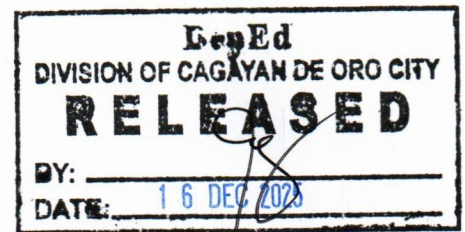




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

12 Dec 2025

DIVISION MEMORANDUM

No. 1146 s.2025

BATCH 5 TRAINING OF TRAINERS METHODOLOGY LEVEL I FOR SENIOR HIGH SCHOOL TECHNICAL VOCATIONAL LIVELIHOOD (SHS TVL), JUNIOR HIGH SCHOOL SPECIAL PROGRAM FOR TECHNICAL VOCATIONAL EDUCATION (JHS STVE), AND JUNIOR HIGH SCHOOL TECHNOLOGY EDUCATION AND LIVELIHOOD (JHS TLE) TEACHERS

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Curriculum Implementation Division Personnel
Schools Governance and Operations Division Personnel
Concerned Secondary School Heads

1. This refers to Regional Memorandum No. 921, s. 2025 on the Batch 5 Training of Trainers Methodology Level I for Senior High School Technical Vocational Livelihood (SHS TVL), Junior High School Special Program for Technical Vocational Education (JHS STVE), and Junior High School Technology Education and Livelihood (JHS TLE) Teachers.
2. The schedule and venue are as follows:

DATE	MODALITY	VENUE
DEC. 13-20 PHASE 1	FACE TO FACE	Cagayan de Oro (Bugo) School of Arts and Trade (COBSAT)
JAN 5- 17, 13	ONLINE	
JAN. 18-29	FACE TO FACE	COBSAT

3. Enclosure 1 indicates the list of participants. This serves as the Travel Authority of the participants.
4. In adherence to the Equal Opportunity Policy (EOP), inclusive and fair treatment is accorded to all participants regardless of age, gender and sexual orientation, disability, religion, and ethnicity.
6. This Office directs immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@depd.gov.ph
Website: <https://depdcdco.net/>

Doc. Ref. Code		Rev	
Effectivity		Page	1 of 1

Encl.: As stated

Reference: As stated

To be indicated in the Perpetual Index

Under the following subjects:

TEACHERS

TRAINING

DM-211-CID-IM-(JGTV)/ batch 5 training of trainers of tm level I teachers
December 12, 2025



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City

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Email Address: cagayandeoro.city@deped.gov.ph

Website: <https://depedcdo.net/>

Doc. Ref. Code		Rev	
Effectivity		Page	1 of 1

LIST OF PARTICIPANTS

School	Name
Indahag NHS	Jackielyn A. Cardiente
CDONHS - SHS	Rogelio Mandamian
CDONHS - SHS	Judy Ann Maglacion
East Gusa NHS	Alberto B. Verson Jr.
Bugo NHS	Kinan Criz C. Bacabis
Bayabas NHS	Arnel Pacana
Macasandig NHS	Katherine A. Apal
Pagalungan NHS	Osias Jr. Jualo Cabahug
Dungguan IS	Leonille M. Israel
Canitoan NHS	Patricia Zaydee A. Francisco
Pagatpat NHS	Glance M. Vasallo
Angeles Sisters NHS	Mary Jane A. Aliling
Balubal NHS	Ivy Zulieta
East Gusa NHS	Joanah C. Libre
Bayanga HS	Dheshiela May Laway Obod
Angeles Sisters NHS	Eden Jane B. Caparas
Midkiwan IS	Mark Ian B. Suaner
Lumbia HS	Ralph C. Calamba
PN Roa HS	Jean A. Smith
Iponan HS	Maria Mae O. Bagsac
Magayad IS	Kymm Mahartin Cemacio
Bayanga NHS	Hilda Cagas Desuyo
Pagalungan NHS	Rubylinda E. Peralta
Dungguan IS	Rodel Dapar



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO

DEPARTMENT OF EDUCATION

Original Copy of Two

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BY: *[Signature]*

DATE: 11-11-25

25-41938

November 11, 2025

REGIONAL MEMORANDUM

No. 921, s. 2025

UPDATED REGIONAL MEMO NO. 720, S. 2025

(BATCH 5 TRAINING ON TRAINERS METHODOLOGY LEVEL- I FOR SENIOR HIGH SCHOOL-TECHNICAL VOCATIONAL LIVELIHOOD *SHS-TVL), JUNIOR HIGH SCHOOL-SPECIAL PROGRAM FOR TECHNICAL VOCATIONAL EDUCATION (JHS-SPTVE), AND JUNIOR HIGH SCHOOL-TECHNOLOGY AND LIVELIHOOD EDUCATION (JHS-TLE) TEACHERS

