

Department of Education

Region XI SCHOOLS DIVISION OF DIGOS CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM SGOD-2025 — 590

September 19, 2025

То

Assistant Schools Division Superintendent

Division Chiefs

Education Program Supervisors Public Schools District Supervisors

Public School Heads Public School Teachers All Others Concerned

Subject:

ATTENDANCE IN THE CONDUCT OF BATCH 4 TRAINING AND

ASSESMENT OF TRAINERS' METHODOLOGY LEVEL 1 (TM 1) FOR

SHS TVL TEACHERS

This is in reference to Regional Memorandum HRDD-2025-234 dated September 11, 2025, signed by Allan G. Farnazo, Director IV re: Conduct of Batch 4 Training and Assessment of Trainers' Methodology Level 1 (TM1) for SHS TVL Teachers.

The National Educators Academy of the Philippines (NEAP) in collaboration with with the Curriculum and Learning Management Division (CLMD) and the Human Resource Development Division (HRDD) will conduct the Batch 4 Training and Assessment on Trainers' Methodology Level I (TM 1) for Senior High School–Technical Vocational Livelihood (SHS-TVL) Teachers on September 23-29, 2025, at RELC NEAP, Quirino Avenue, Davao City. Hence, the first meal to be served is dinner on September 22, 2025, while the last meal is PM snacks on September 29, 2025.

List of participants:

Name	Position	School	Qualification on National Certificate II (NC II)	
Cabigas, Louise Roselle M.	SST III	Digos City NHS	Bread and Pastry Production	
Lapiz, Wilmer Panilag	SST I	Digos City NHS	Bread and Pastry Production	
Sabidor, Cheryl	SST 1	Digos City NHS	Food and Beverage Services	
Abella, Junelyn Brioso	SST I	Digos City NHS	Bread and Pastry Production	
Betonio, Mafe Carro	SST I	Matti NHS	Organic Agriculture	
Masaglang, Kennah Jaireen Desucatan	SST I	Matti NHS	Bread and Pastry Production	

The participants' board and lodging, supplies and materials, registration/training costs, and assessment fee of the participants shall be charged to









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the Downloaded Funds for the 2024, all subject to the usual auditing rules and regulations.

Further, participants may be granted Service Credits or Compensatory Time-Off in accordance with DepEd Order No. 53, s. 2003, particularly if the training is conducted on weekends, holidays, or class suspensions.

Other relevant details are found in the enclosures.

For queries, email hrddneaproll@gmail.com.

For the information of and compliance with by all concerned.

ielanie p. Estacio, phd, ceso vi

Schools Dision Superintendent

Enclosed: As stated. SGOD/jsa reped Schools Division of Digos City
RECORDS SECTION











Department of Education

DAVAO REGION

September 11, 2025

REGIONAL MEMORANDUM HRDD-2025-234

CONDUCT OF BATCH 4 TRAINING AND ASSESSMENT ON TRAINERS' METHODOLOGY LEVEL 1 (TM 1) FOR SHS-TVL TEACHERS

To: Assistant Regional Director Schools Division Superintendents

1. The National Educators Academy of the Philippines (NEAP) in collaboration with the Curriculum and Learning Management Division (CLMD) and the Human Resource Development Division (HRDD) will conduct a Hybrid Training-Workshop for Senior High School-Technical Vocational Livelihood (SHS-TVL) on Trainers' Methodology 1 (TM 1) on September 23-29, 2025, at RELC-NEAP, Quirino Avenue, Davao City. Hence, the first meal to be served is dinner on September 22, 2025, while the last meal is PM snacks on September 29, 2025.

The Hybrid TM Level 1 training is slated on the following dates:

Batch	Schedule	Modality	Venue
	September 22-29, 2025	Face-to-Face	RELC-NEAP, Quirino Avenue, Davao City
4	September 30- October 16, 2025 - Online (17 Days)	Online Activity Via Microsoft Teams	MS Teams
	October 19-27, 2025- Face To Face (8 Days)	Face-to-Face	TBA
	October 28 – 31, 2025 – National Assessment	Face-to-Face/ National Assessment	TBA

- 2. This thirty-three-day training encompasses competencies required of a technical-Vocational Trainer to perform the tasks in the areas of session planning, instructional delivery/facilitation, competency assessment, and maintenance of training resources/facilities. Batch 4 for Senior High School Teachers is focused on the following:
- a. Enhancement of Teaching Competencies: To ensure the training ability of the teachers to deliver technical and vocational education in a structured, engaging, and effective manner. This involves learning effective classroom management, lesson planning, and delivering competency-based learning approaches.





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- b. Competency Improvement: Utilize TESDA training methodology which aims to upskill teachers in specific technical fields, ensuring they are competent and up-to-date with industry standards. This is crucial for them to guide learners in earning TESDA National Certificates (NCs).
- c. Performance Assessment: Equip training participants with the knowledge to assess learners' skills based on TESDA's competency-based system. This includes the ability to evaluate both theoretical knowledge and practical applications in line with industry requirements.
- d. **Competency-Based Curriculum Implementation:** Ensure that trainers methodology adopted to deliver a curriculum that aligns with the Five-Point Reform Agenda of the Department of Education.
- e. **Technology-Driven Education:** Empower teachers to use new educational technologies, digital platforms, and tools that aid in the delivery of technical training, particularly relevant to the context of schools and learning centers.
- f. Lifelong Learning and Continuous Development: Assess teachers to continuously develop their own skills and knowledge, both through formal qualifications and on-the-job experience, promoting a culture of lifelong learning within the technical-vocational education space.
- 4. The participants in this training are the recommended teachers who have met the criteria set forth in the memorandum. Relevant details are found in the enclosures.

