



Republika ng Pilipinas
Kagawaran ng Edukasyon

REHIYON V—BICOL

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

ADVISORY

May 13, 2024

To: Chief Education Supervisors
CID and SGOD Personnel
Public Secondary School Heads
All Others Concerned

Hereto attached is Regional Memorandum No. 00536, s. 2024 titled "Training of Senior High School Technical-Vocational Livelihood (SHS-TVL) and Junior High School Special Program for Technical Vocational Education (JHS_SPTVE) Teachers on Trainer's Methodology Level I (TVL-TMS) & Assessment".

The teacher participants are advised to submit hard copy of the required documents. The templates can be found at the link provided by DepEd Central Office which was posted at the TM 2024 Naga City Participants Group Chat.

The due date of submission will be on or before Friday, May 18, 2024 c/o Mr. Herman E. Bobis, EPS-EPP/TLE/SPTVE/TVL.

For guidance and compliance of all concerned.

FERNANDO C. MACARAIG
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



DM 31, s. 2019 DM Rev. 01



✉ Roxas Avenue, Brgy. Triangulo, Naga City, Camarines Sur

☎ 0981 630 0070

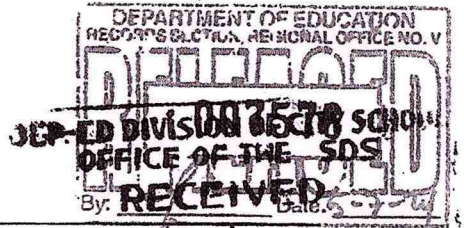
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MAY 09 2024



DATE: MA
 May 09 2024
 NAGA CITY REGION V

REGIONAL MEMORANDUM

No. _____, s. 2024

00536

TRAINING OF SENIOR HIGH SCHOOL TECHNICAL-VOCATIONAL LIVELIHOOD (SHS-TVL) AND JUNIOR HIGH SCHOOL SPECIAL PROGRAM FOR TECHNICAL VOCATIONAL EDUCATION (JHS-SPTVE) TEACHERS ON TRAINER'S METHODOLOGY LEVEL 1 (TVL-TM1) & ASSESSMENT

To: Schools Division Superintendents
 Assistant Schools Division Superintendents
 EPP/TLE/TVL/SPTVE Education Program Supervisors

1. In line with the goal of the K to 12 Basic Education Program to equip TLE teachers on their area of specializations, this Office through the Curriculum and Learning Management Division (CLMD) in cooperation with the TESDA, will conduct a 33-day Training for Senior High School Technical and Vocational School (TVL) Teachers on Trainers Methodology at a venue to be communicated later on the following dates to wit:

- July 16-25, 2024 - onsite
- July 26 to August 7, 2024 - blended
- August 9-18, 2024 - onsite

2. The activity aims to:

- a. increase National Certification passers among SHS TVL learners.
- b. provide opportunities for SHS TVL and JHS-SPTVE 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; and
- c. produce competent, competitive, productive, and responsible citizens equipped with 21st century skills.

3. Hereto attached are the Regional Working Committees, Training Matrix and the Terms of Reference marked as enclosures 1,2 & 3 respectively for reference and guidance of all concerned.



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4. Participants are expected to bring laptops, extension cords and pocket WIFI during the training. They are expected to be at the venue on July 16, 2024 at 8:00 o'clock a.m. for the Opening Program, Training Orientation on Course Overview and Pre-test.

5. Expenses of participants relative to this activity such as board and lodging, training costs, assessment fees, training supplies and materials shall be charged against RO-downloaded funds, while travel expenses of resource persons, training managers and assistants, BLD and NEAP representatives will be covered through direct payment. Travel expenses of the participants shall be downloaded to the SDOs, all are subject to the usual accounting and auditing rules and regulations.