To: Schools Division Superintendents
All Others Concerned

1. This issuance refers to the attached **DepEd Memorandum DM-OUHROD-2025-0458**, dated February 21, 2025, from the Office of the Undersecretary for Human Resource and Organizational Development, about the **Batch 5 Training of Trainers Methodology Level- I for Senior high School- Technical Vocational Livelihood (SHS-TVL), Junior High School- Special Program for Technical Vocational Education (SPTVE), and Junior High School- Technology and Livelihood Education (JHS-TLE) Teachers.**
2. To be conducted at Cagayan de Oro (Bugo) School of Arts and Trades (COBSAT), Bugo, Cagayan de Oro City, the activity has been rescheduled as follows:
 - a. December 13-20 (Phase I: 8 Days Face-to-Face)
 - b. January 5-17 (Phase II: 13 Days Online)
 - c. January 18-29 (Phase 3: 12 Days Face-to-Face)
3. All other provisions in the previous Memorandum shall remain in effect.
4. This Office directs the immediate and wide dissemination of this Memorandum.

DR. ARTURO B. BAYOCOT, CESO III
Regional Director

For the Regional Director:

[Signature]
ATTY. SHIELEY O. CHATTO
Chief Administrative Officer
Administrative Services Division

ATCH.: As stated
Reference: DM-ouhrod-2025-0458
To be indicated in the Perpetual Index
under the following subjects:

TECHNICAL EDUCATION TRAINING PROGRAMS

CLMD/william



RECORDS FILE

Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO

DB : 25-177-565

September 11, 2025

REGIONAL MEMORANDUM
No. 720, s. 2025

BATCH 5 OF TRAINING ON TRAINERS METHODOLOGY LEVEL I FOR SENIOR
HIGH SCHOOL- TECHNICAL VOCATIONAL LIVELIHOOD (SHS-TVL) JUNIOR
HIGH SCHOOL SPECIAL PROGRAM IN TECHNICAL VOCATIONAL
EDUCATION (JHS-SPTVE), AND JUNIOR HIGH SCHOOL
-TECHNOLOGY LIVELIHOOD (JHS-TLE) TEACHERS

To: Schools Division Superintendents
All Others Concerned

1. This issuance refers to **DepEd Memorandum DM-OUHROD-2025-0458** from the Office of the Undersecretary for Human Resource and Organizational Development, dated February 21, 2025, about the **Batch 5 of Training on Trainers Methodology Level I (TM-I) for Senior High School- Technical-Vocational- Livelihood (SHS-TVL), Junior High School-Special Program for technical vocational Education (JHS-SPTVE), and Junior High School - Technology Livelihood Education (JHS-TLE) Teachers** at Cagayan de Oro (Bugo) School of Arts and Trades (COBSAT), Cagayan de Oro City, on November 14-25 (Face-to-Face), November 26-December 9 (Non face-to-Face), and December 13-20 (Face-to-Face).

2. The training aims to equip SHS-TVL teachers with the necessary knowledge, attitude, values, and skills (KVAS) in accordance with the prevailing standards in the Technical Vocational Education and Training (TVET) sector. It encompasses competencies required of a technical vocational learner to perform the tasks based on TESDA's Training Regulation in the following areas:

- a. planning training sessions,
- b. facilitating learning sessions (with e-learning),
- c. supervising work-based learning,
- d. conducting competency assessment,
- e. maintaining training facilities, and
- f. utilizing electronic media in facilitating learning.

3. Here are the qualifications for the identified participants:

- a. holders of National Certificate (NC) II or III with validity at least until 2025;
- b. below 50 years old;
- c. have not availed or undergone any TM-I training;
- d. adept with the usage of online technology; and
- e. physically, mentally, and emotionally fit to undergo the 33-day training and assessment.

4. The participants shall accomplish the following:

- a. attend and finish the TM-I training program;
- b. take and pass the National Assessment after the TM-I training program; and
- c. implement a Workplace Application Plan in TVL after completion of the program, to be monitored by NEAP CENTRAL Office, BLD, RO HRDD and CLMD.