They are required to bring the following:

- a. Laptop;
- b. Extension Cord;
- c. Not expired National Certificate (NC);
- d. Letter of Intent;
- e. Scholarship Contract;
- f. Workplace Application Plan (WAP) and
- g. Approved Authority to Travel (ATT).
- 5. Board and lodging, supplies and materials, registration/training costs, and assessment fee of the participants shall be charged to the Downloaded Funds for the 2024, all subject to the usual auditing rules and regulations.
- 6. Anent to this, the participants are entitled to earn Service Credits when the training falls on Saturdays, Sundays and Holidays in accordance with DO 53, s. 2003 "Granting of Vacation Service Credits to Teachers" and the non-teaching personnel is entitled to compensatory time-off. Further, teacher participants shall adhere to Regional Memorandum No. 25, s. 2023 known as Regional Policy Guidelines in the Substitution of Classes and Granting of Service Credits to strengthen time on tasks and minimize disruption of classes.





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8. For clarification, contact, Pedelina O. Huevos, Education Program Supervisor, CLMD at (082)-222-2653 or pedelina huevos@deped.gov.ph.

9. Immediate dissemination of this Memorandum is highly desired.

ALLAN G. FARNAZO Director IV

Encl.: As stated:

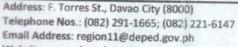
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Enclosure 1

LIST OF PARTICIPANTS

Batch 4 Training on Trainers Methodology (TM1) Level 1 for Senior High School (SHS) Teachers of the Department of Education, Region XI

> Duration: September 23-October 31, 2025 (33 Days) September 22-29, 2025 - Face To Face (8 Days) September 30, October 16, 2025 - Online (17 Days) October 19-27, 2025 - Face To Face (8 Days) October 28 - 31, 2025 - National Assessment

A. Regional Office XI

No.	Name	Functional Division	Position
1	Allan G. Farnazo	ORD	Director IV
2	Rebonfamil R. Baguio	ORD	Assistant Regional Director
3	Cristy C. Epe	SDS	Schools Division Superintendent
4	Nelma Lyn R. Barnija	HRDD-NEAP R	Chief Education Supervisor
5	Mary Jeanne B. Aldeguer	CLMD	Chief Education Supervisor
6	Pedelina O. Huevos	CLMD	Education Program Supervisor
7	Glen V. Villonez	HRDD	Education Program Supervisor
8	Rubilyn A. Dee	QAME/QAD	Education Program Supervisor
9	Maureen Ava B. Acuna	HRDD-NEAP R	Education Program Specialist II
10	Hannah Camille M. Cabrera	HRDD- NEAP R	ADAS III
11	Kirstine Fheb B. Yamomo	HRDD	ADAS I
12	Rubilyn A. Dee	QAME/QAD	Education Program Supervisor
13	Marisol C. Presores	ORD-ICTU	Computer Maintenance Technologist
14	Jill Michelle C. Ano, RN	SDO-Davao City	Nurse II
15	Raymund D. Pedregosa, RN	SDO-Davao City	Nurse II





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	TOTAL		29
29	BLD Representative	BLD CO	BLD CO
28	TECS Representative	TECS CO	TECS CO
27	NEAP Representative	NEAP CO	NEAP CO
26	Resource Speaker	TESDA	Head Trainer
25	Resource Speaker	TESDA	Head Trainer
24	Jasmin S. Betinol, RN	SDO-Davao City	Nurse II
23	Raquel V. Rubia, RN	SDO-Davao City	Nurse II
22	Nelia Ann D. Sebellino, RN	SDO-Davao City	Nurse II
21	Kenneth V. dela Victoria, RN	SDO-Davao City	Nurse II
20	Jasmin S. Betinol, RN	SDO-Davao City	Nurse II
19	Angeli C. Diaz, RN	SDO-Davao City	Nurse II
18	Roxanne O. Jugarap, RN	SDO-Davao City	Nurse II
17	Melonia C. Macarayon, RN	SDO-Davao City	Nurse II
16	Mary Garce B. Chicote, RN	SDO-Davao City	Nurse II

B. Schools Division Office (SDO)

No.	Division	Scholar Participant	TOTAL
1	Davao City	7	7
2	Panabo City	8	8
3	IGACOS	9	9
4	Tagum City	4	4
5	Davao del Norte	7	7
6	Davao de Oro	10	10
7	Mati City	9	9
8	Davao Oriental	7	7
9	Digos City	6	6
10	Davao del Sur	4	4
11	Davao Occidental	7	7
	TOTAL	78	78
6 6	GRAND TOTAL		107