6. Teacher participants shall be entitled to service credits in accordance with DO 53, s. 2003 titled Updated Guidelines on Grant of Vacation Service Credits to Teachers. Likewise, non-teaching personnel including EPS and Chiefs may avail of Compensatory Time-Off under CSC-DBM Joint Circular No. 2, s. 2004 titled Non-Monetary Remuneration for Overtime Services Rendered, on account of their direct involvement in the TVL TM 1 training. Schools Division Offices are expected to strongly support the participation of their teacher representatives in the training for the Management Team who will monitor the training and assessment.

7. For further clarification regarding the training program, participants may contact Christie L. Alvarez, Education Program Supervisor, CLMD at CP No. 09088738389 or at email address christie.alvarez2deped.gov.ph

8. For information and dissemination.


GILBERT T. SADSAD
Regional Director

Ref: DM-CI-2022-00209
Encls: As stated

To be included in the Perpetual Index
Under the following subjects:

TECHNICAL VOCATIONAL EDUCATION	TEACHERS	WORKSHOP/TRAINING
TRAINERS METHODOLOGY	CURRICULUM	SENIOR HIGH SCHOOL

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Enclosure No. 1 to Regional Memorandum No. 336, s.2024

EXECUTIVE COMMITTEE

Chairman	GILBERT T. SADSAD Regional Director
Co-Chairman	BEBIANO I. SENTILLAS Asst. Regional Director
Member	FRANCISCO B. BULALACAO JR. Chief, CLMD
	SANCHA N. NACION Chief, HRDD

REGIONAL TECHNICAL WORKING COMMITTEE

Training Manager.....	Christie L. Alvarez
Training Assistants.....	Lalaine V. Fabricante
	Herman E. Bobis
NEAP Representative.....	Jeremy A. Atad
Members.....	Div. EPP/TLE/TVL/SPTVE EPS
TWG.....	Albert Remoquillo
	Alyssa S. Flororita
	Roselyn N. Remoquillo
	Albert Nolasco
	Ian Joseph Velasco
Emcee/Program Hosts	Alyssa S. Flororita
	Albert Nolasco

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TRAINING OF SENIOR HIGH SCHOOL TECHNICAL-VOCATIONAL LIVELIHOOD (SHS-TVL) AND JUNIOR HIGH SCHOOL SPECIAL PROGRAM FOR TECHNICAL VOCATIONAL EDUCATION (JHS-SPTVE) TEACHERS ON TRAINER'S METHODOLOGY LEVEL I (TVL-TMI) & ASSESSMENT

TRAINING MATRIX
July 16 to August 18, 2023

Guidepost 1:

- Training matrix to be strictly followed by Trainers/Resources Persons and Participants
- All Sundays will be scheduled as independent learning activity for the participants
- All sessions shall have working/non-working AM and PM snacks.

July 16, 2024 Day 01 (Tuesday)

TIME	ACTIVITIES	TIME	ACTIVITIES
8:00 AM-9:00 AM	<ul style="list-style-type: none"> ✓ Arrival of Participants ✓ Settling-in and Registration 	9:30 -10:00 am	Administrative Matters
		10:00-11:00 am	Course Overview and Assessment Arrangement
		11:00 - 12:00 nn	The Phil. TVET System: An Overview
9:00 AM- 9:30 AM	<ul style="list-style-type: none"> ✓ Opening Program <ul style="list-style-type: none"> ➤ Welcome Remarks ➤ Direction Setting (by BLD) ➤ Participants Introduction ➤ House Rules ➤ Training Briefer 	12:00- 1:00 pm	Lunch Break
		1:00 - 5:00 pm	Competency 1: Plan Training Session Workshop 1
		6:00 - 8:00 pm	Dinner

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TRAINING MATRIX
July 16 to 25, 2023
Face to Face Platform