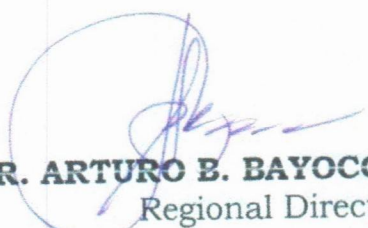
5. Each nominated participant must submit a **Letter of Intent (Attachment No. 2)**, **Contract with DepEd (Attachment No. 3)**, and **Participant profile Sheet filtered by TESDA (Attachment No. 4)**, which shall be submitted in three hard copies and soft copies accessible through the link <https://rb.gy/c3s9jw>. The deadline for submission of these requirements is on or before September 24.

6. The qualified participants shall secure their own laptops, chargers, mobile wifi, and extension cords for the 33-day training.

7. The funds for the travel and internet allowance expenses shall be downloaded to the concerned Schools Division Offices (SDOs) while the payment for the registration fee, assessment fee, board and lodging with accommodation, and supplies and materials shall be charged to the Regional Office (RO). Furthermore, incidental expenses shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.

8. The participants shall be entitled to service credits in accordance with DepEd Order No. 53, s. 2003 titled Updated Guidelines on Grant of Vacation Service Credits to Teachers. Likewise, The non-teaching personnel-participants from the RO and SDOs shall avail themselves of Compensatory Time-Off under CSC-DBM No. 2, s. 2004. The RO and SDOs are expected to strongly support the participation of their teacher-representatives in the training. Nonetheless, adherence to the No Disruption of Classes Policy as stated in DepEd Order No. 9, s. 2005 must be observed.

9. This Office directs the immediate and wide dissemination of this Memorandum.


DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ATCH.: As stated
Reference: DM-OUHROD-2025-0458
To be indicated in the Perpetual Index
under the following subject:

TRAINING PROGRAMS TECHNICAL EDUCATION

RE: Batch 5 of Training on Trainers Methodology Level I (TM-I)
for Senior High School- Technical- Vocational- Livelihood (SHS-TVL),
Junior High School-Special Program for technical vocational Education (JHS-SPTVE),
and Junior High School -Technology Livelihood Education (JHS-TLE) Teachers

CLMD/william



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2025-0791

TO : **Regional Directors**
Schools Division Superintendents
HRDD Chiefs/NEAP R Focal Persons
All Others Concerned

FROM : **WILFREDO E. CABRAL**
Undersecretary
Human Resource and Organizational Development

Carmela C. Oracion
CARMELA C. ORACION
Assistant Secretary
Human Resource and Organizational Development
(National Educators Academy of the Philippines)

SUBJECT : **BATCH 5 TRAINING ON TRAINERS METHODOLOGY LEVEL I AND COMPETENCY ASSESSORS' ACCREDITATION FOR SHS-TVL, JHS-SPTVE, AND JHS-TLE TEACHERS**

DATE : 26 March 2025

1. The National Educators Academy of the Philippines (NEAP) will conduct the **Batch 5 Training on Trainers Methodology (TM) Level I and Competency Assessors' Accreditation for Senior High School – Technical-Vocational-Livelihood (SHS-TVL), Junior High School – Special Program for Technical-Vocational Education (JHS-SPTVE), and Junior High School – Technology and Livelihood Education (JHS-TLE) Teachers** from July to August 2025 at selected TESDA Accredited Training Centers nationwide.
2. The training aims to equip SHS-TVL, JHS-SPTVE, and JHS-TLE teachers in the regions with the necessary knowledge, attitude, values, and skills in accordance with the prevailing standards in the Technical-Vocational Education and Training (TVET) sector. It covers the competencies required of Technical-Vocational Trainers to perform based on TESDA's Training Regulation of Trainers Methodology I in the following areas:
 - a. Planning training sessions;
 - b. Facilitating learning sessions (with e-Learning);



