar)
 - Contract** (duly signed by the signatories and notarized before uploading to the link)
 - Actual Profile Sheet** (save as PDF)
 - Updated **PRC** (save as PDF)
 - NC II** (save as PDF)
- 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 **April 16, 2025** through the same link with the folder labeled as **Batch 4 Trainer's Methodology 1 TEC SHS-TVL Teachers**.
- All Schools Division Office (SDO) Education Program Supervisors in EPP/TLE are requested to facilitate the submission of the participants' documents.
- All other provisions indicated in RM 197 s. 2025 remains in place.
- For queries and clarifications, please contact **Rosita C. Agnasi**, OIC-HRDD-NEAPR or through email address at 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.
- Wide dissemination of and compliance with this Memorandum is directed.


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

//HRDDNEAPCAR/DBA/ESF/Batch4SHSTM1



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601
Telephone No: (074) 422-1318
Email Address: car@deped.gov.ph



DepEd Tayo Cordillera



<https://depedcar.ph>



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(Enclosure 1 to RM No. **235-2025**)

Division	Name of Participants	School	Letter of Intent	Contract	Actual Profile Sheet	PRC	NC II
Abra	Spencer Garcia	Abra HS	Submitted but not signed	Submitted but not signed and notarized	Submitted		
	Frances Marie Ayunon Talledo	Gaddani NHS	Submitted but not signed	Submitted but not signed and notarized			
	Harold Tubaña Aldaca	Gaddani NHS					
	Jeshmarie Balansi Gumabay	Mataragan NAS					
	Loui Jade Baldos	Suyo NHS					
Apayao	Joie Jr. A Laweta	MRDCNHS					
	Jurnie C. Gulfo	PVHS					
Baguio City	Grace Arcita Gad-oan	Baguio City Science National High School					
	Ron Akiapat	Pines City National High School					
Benguet	Imelda Dulay Espiritu	BeNHS	Submitted but not signed	Submitted but not signed and notarized	Submitted		
	Angelina Patangan	Sinipsip NHS					
	Anderson Ciano	Tuba Central NHS					
Ifugao	Deborah I. Bumanghat	ITVS					



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Kalinga	Glicel Shellah Bowat Lopez	Limos NHS					
	Dina Calango Estino	SHS Lubuagan					
	Yazelle Gay Tawacnig Tangdol	Balbalan AIHS	Submitted but not signed	Submitted but not signed and notarized	Submitted		
Mountain Province	Lory Cris Loy C. Puguon	Paracelis Technical and Vocational HS					
	Johnny Diwayan Bing-iyon	Panabungen SATHI					
Tabuk City	Mirianne A. Ramos	Tabuk City NHS	Submitted	Submitted but not notarized	Submitted		
	Rosario O. Guyod	Tabuk City NHS	Submitted	Submitted but not notarized	Submitted		

Note: All documents shall be submitted in PDF form, duly signed by signatories and notarized before uploading