




Republic of Education
DEPARTMENT OF EDUCATION
Region XI
Division of Digos City

DIVISION MEMORANDUM NO. 029 s. 2016

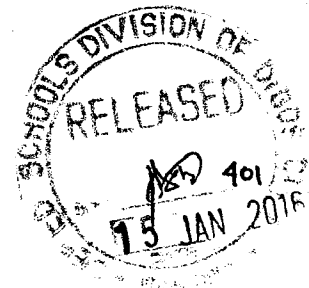
TO : Public Schools District Supervisors
Public Secondary and Elementary
School Heads

FROM : 
DEE D. SILVA, DPA, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge

SUBJECT : **National Training of Trainers (NTOT) for Grade 5
Teachers as Chief Trainers**

DATE : January 15, 2015

- 1.) In reference to Unnumbered Regional Memorandum dated January 12, 2016 re: National Training of Trainers (NTOT) for Grade 5 Teachers as Chief Trainers on February 14-20, 2016 at Ecotech Center, Lahug, Cebu City, you are hereby advised to send the teacher-participants on the said training. Details of the training are stipulated on the attached documents.
- 2.) The Identified Trainers are listed on the attached list.
- 3.) All expenses relative to board and lodging of the participants including supplies and materials shall be charged to DepED Central Office HRTD Funds, while the travel expenses of the participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
- 4.) For immediate dissemination and compliance.





Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
TANGGAPANG PANREHIYON XI
Lungsod ng Dabaw



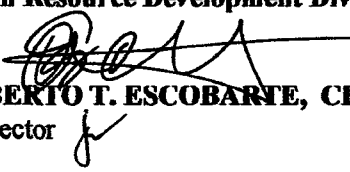
Telefax Numbers: (082) 227-1102; 227-9342 (Trunkline) 225-8495
221-9428; 227-8025; 222-2617; 227-0941; 221-1210; 221-8435

Website: <http://www.region11.deped.gov.ph>
SED Email Address: sed.deped11@gmail.com

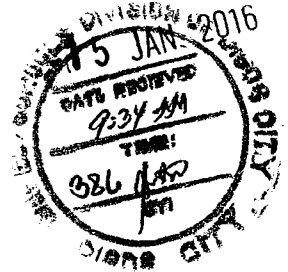
January 12, 2016

MEMORANDUM

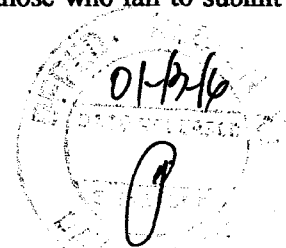
To : Schools Division Superintendents
Chief, Curriculum and Learning Management Division
Chief, Human Resource Development Division

From : 
ATTY. ALBERTO T. ESCOBARTE, CESO IV
Regional Director

Subject : NATIONAL TRAINING OF TRAINERS (NTOT) FOR GRADE
5 TEACHERS AS CHIEF TRAINERS



1. In pursuance to the conduct of the National Training of Trainers (NTOT) for Grade 5 Teachers as Chief Trainers, the attached list of Region XI trainers per Division and per learning area are advised to attend the NTOT on February 14-20, 2016 at Ecotech Center, Lahug, Cebu City.
2. The training aims to :
 - a. provide teacher participants with the concrete understanding of the Grade 5 Curriculum framework, learning standards and competencies, assessment and teaching plan; and
 - b. provide them with opportunities to acquire and demonstrate the values that will guide the teachers in the effective delivery of the curriculum and their role as facilitators of learning.
3. All expenses relative to board and lodging of the participants including supplies and materials shall be charged to DepED Central Office HRTD Funds, while the travel expenses of the participants shall be charged against local funds, all subject to the usual accounting and auditing rules and regulations.
4. This Office reiterates that the NTOT participants are to observe the following :
 - a. Take the cheapest means of transportation to and from the venues.
 - b. Report to the venue on Day 0 (*February 13, 2016*). First meal shall be lunch of Day 0 while the last meal shall be dinner of Day 6 (*February 20, 2016*).
 - c. Attend the **Opening Program** and **all sessions** on time. Those who will fail to attend the Opening Program shall not be accepted. Early leavers and those who fail to submit



their output shall only receive certificate of appearance and shall not be allowed to participate in the Regional Mass Training as Trainers (RMTOT).

d. Present their authority to travel signed by the Regional Director.

e. Bring their own laptops to the activity.

f. Come in proper attire and observe proper decorum throughout the duration of training.