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Enclosure 2

ACTUAL PARTICIPANTS' PROFILE SHEET

No.	Name	Position	Schools Division Office	Qualifications on National Certificate II (NC II)/ Specialization
SDO	- Davao City			
1	Abellana, Danica Casas	Teacher 1	Tagakpan NHS/ Davao City	Bread and Pastry Production
2	Cuerda, Rosenda Sistoso	Teacher 1	Marilog NHS/ Davao City	Dressmaking
3	Magbanua, Marycris Sayson	Teacher I	Jesus J. Soriano NHS/ Davao City	Computer Systems Servicing
4	Mejias, Mae Ann Dayoc	Teacher I	Mahayag NHS/ Davao City	Housekeeping
5	Pallares, Marienel Maputol	Teacher I	Biao NHS/ Davao City	Bread and Pastry Production
6	Saren, Mildred Docot	Teacher I	Marilog High School of Agriculture/Davao City	Organic Agriculture
7	Talingting, Winston August Arquillano	Teacher I	Pablo Lorenzo NHS / Davao City	Electrical Installation and Maintenance
SDO	-Panabo City			
8	Bautista, Grace Caluza	Teacher I	Cagangohan NHS/ Panabo City	Food and Beverage Services
9	Candolita, Marielle Joy Purificacion	Teacher I	Panabo City Senior High/Panabo City	Electrical Installation and Maintenance
10	Drilon, Loureven John	Teacher I	Panabo City NHS/ Panabo City	Electrical Installation and Maintenance
11	Huerbana, Manolito II Lindayao	Teacher I	Mabunao NHS/ Panabo City	Computer Systems Servicing
12	Gamao, Analie Villar	Teacher II	Panabo City NHS/ Panabo City	Dressmaking





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No.	Name	Position	Schools Division Office	Qualifications on National Certificate II (NC II)/	
13	Otong, John Rey Alcoran	Teacher II	Little Panay NHS/ Panabo City	Cookery	
14	Saquian, Paul Philip Gomez	Teacher I	Panabo City NHS/ Panabo City	Shielded Metal Arc Welding	
15	Tolentino, Marissa Manggobat	Teacher I	Mabunao NHS/ Panabo City	Food and Beverage Services	
SDO	The Island Gar	den City of	Samal		
16	Castro, Joram Vellete	Teacher II	Cogon NHS/IGACOS	Computer Systems Servicing	
17	Creta, Louwella Mae Mirafuentes	Teacher I	Maximo Arellano NHS/IGACOS	Housekeeping	
18	Compacion, Davon Kier	Teacher I	Libertad NHS/IGACOS	Electronic Products Assembly and Servicing (
19	Dela Cruz, Laiza Aballe	Teacher I	Matanos NHS/IGACOS	Food and Beverage Services	
20	Lucot, Angel Macasambat	Teacher I	Anonang NHS/ IGACOS	Food and Beverage Services	
21	Manog, Cera Mae Cabunillas	Teacher I	San Isidro IS/IGACOS	Pest Management	
22	Palma Gil, Rachel Sangelan	Teacher I	Kaputian NHS/IGACOS	Bread and Pastry Production	
23	Sastrillas, Kenneth Lucanas	Teacher I	Bandera NHS/IGACOS	Electronic Products Assembly and Servicing	
24	Sarong, Ivy Balaquinto	Teacher II	Gamban Dadatan NHS/IGACOS	Bread and Pastry Production	
SDO	-Tagum City				
25	Abarquez, Romelie Navarra	Teacher I	Magdum NHS/Tagum City	Automotive Servicing	
26	Abucay, Ace Crieta	Teacher II	Tagum City Comprehensive HS/Tagum City	Electrical Installation and Maintenance	
27	Chatto, Marilyn Fueren	Teacher I	Tagum National Trade School/Tagum City	Dressmaking	





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No.	Name	Position	Schools Division Office	Qualifications on National Certificate II (NC II)/	
28	Suan, Daisy Oculam	Teacher I	Magdum NHS/Tagum City	Computer Systems Servicing	
SDO	-DAVAO DEL NO	RTE			
29	Asas, Mechelyn Julom	Teacher I	Sonion NHS/Davao del Norte	Agricultural Crops Production	
30	Busano, Jayson Agreda	Teacher I	Mesaoy NHS/Davao del Norte	Computer Systems Servicing	
31	Palaca, Jessa Mae Eben	Teacher I	La Paz NHS/ Davao del Norte	Bread and Pastry Production	
32	Paquio, Denver Busigen	Teacher I	Tulalian NHS/ Davao del Norte	Agricultural Crops Production	
33	Quiocson, Reuben Jr Reomero	Teacher I	Kimamon NHS/ Davao del Norte	Agricultural Crops Production	
34	Supnet, Bobby Halog	Master Teacher I	Gabuyan NHS/ Davao del Norte	Electrical Installation and Maintenance	
35	Taladro, Chrechelle	Teacher I	La Paz NHS/ Davao del Norte	Dressmaking	
SDC	- DAVAO DE OR	0			
36	Abayon, Monfeb lales	Teacher I	LSSSNHS/ Davao de oro	Caregiving	
37	Bucog, Reynaldo Rellin	Teacher I	Compostela NHS/ Davao de Oro	Electrical Installation and Maintenance	
38	Caberto, Mery Girlie A.	Teacher I1	Laak National High School	Organic Agriculture Production	
39	Plusan, Rena Sanchez	Teacher I	TUBO-TUBO NATIONAL HS/ Davao de Oro	Bread and Pastry Production	
40	Pinsoy, Michael Frances Villaganas	Teacher I	Laak NHS/ Davao de Oro	Electrical Installation and Maintenance	
41	Gozon, Ronie Israel	Teacher I	Aninongan NHS/ Davao de Oro	Computer Systems Servicing	
42	Patan. Fredelyn Bantolinao	Teacher II	Andili NHA/ Davao de Oro	Electrical Installation and Maintenance	
43	Roble, Junardo Alcantara	Teacher I	Laak NHS/ Davao de Oro	Bread and Pastry Production	