Time	July 17 (Wednesday)	July 18 (Thursday)	July 19 (Friday)	July 20 (Saturday)	July 21 (Sunday)	July 22 (Monday)	July 23 (Tuesday)	July 24 (Wednesday)	July 25 (Thursday)
8:-8:15 am	Management Learning								
3:15-10 AM	Competency 1 Continuation of Workshop 1	Competency 1 Utilize Electronic Media in Facilitating Training	Competency 1 Facilitate Learning Session	Continuation of Workshop 3	Competency 4 Conduct Competency Assessment	Competency 5 Maintain Training Facilities	Continuation of Worrkshop 5 ➤ Reading Assignment ➤ Portfolio Preparation	Competency 6 Supervise Work-based Learning	Skills Demonstration of Conducting Assessment
10-10:15	Health Break								
10:15-12:00 nn	Continuation of Workshop 1	Workshop 2	Workshop 3	Continuation of Workshop 3	Workshop 4	Workshop 5	Continuation of Workshop 5 ➤ Portfolio Preparation	Workshop 6	Institutional Summative Assessment
12NN-1PM	Lunch Break								
1:00 pm-5:00 pm	Competency 1 Assessment	Competency 2 Assessment	Continuation of Workshop 3	Competency 3 Assessment	Competency 4 Assessment	Continuation of Workshop 5 ➤ Reading Assignment ➤ Portfolio Preparation	Competency 5 Assessment	Competency 56Assessment	Institutional Summative Assessment
Expected Output	Training Session Prepared and Competency 1 Skills Assessed	Competency 2 Skills Assessed	Facilitation of learning Session learned	Competency 3 Skills Assessed	Competency 4 Skills Assessed		Competency 5 Skills Assessed	Competency 6 Skills Assessed	6 competencies learned and assessed
Officer of the Day	by specialization	by specialization	by specialization	by specialization	by specialization	by specialization	by specialization	by specialization	by specialization

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TRAINING MATRIX
 August 9-18, 2023
 Face to Face Platform (10 days)

Date	8:00-8:15	Activities	
August 9 – Friday	MOL	Trainers Inputs Demo Teaching For COC 1 and COC 2	Checking Enhancement and Consolidation of Portfolios
August 10 – Saturday	MOL	Trainers Inputs Demo Teaching For COC 1 and COC 2	
August 11 – Sunday	MOL	Participants Demo Teaching for COC 1 and COC 2	
August 12 – Monday	MOL	Participants Demo Teaching for COC 1 and COC 2	
August 13 – Tuesday	MOL	Participants Demo Teaching for COC 1 and COC 2	
August 14 – Wednesday	MOL	Participants Demo Teaching for COC 1 and COC 2	
August 15 – Thursday	MOL	Participants Demo Teaching for COC 1 and COC 2	
August 16 – Friday	MOL	Participants Demo Teaching for COC 1 and COC 2	
August 17 – Saturday	MOL	Participants Demo Teaching for COC 1 and COC 2	
August 18 - Sunday	MOL	Participants Demo Teaching for COC 1 and COC 2	
	✓ Pre- Closing -Clearing House -Future Initiatives -Administrative and Financial Matters		
	✓ Closing Program		

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Module Titles Summary	
➤ Plan Training Session	➤ Conduct Competency Assessment
➤ Utilize Electronic Media in Training Facilitation	➤ Maintain Training Facilities
➤ Facilitate Learning Resources	➤ Supervise Work based Learning

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Enclosure No. 3 to Regional Memorandum No. 336 s. 2024

TERMS OF REFERENCE

TRAINING OF SENIOR HIGH SCHOOL TECHNICAL-VOCATIONAL LIVELIHOOD (SHS-TVL) AND JUNIOR HIGH SCHOOL SPECIAL PROGRAM FOR TECHNICAL VOCATIONAL EDUCATION (JHS-SPTVE) TEACHERS ON TRAINER'S METHODOLOGY LEVEL 1 (TVL-TM 1) & ASSESSMENT