- c. Supervising work-based learning;
 - d. Conducting competency assessment;
 - e. Maintaining training facilities; and
 - f. Utilizing electronic media in facilitating training.
3. Further, the Competency Assessors Accreditation seeks to enhance the capability of schools to deliver high quality training and assessment aligned with TESDA standards. This paves the way for a sustainable cycle of professional development, where certified assessors can facilitate and evaluate future batches of TM Level I trainees, consequently addressing identified training gaps.
4. In nominating participants, Regional Offices (ROs) and Schools Division Offices (SDOs) must consider their specific needs and priorities. Each RO shall nominate SHS-TVL, JHS-SPTVE, and JHS-TLE teachers based on the following qualifications:
- a. **For TM Level I (SHS-TVL, JHS-SPTVE, and JHS-TLE Teachers)**
 - Holder of National Certificate (NC) II or III with validity at least until 2026
 - Has not participated in or completed any TM Level I training
 - Physically, mentally, and emotionally fit to undergo the 33-day training and assessment
 - b. **For Competency Assessors' Accreditation (TM Level I Passers – DepEd or Non-DepEd Scholars)**
 - Practitioner of the occupation/trade or a teacher/instructor/trainer in the trade area for at least 2 years, or as defined in the Implementing Guidelines of the qualification
 - Candidates without required industry work experience shall be granted Provisional Accreditation, subject to guidelines promulgated by the TESDA Board for the purpose
 - Holder of NC at the same or higher level of qualification for which the assessors are accredited
 - Holder of TM Level I Certificate and/or Certificate of Competency (COC) 2 – Conduct of Competency Assessment
 - Fluent in the language of the examination (both oral and written)
 - Has assisted in the conduct of actual assessment as follows:
 - New applicant-competency assessor must have conducted actual assessment (also known as “loading” of at least 1 assessment schedule), with a minimum of 5 candidates until requirements for becoming Competency Assessor are met, under the supervision of a Lead Assessor
 - Accredited competency assessors in related qualifications shall only be required to conduct actual assessment/loading to at least 2 candidates under the supervision of a Lead Assessor

5. The following table shows the numbers of participants for TM Level I and Competency Assessors' Accreditation per region. For TM Level I, the number of participants is determined based on the number of untrained teachers, with priority given to regions with greatest need. On the other hand, Competency Assessors' Accreditation participants are evenly distributed across all regions, focusing on passers from Batches 1 to 3. Non-DepEd scholars may also be considered.

Region	Number of Participants	
	Batch 5 TM Level I	Competency Assessors' Accreditation
I	50	75
II	50	75
III	50	75
IV-A	100	75
IV-B	50	75
V	100	75
VI	100	75
VII	50	75
VIII	100	75
IX	100	75
X	75	75
XI	75	75
XII	50	75
XIII	100	75
CAR	100	75
NCR	50	75
Total	1,200	1,200
Grand Total	2,400	

6. Each RO shall accomplish and submit the following documents (in Excel format only) to the NEAP Central Office through the link <https://tinyurl.com/Batch5TM1-Documents> on or before **06 June 2025**:

- a. **Enclosure 1** – Advance List of Batch 5 TM Level I Participants
- b. **Enclosure 2** – Advance List of Competency Assessors' Accreditation Participants
- c. **Enclosure 3** – Implementation Plan
- d. **Enclosure 4** – Suggested Training Program Matrix

7. Please refer to the following for the other required documents and further important details:

- a. **Enclosure 5** – Selected TESDA Accredited Training Centers per Region (which serve as designated venue options for the programs)
- b. **Enclosure 6** – Letter of Intent
- c. **Enclosure 7** – Scholarship Contract
- d. **Enclosure 8** – Undertaking
- e. **Enclosure 9** – Workplace Application Plan

OK

- f. **Enclosure 10** - *Program Completion Report*
 - g. **Enclosure 11** - *Program Physical Report Attachment*
 - h. **Enclosure 12** - *Terms of Reference of all Concerned Offices/Units/Focal Persons (including Deadline of Submission of Required Documents)*
8. Expenses relative to program implementation such as board and lodging, travel expenses, training registration costs, assessment fees, training supplies and materials, and internet allowance of participants shall be charged against RO-downloaded funds, while travel expenses of resource persons, training managers and assistants, and NEAP representatives will be covered through direct payment, subject to the existing auditing rules and regulations. ROs may design a mechanism towards the efficient implementation of the program.
9. Moreover, teacher-participants shall be entitled to Service Credits in accordance with DepEd Order No. 013, s. 2024 titled *Revised Guidelines on the Grant of Vacation Service Credits for Teachers*. Likewise, non-teaching personnel including Division 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 TM I training. ROs and SDOs are expected to strongly support the participation of their teacher representatives in the training. In all cases, adherence to the **No Disruption of Classes Policy** must be observed.
10. Should you have questions and concerns, please coordinate with **NEAP Scholarship Secretariat** through email neap.pdd@deped.gov.ph / scholarships@deped.gov.ph or landline (02) 8715-9919.
11. For immediate dissemination and appropriate action.

Copy furnished:

OFFICE OF THE SECRETARY
OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING
OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

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Department of Education

Enclosure 1

Advance List of TM 1 Participants

Program/Course Title:		Batch 5 Trainers Methodology 1 (TM1) and Competency Assessors' Accreditation for School Technical-Vocational Livelihood (SHS-TVL), Junior High School Special Program Technical-Vocational Education (JHS-SPTVE), and Junior High School TLE (JHS TLE)				
Name (Last Name, First name, Middle Initial)	Gender	Position Level (Teacher I - III, Master Teacher I - IV, Principal I - IV, etc.)	Current Role/Designation (SHS-TVL/JHS-SPTVE/JHS TLE)	Region	Division	

Note: This must be uploaded in Excel format only.