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No.	Name	Position	Schools Division Office	Qualifications on National Certificate II (NC II)/
44	Suaybaguio, Tricia Mae Bagtas	Teacher III	Laak NHS/ Davao de Oro	Beauty/Nail Care
45	Ongayo, Meraflor Sumatra	Teacher II	Manat NHS/Davao de Oro	Driving
SDC	-MATI CITY			
46	Maglinte, Emilyn B.	Teacher I	Doña Rosa G. Rabat Memorial National High School/ Mati City	Computer Systems Servicing
47	Fernandez, Jurie S.	Teacher I	Culian Integrated School/ Mati City	Computer Systems Servicing
48	Lopez, Sheryl S.	Teacher I	Doña Rosa G. Rabat Memorial National High School/ Mati City	Masonry
49	Eliseo, Andro Jim E.	Teacher I	City of Mati National High School/ Mati City	Food and Beverage Services
50	Nudalo, Shaina Joy M.	Teacher I	Mayo National High School/ Mati City	Tourism Promotion Services
51	Petere, Marielle P.	Teacher I	Dawan NHS/ Mati City	Tourism Promotion Services
52	Billona, Amanda C.	Teacher I	Mayo National High School/ Mati City	Housekeeping
53	Martinez, Rachel L.	Master Teacher I	Badas NHS/ Mati /City	Cookery
54	Rama, Mary Joy E.	Teacher I	Sanghay National High School/Mati City	Housekeeping
SDC	- DAVAO ORIEN	the state of the s		
55	Orias, Jan Villalon	Teacher I	Marayag NHS/ Davao Oriental	Driving
56	Abejuela, Joy Lyn Coquilla	Teacher I	Pundaguitan NHS/ Davao Oriental	Barista
57	Caballero, Joan Canete	Teacher I	Bitaogan NHS/ Davao Oriental	Housekeeping
58	Tejada, Arnie Masunag	Teacher I	Caraga NHS/Davao Oriental	Housekeeping







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No.	Name	Position	Schools Division Office	Qualifications on National Certificate II (NC II)/	
59	Butulan, Janice Gultiano	Teacher I	Boston NHS/ Davao Oriental	Barista	
60	Tinggoy, Sherrelyn Panal	Head Teacher I	Dr. Beato C. Macayra NHS/ Davao Oriental	Cookery	
61	Sumakote, Beverly Lumbong	Teacher I	Santiago National High School/ Davao Oriental	Bread and Pastry Production	
SDO	- DIGOS CITY				
62	Valdez, Cheryl Caniban	SST III	Digos City National High School/ Digos City	Cookery	
63	Lapiz, Wilmer Panilag	SST I	Digos City National High School/ Digos City	Bread and Pastry Production	
64	Sabidor, Cheryl	SST I	Digos City National High School/ Digos City	Food and Beverage Services	
65	Abella, Junelyn Brioso	SSTI	Digos City National High School/ Digos City	Bread and Pastry Production	
66	Betonio, Mafe Carro	SST I	Matti National High School/ Digos City	Organic Agriculture	
67	Masaglang, Kennah Jaireen Desucatan	SST I	Matti National High School/ Digos City	Bread and Pastry Production	
SDC	D-DAVAO DEL SU	JR			
68	Dalumatan, Aldren Jade C.	Teacher III	New Katipunan NHS/ Davao del Sur	Cookery	
69	Limosnero, Jeny M.	Teacher III	Gov. Nonito D Llanos Sr National School/Davao del Sur	Bread and Pastry Production	
70	Galiza, Joven Rey A.	Teacher I	Pedro A. Arches National High School/Davao del Sur	Event Management Servicing	





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No.	Name	Position	Schools Division Office	Qualifications on National Certificate II (NC II)/
71	Tangga-an, Kimberly Z.	Teacher I	Tacul Agricultural HS/ Davao del Sur	Cookery
SDO	-DAVAO OCCIDI	ENTAL		
72	Abarquez, Nerie Malake	Teacher I	Benjamin Velasco Baustista Sr. NHS/ Davao Occidental	Food and Beverage Services
73	Fontanares, Jennifer Sauri	Teacher I	Emeliano Fonatnares Sr NHS/ Davao Occidental	Housekeeping
74	Templa, Tiara Diadem B.	Master teacher I	Demolok Valley NHS/ Davao Occidental	Food Processing
75	Baliva, Edralynne P.	Teacher I	Buhangin NHS/ Davao Occidental	Food and Beverage Services
76	Rancho, Kristine	Teacher I	Ticulon NHS/ Davao Occidental	Cookery
77	Teh, Lara C.	Teacher	John Martin Johnson NHS/Davao Occidental	Dressmaking
78	Mariano, Baby Jane L.	Teacher I	Buhangin NHS/ Davao Occidental	Organic Agriculture
78			GRAND TOTA	L