I. DepEd Regional Supervisor for TVL

The DepEd TVL Regional Supervisor who shall serve as lead person for the TVL TM 1 training and shall perform the following functions:

1. Coordinate with TLD-BLD re: TVL TM1 Training;
2. Oversee the smooth conduct of the TVL TM 1 training (training implementation, financial and administrative matters) and the TM National Assessment conducted in the Region
3. Coordinate with TESDA Training Provider as to the venue of the training and assessment center for TM1 training;
4. Delegate one representative from the Region & two from the Division to monitor the 33-day training following the 10/13/10 cycle with one representative dedicated to each cycle;
5. Submit inception report to TLD-BLD on or before June 24, 2024;
6. Delegate medical personnel for the 33-day training;
7. Oversee the safety and health protocols are observed in the venues for training and assessment; and
8. Submit training completion report of the TVL TM1 training (including Directory of Participants) and the result of the National Assessment to TLD-BLD on or before October 5, 2024.

I. DepEd Region Representative/Division Supervisor

One representative from the Region shall serve as Training manager and two from the Division shall serve as Assistant Training Managers and each shall perform the following function:

1. Monitor the day-to-day conduct of the 33-day TVL TM1 training (following the 10/13/10 cycle) from July 16 to August 18, 2022;
2. Monitor the conduct of the TM National Assessment for the completers of TVL TM1 training;
3. Prepare the daily monitoring log during the conduct of the Training;
4. Monitor daily attendance;
5. Facilitate the implementation plan of the Training program (with relevant documents – attendance sheet, google links, etc.);



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6. Facilitate the representation of the Regional/Division Officials during the opening and closing program for the training; and
7. Maintain health and safety protocols during the 33- day training prog

II. TESDA Training Provider

The TESDA Training Provider for the TVL TM1 training and TM National Assessment shall perform the following functions:

1. Coordinate with DepEd on the implementation plan of the training;
2. Register participants on the TESDA Management Information System (MIS);
3. Provide Trainers or Resource Persons for the 33-day TM1 Training;
4. Provide Assessors for the TM National Assessment;
5. Ensure that the Trainer/Resource person monitors and submits the progress of participants during each training cycle;
6. Submit completion report of the TVL TM1 training and the result of the National Assessment to Regional Supervisor on or before September 5, 2022;
7. Issue the following certificates for the successful completers of the TM1 training;
 - i. Certificate of Achievement per competency
 - ii. Certificate of Training
8. Facilitate assessment of TM1 completers; and
9. Issue the Trainers Methodology Certificates (TMC) for passers of the TM1 National Assessment.

III. TESDA Trainers/ Resources Persons

There shall be at least one TESDA Trainer for the regional training to

Perform the following functions:

1. Prepare slide deck, session plan / guide and other training paraphernalia / materials;
2. Observe the 10/30/10 cycle;
 - a. 10 days for content input (e.g., simulation hand on activities, etc.);
 - b. 13 days for guided preparation of individuals portfolios;
 - c. 10 days for demonstration and return-demo, Checking / enhancement / consolidation of portfolio and preparation for national assessment.
3. Attend consultation meeting with DepEd counterparts on training and assessment;
4. Utilize digital and non-digital formats for the efficiency and effectiveness of the training;
5. Facilitate training provision of content and mechanics for the attainment of the 6 competencies of TM1;



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6. Review and / or check trainees' output on learning progress, and in the development and completion of portfolio;
7. Monitor the Achievement and progress charts of the participants;
8. Coach/mentor trainees in case of non-achievement of competencies;
9. Prepare trainers for the national assessment after training; and
10. Submit completion report including training materials to the TESDA training provider at the end of the training.