5. Prompt and immediate dissemination of this Memorandum is earnestly desired.

ROCI/jgv

A handwritten signature in black ink, appearing to be "ROCI", with a large, sweeping flourish extending to the right.



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KAGAWARAN NG EDUKASYON
TANGGAPANG PANREHIYON XI
 Lungsod ng Dabaw



Telefax Numbers: (082) 227-1102; 227-9342 (Trunkline) 225-8495
 221-9428; 227-8025; 222-2617; 227-0941; 221-1210; 221-8435

Website: <http://www.region11.deped.gov.ph>
 SED Email Address: sed.deped11@gmail.com

LIST OF GRADE 5 TRAINERS – DEPED REGION XI

DIVISION	LEARNING AREAS									
	ENGLISH	MATH	SCIENCE	ARAL. PAN.	EsP	FILIPINO	ICT/ INTREP. / H.E.	AGRI. / LA.	Music and Art	P.E. a Health
Compostela Valley	Mercy Gift M. Salinas	Jonathan A. Urgel	Amor M. Garcia	Ronald D. Malnegro	Feliciano S. Catbagan	Rebecca R. Atabelo	Allan S. Mandino	Charina T. Melliza	Renante C. Alia	Dexter A. Cequina
Davao City	Marites Soniel	Ronielcel Loberanes	Rotchil Diana Magbanua	Lorie Ann Gasang	Lebee Padas	Janete B. Esteban	Kristeen Montero	Lorenzo Magsayo, Jr.	Cherry Bao	John Magaway
Davao del Norte	Allen T. Guillaran	Bayani Escoton	Jean Enano	Emmalyn Millano	Aileen Carungay	Raquel Daroy	Leo Legaspi	Bonita Miole	Vivien Gaston	Jerryben Sassam
Davao del Sur	Emily Paller	Alicia I. Ayuste	Maryjean R. Sayon	Griselda A. Sacasan	Elsie Alberca	Hannie P. Zamora	Salvacion A. Solosod	Elsie V. Doronio	Josephine Canillo	Fihorepie Flores
Davao Oriental	Melanie Gagama	Democrito Lancian	Anabelle Escosora	Mirasol Maimad	Joselito T. Dapitanon	Catherine V. Miedes	Cora M. Montillano	Benedicto L. Garao	Gerard S. Basilisco	Arcilyn G. Cadiz
Digos City	Analiza Almazan	Melie Jabonero	Precious Joy Villacastin	Gemma Daño	Emily Igcalinis	Lolita Enfesta	Jimmy Laranjo	Rex Calamohoy	Rodolfo Osorno II	Rochel B.
IGACOS	Natividad B. Boiser	Lyn C. Dela Cerna	Lloyd Christian R. Algabre	Eric A. Bordios	Jay C. Nang	Zenaida G. Alcarion	Lira S. Rubio	Marlyn P. Urquia	Maureen A. Longhas	Rosa C. F...
Mati City	Abigail Peras	Armie R. Pacanza	Amel S. Zaragosa	Andrew M. Enriquez	Magdalena M. Nalzaro	Marites P. Bentonon	Jimelino G. Cañonera	Josephine Obena	Grace Hannah M. David	Gene Ice Sacay
Panabo City	Iris Separes		Mirasol Diana	Amor Estilo	Gemima R. Deiparine			Rubbie Labanon		
Tagum City		Edgar B. Guibao				Henry Ligan	Arlene Falcon		Rowena Mandreza	Orvelyn F
TOTAL	9	9	9	9	9	9	9	9	9	9

Prepared by :

JANETTE G. VELOSO
 OIC – Chief, CLMD



Republic of the Philippines
Department of Education

05 NOV 2015

DepEd MEMORANDUM
No. **133**, s. 2015

GRADE 5 NATIONAL TRAINING OF TRAINERS (NTOT) AND MASS TRAINING OF TEACHERS (MTOT) FOR THE K TO 12 BASIC EDUCATION PROGRAM

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Secretary, ARMM
Regional Directors
Schools Division Superintendents
Heads, Public Elementary Schools
All Others Concerned