Department of Education

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Enclosure 3

TRAINING MATRIX

Batch 4 Training on Trainers Methodology (TM1) Level 1 for Senior High School (SHS-TVL) Teachers of the Department of Education, Region XI

Duration: September 23 October 31, 2025 (33 Days) September 22-29, 2025 - Face To Face (8 Days) September 30, October 16, 2025 - Online (17 Days) October 19-27, 2025 - Face To Face (8 Days) October 28 - 31, 2025 - National Assessment

Strategy:

Training for SHS Technical and Vocational Livelihood (TVL) Teachers on Trainers Methodology (TM) Level 1 adopts hybrid mode of training, as there will be 8 days face to face training, 17 days non-face to face/asynchronous, and another 8 days face to face training. The training and assessment shall be provided by experts and assessors from Technical Education and Skills Development Authority (TESDA) being the only authorized agency to conduct such training and assessment.

Program of Activities:

No.	Indicative Calendar of Activities	Module Title	Modality
1	Plan Training Session (Presentation) -Session Plan -Competency Based Learning Materials (CBLM) -Evidence Plan -Table of Specification	2025	Face-to-Face
2	Maintain Training Facilities (Presentation)	2025	Face-to-Face
3	Supervise Work Based Learning	2025	Face-to-Face
4	Utilize Electronic Media Facilitating Learning (Presentation) -Power Point Presentation -Video related to Session	2025	Face-to-Face
5	Portfolio Completion Workshop	2025, (Asynchronous)	Online





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No.	Indicative Calendar of Activities	Module Title	Modality
6	Facilitate Learning Sessions - (Presentations/Demonstrations)	, 2025	Face-to-Face
7	Submission of Printed Portfolio Documents	2025	Face-to-Face
8	Conduct of Competency Assessment -(Presentations/Demonstrations)	2025	Face-to-Face
9	Conduct Institutional Assessment in FLS and CCA	2025	Face-to-Face
10	National Assessment	2025	Face-to-Face

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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM DM-OUHROD-2024-146

: ATTY. REVSEE A. ESCOBEDO Undersecretary for Operations

Regional Directors

Schools Division Superintendents Regional CLMD and HRDD Chiefs SDO TVL-EPS and HRTD-SEPS All Others Concerned

FROM

WILFREDO E. CABRAL

Regional Director

Officer-in-Charge, Office of the Undersecretary for Human Resource

and Organizational Development

SUBJECT

: TRAINING ON TRAINERS METHODOLOGY LEVEL I FOR SHS-

TVL TEACHERS

DATE

: 14 June 2024

- The Teacher Education Council Secretariat (TECS), in collaboration with the National TVET Trainers Academy (NTTA), 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 Sentor High School Technical-Vocational-Livelihood (SHS-TVL) Teachers from August to December 2024. The training will be held in selected TESDA accredited training and assessment centers nationwide.
- 2. The training aims to equip SHS-TVL teachers with the necessary knowledge, values, attitude, and skills in accordance with the prevailing standards in the TVET sector. It encompasses competencies required of a technical-vocational trainer to perform the tasks based on TESDA's Training Regulation 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.



POPSED

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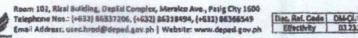


- 3. The Regional Offices (ROs) are requested to nominate permanent SHS-TVL teachers as training participants with the following qualifications:
 - · Holders of National Certificate II or III (valid until 2025 at least);
 - Have not availed or undergone any TM I training (whether under TESDA or DepEd]; and
 - Physically, mentally, and emotionally fit to undergo the 33-day training.
- 4. Upon completion of the training, participants are expected to do the following:
 - · Finish and implement their work action plan;
 - Take and pass the National Assessment; and
 - · Implement a Workplace Application Plan (Enclosure 1) in TVL.
- 5. The table below shows the proposed number of participants per region.

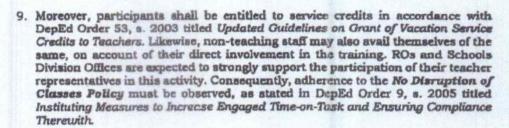
Region	Allotted No. of Participants
I	55
II	45
Ш	70
IV-A	83
IV-B	35
V	70
VI	75
VII	83
VIII	33
IX	83
X	55
XI	78
XII	35
XIII	55
NCR	45
CAR	17
Total	917

- 6. Each nominated participant must submit a Letter of Intent (Enclosure 2) and Contract with DepEd (Enclosure 3), and Participant Profile Sheet (ULI filtered by TESDA) (Enclosure 4), which shall be submitted/uploaded by the concerned RO to the folder which can be accessed through the link https://bit.lv/3RI4dvH. The deadline of submission of the said requirements is 28 June 2024.
- The qualified participants are advised to bring their own laptops, chargers, and extension cords for the whole duration of the training.
- 8. Expenses relative to this activity such as board and lodging, travel expenses, training cost registration, assessment fee, 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, subject to existing budgeting, accounting, auditing, and procurement laws, rules, and regulations.









- 10. The roles and responsibilities of all concerned offices/units/focal persons are specified in the Terms of Reference (Enclosure 5). An online coordination meeting with all Regional TVL focal persons, TECS focal in-charge of the activity, BLD-TLD focal for TVL, and NEAP focal for scholarships will also be held.
- 11. Should you have questions and concerns, please coordinate with Dr. Donnabel Bihasa, TECS Senior Education Program Specialist, through email tea@deped.gov.ph or landline (02) 8638-6172.
- 12. For immediate dissemination and appropriate action.