IV. Bureau of Learning Delivery – Teaching and Learning Division

Members of the Senior High School Key Stage and selected personnel of BLD-TLD shall perform the following functions:

1. Prepare the implementation plan of the training
2. Orient BLD-TLD monitoring team for the training
3. Disseminate to the field the conduct of the activity;
4. Select the participants for the training based on the set criteria
5. Coordinate with the Regional Supervisor on the implementation plan through meetings or updates;
6. Consolidate the inception plan submitted by the Regions;
7. Prepare the recorded messages of the opening and closing programs;
8. Provide the recorded messages of the Undersecretary, the BLD Director and the Chief for the opening and closing program of the TM1 Training;
9. Monitor the first and the last 5- day activities of the TM1 Training;
10. Monitor the 10/30/10 cycle of the training;
11. Monitor the conduct of the national assessment; and
12. Consolidate completion reports from the regions.

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02/04/2024

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2023 LIST OF PARTICIPANTS FOR TVL TM1 TRAINING for SHS TVL TEACHERS (by Region)

REGION: _____ LOCAL SERVICE PROVIDER: _____ DATE OF TRAINING: _____

TVL /SPTVE/TLE

	Division	School Name	School ID	Name of Nominee/ Participant			Gender	Position	Contact Number	Email Address	National Certification and
				Surname	Given Name	M.I.					
1	Naga City	Tinago NHS	310301	Juntado	Divine Grace	I	F	T-1	9470473218	divine.juntado@deped.gov.p	BPP NC II
2	Naga City	NCSAT	302269	Layosa	Luzviminda	P	F	T-1	9997887559	Luzviminda.layoa@deped.gov	D and Tailoring NC II
3	Naga City	CSNHS	302264	Estuya	Judy Ann	S	F	T-1	9482005940	judyann.estuya@deped.gov.	Computer System Servicing
4	Naga City	Cararayan HS	302265	Cajot	Tinky	A.	F	T-1	9085946477	tinky.cajot@deped.gov.ph	Food Processing NC II
5	Naga City	San Isidro NHS	305876	Alfon	Honeylet	P.	F	T-1	9388923396	honeylet.alfon@deped.gov.p	Bread and Pastry Production NCII
6	Naga City	CONPEQ NHS	302267	Carino	Ma. Lyka	G	F	T2	9759285016	malyka.carino@deped.gov.ph	BPP NC II
7	Naga City	CSNHS	302264	Bangate	Rechilda	C.	F	T-1	9774750900	rechilda.bangate@deped.gov	Beauty Care NC II and Hairdressing NC II
8	Naga City	CSNHS	302264	Tanay	Sherwin	G.	M	T1	9128935285	sherwin.tanay@deped.gov.ph	EPAS NCII
9	Naga City	CSNHS	302264	Festejo	Gil	I.	M	T1	9685301270	gil.festjo@deped.gov.ph	SMAW NCII
10	Naga City	NCSAT	302269	Flores	Janet	M	F	T-1	907501823	janet.flores2018@deped.gov	BPP
11	Naga City	CSNHS	302264	DE LA CRUZ	AR-MAE	R	F	T-1	9568603056	armae.rebeta@deped.gov.ph	BPP/AOP
12	Naga City	Sta. Cruz NHS	305875	PALMONES	ANALYN	P	F	T-1	9977826113	analyn.palmones@deped.gov	Computer System Servicing
13	Naga City	Sta. Cruz NHS	305875	COBILLA	SHIELA MAE	M	F	T-1	9271144756	shielamae.cobilla@deped.gov	BPP NCII
	additional										
1	Naga City	San Isidro NHS	305876	Miranda	Fortunato	P	M	T-1	09308385496	fortunatopallanmiranda@gm	Bread and Pastry Production NCII
2	Naga City	NCSAT	302269	Ochoa	Christopher	M	M	T-1	09954366334	christopher.ochoa@deped.gc	Technical Drafting NC II
3	Naga City	CSNHS	302264	Pardinas	Joey	SJ	M	T-2	09564534011	joey.pardinas1979@deped.gc	EIM NC 3

Note: TLE teachers are reserved in case of shortage of participants during the training

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