1. In line with the implementation of the K to 12 Basic Education Program, the Department of Education (DepEd), through the Bureau of Elementary Education (BEE), and in coordination with the regional offices (ROs) and schools division offices (SDOs), shall conduct the **Grade 5 National Training of Trainers (NTOT)** on January 3-9, 2016 for Luzon Cluster, February 7-13, 2016 for Visayas and February 14-20, 2016 for Mindanao Clusters while the **Mass Training of Teachers (MTOT)** shall be held in April 2016.
2. The NTOT aims to build the capacity of trainers to conduct the MTOT.
3. The participants of this activity are teacher trainers and supervisors selected and recommended by their respective schools division superintendents (SDSs) and endorsed by the regional directors (RDs) based on the criteria found in Enclosure No. 1. Their names shall be submitted to the BEE through these email addresses: bee.sdd.2013@gmail.com and beedirector4@yahoo.com on or before **November 20, 2015**. Only those who completed the NTOT shall serve as MTOT trainers. The number of trainers per region is indicated in Enclosure No. 2.
4. Training costs, which cover board and lodging, travel expenses of the management staff, trainers, and resource persons, honoraria of resource speakers, supplies and materials, and other incidental expenses shall be charged to the 2014 continuing Human Resource Training and Development (HRTD) Funds, subject to the usual accounting and auditing rules and regulations. The travel expenses of the participants shall be charged to the same funds, 50% of which shall be downloaded directly to the SDOs. In case of the City Divisions of Biñan and Tandag, the participants shall claim their TEV reimbursements from the mother SDOs, Laguna and Surigao del Sur, respectively.
5. The MTOT intends to provide teachers with concrete understanding of the curriculum framework, learning standards, and competencies, teaching plans and assessment. The participants in this activity are permanent or regular teachers handling Grade 5 subjects in all the public elementary schools nationwide. Travel expenses of teachers, trainers, and management staff shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.


6. The following documents are enclosed for reference:

- Enclosure No. 1 - Criteria in the Selection of NTOT Trainers;
- Enclosure No. 2 - Summary of the Number of Grade 5 Teachers and Trainers by Learning Area and by Region;
- Enclosure No. 3 - Training Matrix of the Grade 5 NTOT for the K to 12 Basic Education Program; and
- Enclosure No. 4 - Schedule of the Conduct of the Grade 5 NTOT and MTOT.

7. The participants, trainers and management staff in the NTOT and the MTOT shall be entitled to service credits in accordance with DepEd Order No. 53, s. 2003 entitled *Updated Guidelines on Grant of Vacation Service Credits to Teachers* and DepEd Order No. 19, s. 2011 entitled *Granting of Vacation Service Credits to Teachers Implementing Dropout Reduction Program (DORP) and Open High School Program (OHSP)*. On the other hand, non-teaching staff shall be provided with Compensatory Time-Off (CTO) per Civil Service Commission (CSC) and the Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on *Non-Monetary Remuneration for Overtime Service Rendered*.

8. For more information, all concerned may contact the **Bureau of Elementary Education-Staff Development Division (BEE-SDD)** Department of Education (DepEd) Central Office, 5th Floor, Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City at telephone nos. (02) 687-2948 and (02) 637-4346.

9. Immediate dissemination of this Memorandum is desired.



ALBERTO T. MUYOT
Undersecretary
Officer-in-Charge

Encls.:

As stated

References: DepEd Order: (Nos. 53, s. 2003 and 19, s. 2011)
DepEd Memorandum No. 118, s. 2015

To be indicated in the Perpetual Index
under the following subjects:

CURRICULUM
ELEMENTARY EDUCATION
TEACHERS
TRAINING PROGRAMS

Sally/CAR: R:DM-NTOT-MTOT for the K to 12 basic educ. prog.
0682-October 14, 2015/10-24/10-29/11-2/11-6/11-9/11-10/11-11

Criteria in the Selection of NTOT Trainers

The following are the criteria in the selection of NTOT Trainers. They shall:

- a. have been a learning area specialist or have taught the learning area for at least five (5) years;
- b. have been involved in the previous trainings as trainer/facilitator/writer for K to 12
- c. possess excellent communication and facilitation skills;
- d. be physically healthy (certified by government physician); and
- e. not be more than 55 years old.

(Enclosure No. 2 to DepEd Memorandum No. 133, s. 2015)**Grade 5 National Training of Trainers (NTOT) and Mass Training of Teachers (MTOT)
Summary of the Number of Grade 5 Teachers and Trainers by Learning Area and by Region**