Enclosures:

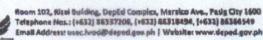
Enclasure 1 - Workplace Application Plan

Enclosure 2 - Letter of Intent
Enclosure 3 - Contract with DepEd
Enclosure 4 - Participant Profile Sheet (ULI filtered by TESDA)
Enclosure 5 - Terms of Reference

(TECS/Bihasa)













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	Office and		
Supervisor	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).

Reviewed by (name and position):	Signature	Date	
A	I amon's Simotons	I Date	
Approved by (name and position):	Learner's Signature	Date	

· -

Competencies for Develop	provement						
Competencies for Development Key I		Key Result Area(s)		Expected Improvement in Performance Indicator		Means of Verification	
Type of Intervention Committee Work		TANK TOOLS, THE PROPERTY OF THE PARTY OF THE	Shadowing		mal JEL Activ	rities	Others (Pleas
Job Expansion Job Rotation		PERSONAL PRODUCTION OF THE PROPERTY OF THE PERSON OF THE P	cial Project tch Assignment	mineral decision as a subservative of the same and the sa	se specify) Implementati		specify)
Application Objective							
		ties Timeline (start-end of e agage in to meet activity) earning		Learning Facilitato		Support/	Resources der, information,

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

Super	intendent <n< th=""><th>ame>:</th><th></th><th></th></n<>	ame>:		
Greeti	ngs!			
This	is	(NAME OF SCHOOL).	_(POSITION)	in
	riting to you E TITLE) off	to signify my intent to register for the		(PROGRAM OR PROVIDER) under
		ered by ed Professional Development Programs and		PROVIDER) und

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





MEMORANDUM OF AGREEMENT

(Scholarship Contract)

1,	[IV/AIVIE]	rmpino, or regar age and	with residence at_
	(HOME ADDRESS)	(POSITION)	of SCHOOL / OFFICE
			t on (PROGRAM CODE AND
TITL.	E OF THE COURSE) at the	(VENUE OF THE COURS	for the period (INCLUSIVE
DAT	ES OF THE COURSE) do her	eby agree to observe the foll	owing terms and conditions.
DepE	id shall:		
	provide full salary and oth	we bonefite and privileges di	ming the coholers his period
*1	provide fun salary and the	er betætts and privileges to	and, the scholarship period,
1.	facilitate the seture and a	symmetrian to duty of the ex-	cholar upon completion of the
D	scholarship,	ssumption to duty of the si	notar upon completion of the
c	designate mentor/supervi	sor shall support and jointly	implement the Re-Entry Action
	Plan/ Work Action Plan of	f the scholar:	
	d D PILL II II II II	the second second	AD (MAD)
1,3	. the DepEd shall monitor th	ne implementation of the KE	Al'/WAI'.

DepEd Scholar shall:

- 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;
- conduct himself/herself in such manner that will uphold the moral integrity and professionalism of DepEd public servant;
- 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 WIT	TNESS WHEREOF, I set my har	nd this day of
	DepEd Scholar (signature over printed name)	Schools Division Superintenden (signature over printed name)
Witness		
	BERNABE L. LINOG CLMD Chief	FLORDELISA R. DALIN, EdD HRDD Chief
	Regional Director (signature over printed name)	

CITY OF			
) S.S.	
BEFORI the following:	E ME, a Notary Pub	olic, for and in the above juris	diction, personally appeare
	Name	ID	Date/Place issued
		persons who executed the are their own free and volun-	
This instrument	t consists of three (3) pages including the page wh	consist their automorphis for any
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(Enclosure No. 15 to DepEd Memorandum No. _____ s. 2023)



Republic of the Philippines

Department of Education

National Educators Academy of the Philippines

Enclosure 4

Actual Participants Profile Sheet

PD Progra	ım Owner												-							
Date Con	ducted:								(Indica	ite implementa	tion date	e and venu	e)							
Program/ Course T	tie:		TRAINE	RS METHODOLO	OGY (TM) LEVEL 1 FOR S	ENIOR HIGH SC	HOOL TECHNICAL- V	OCATIONA	LUVEUHOOD (S	HS-TVL) TEACHER	S AND JUN	NOR HIGH SO	CHOOL SPECIAL	PROGRAM FOR	TECHNICAL-VOCATI	ONAL EDUCATION (JH	S-SPTVE) TEACHE	RS		
Course Ti Region	Division	School Name	School ID	Name	Position Level (Teacher I - III, Master Teacher I - IV, Principal	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)	Are your a member of an indigenous Group? (YES/NO)	Are you a solo parent? (YES/	DepEd Email Addres		
ia .							(- IV, etc.)										if yes, please specify:	If yes, please specify:	NO)	
	1, 1, 1 = 1																			