Region	Total Number of Teachers*	No. of Divisions	Number of Trainer (1/LA)	Learning Areas										Total	
				Filipino	English	Math	Science	AP	EsP	ICT/ Entrep/HE	Agr/IA	MA	PEH		
Region I - Ilocos Region	3,621	14	130	13	13	13	13	13	13	13	13	13	13	13	130
Region II - Cagayan Valley	2,251	9	90	9	9	9	9	9	9	9	9	9	9	9	90
Region IV-A - CALABARZON	6,555	19	210	21	21	21	21	21	21	21	21	21	21	21	210
CAR - Cordillera Administrative Region	1,232	8	40	4	4	4	4	4	4	4	4	4	4	4	40
Region IV-B - MIMAROPA	1,974	7	70	7	7	7	7	7	7	7	7	7	7	7	70
Total	15,633	57	540	54	54	54	54	54	54	54	54	54	54	54	540
Region III - Central Luzon	6,010	20	200	20	20	20	20	20	20	20	20	20	20	20	200
Region V - Bicol Region	4,103	13	150	15	15	15	15	15	15	15	15	15	15	15	150
NCR - National Capital Region	9,479	16	190	19	19	19	19	19	19	19	19	19	19	19	190
Total	19,592	49	540	54	54	54	54	54	54	54	54	54	54	54	540
Region VI - Western Visayas	5,461	18	200	20	20	20	20	20	20	20	20	20	20	20	200
Region VII - Central Visayas	4,305	19	160	16	16	16	16	16	16	16	16	16	16	16	160
Region VIII - Eastern Visayas	3,273	13	110	11	11	11	11	11	11	11	11	11	11	11	110
Total	13,039	50	470	47	47	47	47	47	47	47	47	47	47	47	470
Region IX - Zamboanga Peninsula	2,386	8	70	7	7	7	7	7	7	7	7	7	7	7	70
Region X - Northern Mindanao	2,745	15	110	11	11	11	11	11	11	11	11	11	11	11	110
Region XI - Davao Region	2,752	10	90	9	9	9	9	9	9	9	9	9	9	9	90
Region XII - Soccsksargen	2,712	9	80	8	8	8	8	8	8	8	8	8	8	8	80
CARAGA	1,677	12	70	7	7	7	7	7	7	7	7	7	7	7	70
ARMM	1,853	12	70	7	7	7	7	7	7	7	7	7	7	7	70
Total	14,125	66	490	49	49	49	49	49	49	49	49	49	49	49	490
Grand Total	62,389	222	2,040	204	204	204	204	204	204	204	204	204	204	204	2,040

* (Based on EBEIS SY 2013-2014 and Management Division to be validated by the ROs)

Grade 5 National Training of Trainers (NTOT) for the K to 12 Basic Education Program

Program of Activities

Time	Day							
7:30-8:00		Expectation Setting Getting to Know You	Management of Learning					
8:15-12:00	Travel Time and Settling In	Understanding the Curriculum <ul style="list-style-type: none"> • The Curriculum Framework • Key Stage Standards • Content and Performance Standards 	Content and Pedagogy of the Specific Learning Area	Content and Pedagogy of the Specific Learning Area	Content and Pedagogy of the Specific Learning Area	Classroom Assessment and Grading System Development of Assessment Tools	The Learning Resource Management Development System (LRMDS) <ul style="list-style-type: none"> • Usage and Harvesting of Materials 10:00-12:00nn Planning for the MTOT with SGCD and CLMD Chiefs	
12:00-1:00		L U N C H B R E A K						
1:00-5:00	Opening Program Secretary's Message K to 12 BEP Updates	Curriculum Guide <ul style="list-style-type: none"> • Content Strands and Topics • Walk Through of the Learning Competencies • Articulation of Grade 4 to Grade 5 and Grade 6 Competencies 	Content and Pedagogy of the Specific Learning Area	Content and Pedagogy of the Specific Learning Area	Content and Pedagogy of the Specific Learning Area	Creating Rubrics ↓	Continuation 3-4 pm Clearing House 4-5pm Closing Program	
6:00-7:00		D I N N E R						

(Inclosure No. 4 to DepEd Memorandum No. 133, s. 2015)

Schedule of the Conduct of the Grade 5 National Training of Trainers (NTCT) and the Mass Training of Teachers (MTOT)

Finalization of Session Guides and Orientation of Chief Trainers	All Regions	All Regions	November 6-13, 2015	TICC, Tagaytay City	All learning areas
National Training of Trainers	Luzon Cluster	I, II, III, IV-A, IV-B, V, CAR and NCR	January 3-9, 2016	Baguio Teachers' Camp, Baguio City	All learning areas
	Visayas Cluster	VI, VII, VIII	February 7-13, 2016	ECOTECH Center, Lahug, Cebu City	All learning areas
	Mindanao Cluster	IX, X, XI, XII, Caraga, ARMM	February 14-20, 2016		All learning areas
Mass Training of Teachers		All regions	April 2016	Divisions/Regions	All learning areas