Note: Use separate sheet for SHS and JHS Profile Sheet

NO.	REGION	DIVISION	SCHOOL	NAME	NC QUALIFICATION	EMAIL
1	Caraga	Agusan Del Norte	Magdagooc NHS	MARK ANGELO DIGAMON ENCY	Caregiving NC II	markangelo.enoy@deped.gov.ph
2	Carega	Agusan Del Norte	Manapa NHS	STIFFI APPLE MANGAO VALDEHUEZA	Food and Beverages NC II	stiffiapple.valdehueza@deped.gov.ph
3	Caraga	Agusan Del Norte	Durian NHS	JOCELYN MATUGAS PUERTA	Housekeeping NC S	jocelyn puerta@deped gov.ph
4	Caraga	Agusan Del Sur		Allen L. Molo		
5	Caraga	Agusan Del Sur	Laminga National High School	Rosemarie Guzman	NGIE	rosemarie.guzman001@deped.gov.ph
6	Caraga	Agusan Dei Sur	Trento National High School	Rosalinda T. Baliquig	NCIII	rosalinde.ballquig@deped.gov.ph
7	Caraga	Agusan Del Sur	DUANGAN NATIONAL HIHG SCHOOL	ALLEN L. MOLO	HOUSEKEEPING NCII	atlen molo@deped gov.ph
8	Caraga	Agusan Del Sur	Sta. Cruz National High School	Rhea T. Asis	COOKERY NCII	
9	Caraga	Agusan Dei Sur	SAN TORIBIO NATIONAL HIGH SCHOOL	Junelyn A. Enopepequez	Organic Agriculture Production NCII and Agricultural Crop Production NCIII	junelyn.enopequez@deped.gov.ph
10	Caraga	Agusen Del Sur	Desamparados National High School	John Jr. T. Sevellano	Agricultural Crops Production NCIII and Aquaculture NCII	johnjr.sevillano@deped.gov.ph
11	Caraga	Agusen Dei Sur	Causwagan National High School	Vincent Bajen	Organic Agriculture Production NCII and Cookery NCII	vincent bajen@deped.gov.ph
12	Caraga	Bayugan City	Stand Alone Senior High School	Michel Esmad Porras	Electrical Installation and Maintenance NC II	michel.porras001@deped.gov.ph
13	Caraga	Bayugan City	Stand Alone Senior High School	Arthur Gallenero	Shielded Metal Arc Welding NC II	elsa.sabute@deped.gov.ph
14	Caraga	Bayugan City	Stand Alone Senior High School	Whelagen Abdon Lumapas	Organic Agriculture NC II	whelagen.lumapas@deped.gov.ph
15	Caraga	Bayugan City	Stand Alone Senior High School	Raymund Labastilla Penaflor	Computer System Servicing NCII	
16	Caraga	Bisig City	San Jose National High School	JESSA A. SOMBLINGO	CSS NC II	
17	Caraga	Bislig City	Mangagoy National High School	Maria Merceds Ravelo	Dressmaking NC II and Tailoring NC II	mariamercedes ravelo@deped gov ph
18	Caraga	Bislig City	Maharlika National High School	REY REBOJO ANGEL	CSS NC II	rey angel001@deped.gov.ph
19	Caraga	Bislig City	Bislig City National High School	LEA CUBO PILONGO	DRESSMAKING AND WELLNESS MASSAGE no #	lea.pilongo@deped.gov.ph
20	Caraga	Butuan		Jeanelyn C. Abarquez	NC- Bread and Pastry and Cookery	jeanelyn.abarquez@deped.gov.ph
21	Caraga	Butuan City	agusan pequenonational high school	EILEEN PEARL DASILAO BONILLA	NCII- ANIMAL PRODUCTION (RUMINANT)	eileenpearl.bonilla@deped.gov.ph
22	Caraga	Butuan City	BCSAT- Main Campus	FEDERICO L. CELESTIAL	Carpentry NC II, Fish Capture NC I	federico.celestial001@deped.gov.ph
23	Caraga	Butuan City	BCSHS-Stand Ajone	KINAGING, MARYROSE	COOKERY NC H	
24	Caraga	Butuan City	Butuan City SDchool of Arts and Trades	Federico B. Alabata	Carpentry NC II	federico.alabata@deped.gov.ph
25	Caraga	Butuan City	Bilay National High School	Nho Virr V. Longos	SMAW NC-II	nhovirt.longos@deped.gov.ph
26	Caraga	Butuan City	Pigdaulan National High School	ROLANDO JAKE M. MAGALLANES	CSS NC II	rolandojake98@gmail.com
27	Caraga	Buluari City	San Vicente NHS	CHANDY LLOYD BONGATO ONDOY	SMAW NC II	chandylloyd ondoy@deped.gov.ph
28	Caraga	Cabadharan City	Calamba Nationa High School	DINA TORMES CUESTAS	NC II	dina cuastas@deped.gov.ph
29	Carage	Cabadbaran City	Senior High School	JEESREL SAYSON CORTES	NC II	jeesrei.cortes@deped.gov.ph
30	Caraga	Cabadbaran City	Senior High School	NINO TORAYA EMBOY	NC II	nino emboy@deped gov.ph
31	Caraga	Dinegat	Loreto NHS - Stand Alone	Sharon I. Ytac-Sulapas	NC II	sharon ytac@deped gov.ph
32	Caraga	Dinagat	Sering NHS	Riza O. Candilado	NCII	riza.candilado@deped.gov.ph
33	Caraga	Dinegat	Sering NHS	Gledys Ann E. Asebias	NG II	gladysann edullantes@deped gov ph
34	Caraga	Dinagat	Liberty NHS	Carmela G. Oguina	NC II	carmela.oquina@deped.gov.ph
35	Caraga	Dinagat	Cagdianao NHS	Junry B. Nunez	Organic Agriculture Production- NC II	junry.nunez@deped.gov.ph
36	Caraga	Dinagat	DREESMNHS	Edwin L. Lozada	Shielded Metal Arc Welding	edwin lozada@deped gov.ph
37	Caraga	Dinagat	DREESMNHS	Ranel D. Bustamante	Electrical Installation and Maintenance	ranel.bustamante@deped.gov.ph
36	Caraga	Sungao Çity	MANJAGAO NATIONAL HIGH SCHOOL	LIEZEL ALIPAO RESARE	HOUSEKEEPING NC II	liezei.alipao@deped.gov.ph
39	Caraga	Surigao City	CANTIASAY NATIONAL HIGH SCHOOL	MICHAEL RENAN C. TINIO	HOUSEKEEPING NC II. FOOD BEVERAGE AND SERVICES	and the second s
40	Caraga	Surigao City	MANJAGAO NATIONAL HIGH SCHOOL	RHEA ORILLO DENZO	HOUSEKEEPING NC II	rhea derzo@deped.gov.ph
41	Caraga	Surigao City	CANTIASAY NATIONAL HIGH SCHOOL	SHARLYN T. COLLADO	COOKERY NC II	shariyn.collado@deped.gov.ph
and the same of the same	Control of the last of the las	and the same of th	San Francisco National High School	Raymond Y. Jubasan	NC II Holder	raymond.jubasan@deped.gov.ph
42	Caraga	Surigao Del Norte	PLACER NATIONAL HIGH SCHOOL	JUZIELOU DE GRACIA RESARE	EIM NC II Holder	hand the committee of t
	Caraga	Sungao Del Norte	ILLYCEN MALIONAL UIGH SCHOOL	JUDIELUU DE GRACIA REGARE	EIM NO II PIDIUBI	juzielou.resare@deped.gov.ph

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45	Caraga	Surigao Del Norte	CLAVER NATIONAL HIGH SCHOOL	JOMOC, MARY JOY GALANIDA	AGRI CROPS PRODUCTION NO III	maryjoy.jomoc@deped.gov.ph
48	Caraga	Surigao Del Norte	Timamana National High School	JULIETA O. DIWATA	NC II	
47	Caraga	Surigao Del Sur	Rizal National High School	Romelyn S. Lozada	NC II	romelyn.lozada@deped.gov.ph
48	Caraga	Surigao Del Sur	Roxas NHS, Hinatuan West District	Rey Q. Otacan	FBS NCII & COOKERY NCII	rey.otacan@deped.gov.ph
49	Caraga	Surigao Del Sur	San Miguel NCHS, San Miguel 2 District	Rosly B. Abis	Bartending NC2	rosly abis@deped gov.ph
50	Caraga	Surigeo Del Sur	Cantilan NHS, Cantilan District	Ivy Grace D. Campos	FBS NCII & COOKERY NCII	ivygrace.campos@deped.gov.ph
51	Caraga	Surigeo Del Sur	Badong NHS, Tago 2 District	Cristina E. Tibayan		critina.tibayan001@deped.gov.ph
52	Caraga	Sungao Del Sur	Quary 1 IS	Rose R. Tampos	Tailoring NC2, Dressmaking NC2	rose.tampos@deped.gov.ph
53	Caraga	Surigeo Del Sur	Cabangahan IS, Cantilan District	Decertyn N. Omba		
54	Caraga	Tandag City	Carmen Integrated School	Benny M. Cuadrado	NC II EIM	benny.cuadrado@deped.gov.ph
55	Caraga	Siargao	Roxas National High School	Jesamutis V. Ramirez	NC II , SMAW	jesamulta verludazoalideped gov ph

*

Terms of Reference

Office/Focal	Terms of Reference
SDO-TVL EPS/Focal	Determines priorities and needs in the selection of nominees Determines SHS-TVL and JHS-SPTVE teacher-nominees for TM1 based on the qualifications indicated in the memo Submits nominees to HRTD-SEPS requirement consolidation
SDO-HRTD SEPS	 Consolidates LOI and participant's profile sheet/s Submits/endorses SDO nominees to RO CLMD
SDO-TVL EPS/Focal & SDO-HRTD SEPS	Monitor participants' learning progress Ensure submission and implementation of WAP Submit Progress Report to RO-CLMD
RO-CLMD	 Validate, screen, and select qualified participants to TM I Submit to RO-HRDD the final list of participants, LOI and profiles
RO-HRDD	 Process participants' notarized contracts and submit to NEAP-CO, together with the LOI and Participants' Profile Sheets Endorse to NEAP-CO approved nominees
RO-CLMD & RO-HRDD	Plan and manage the budgetary expenditures for the conduct of TM1 Assess and monitor participants learning progress Ensure the submission of WAP Conduct program implementation review (monitoring and evaluation) of teacher recipient of the TM1 Training for the provision of relevant learning and development intervention
NEAP-CO	Approve nominees from the ROs Create a database of all qualified participants.

	 Consolidate Participants' Profile Sheet, LOI, and Contracts Hold coordination meeting with TESDA, CO, RO, SDO focals, and BLD-TLD Monitor and evaluate program implementation
BLD-TLD	Monitor participants' learning progress Provide NEAP report on the learning progress and pre and pos assessment