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Enclosure 2

Advance List of Competency Assessors' Accreditation Participants

Program/Course Title:		Batch 5 Trainers Methodology 1 (TM1) and Competency Assessors' Accreditation for Senior High School Technical-Vocational Livelihood (SHS-TVLL), Junior High School Special Program for Technical Education (JHS-SPTVE), and Junior High School TLE (JHS TLE) Teachers					
Name (Last Name, First Name, Middle Initial)	Gender	Position Level (Teacher I – III, Master Teacher I – IV, Principal I – IV, etc.)	Current Role/Designation (SHS-TVLL/JHS-SPTVE/JHS TLE)	Number of Candidates Assisted during the Actual Assessment	Region	Division	

Note: This must be uploaded in Excel format only.



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Enclosure 3

IMPLEMENTATION PLAN

Batch 5 Trainers Methodology 1 (TM1) and Competency Assessors' Accreditation for Senior High School Technical-Vocational Livelihood (SHS-TVL), Junior High School Special Program for Technical-Vocational Education (JHS-SPTVE) and Junior High School TLE (JHS TLE) Teachers			
Region:	Duration of Training:	Venue of Training:	Downloaded Fund
Regional Supervisor:		Designation and Official Station:	
NEAP Representative:		Designation and Official Station:	
TESDA Resource Person:		Designation and Official Station:	
Objective of Training: The training aims to equip SHS-TVL and JHS-SPTVE teachers with the necessary knowledge, attitudes, values, and skills in accordance with the prevailing standards in the technical-Vocational Education and Training (TVET) sector.			
Pre-requisite/s for Trainees: When selecting participants, Regional Offices (ROs) and Schools Division Offices (SDOs) must consider their specific priorities. Each RO shall endorse teachers who meet the following qualifications: • Holder of National Certificate (NC) II or III with validity at least until 2026; • Has not participated in or completed any TM 1 training; and • Physically, mentally, and emotionally fit to undergo the 33-day training and assessment.			
Course Background/Introduction:			



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Training shall follow a 10/13/10 days or 10 days Face-to-Face, 13 days Asynchronous, 10 days Face-to-Face cycle for indicative training program prepared under DM-OUHROD-2025-_____ titled Batch 5 Trainers Methodology 1 Competency Assessors' Accreditation For SHS-TVL, JHS-SPTVE, and JHS TLE Teachers.

Work Plan:

Activities/Strategies	Resource Needed	Personnel Involved	Expected Output
Pre-implementation Phase			
Consultation with TESDA Officials		TESDA Officials and EPS - TVL R	Request Letter Acceptance Letter
Preparation of Required Documents	Required Documents • WFP (PMIS) • Authority to Conduct • Purchase Request • Request Letter (certificate, QAME, Vehicle) • RBA • Authority to Procure • Justification for not using Government Facilities • Collective Proposal • Regional Memorandum • Justification to BAC	EPS-CLMD, CLMD Chief, Finance Officer, HRDD and QAD Chief, Personnel, BAC Committee, ARD, and RD	All required documents stated in QMS.



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Screening and Orientation of Participants	Online Orientation		
Preparation of Training Kits and transaction with representative of the venue	Training kits and hotel Agreements	EPS and Venue Coordinator	Training Kits and /
Implementation Phase			
Phase I: 10 Days Face-to-Face Training [Date]	All training resources	Trainees, EPS, CLM chief, ARD, RD, NEAP, and TESDA personnel	Expected Training
Phase II: 13 Days Asynchronous Training [Date]			
Phase III: 10 Days Face-To-Face Training [Date]			
Post Implementation Phase			
- Preparation of Program Completion Report and Program Physical Report Attachment - Submission of documents for payment - Reporting of Result of the activity to CLMD Division - Process Review	Office Supplies	Technical working Group, EPS, CLM chief, HRDD, ARD, and RD	End of Program Ev Certificate of Achie Training



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Remarks: *(meetings and other preparations may be included)*

Prepared by:

Program Owner
Regional EPP, TLE/SPTVE, TVL, & SHS Supervisor

Approved by:

Chief, CLMD



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Department of Education

Enclosure 4

Batch 5 Trainers Methodology 1 (TM1) for Senior High School Technical-Vocational Livelihood (SHS-TVL), Junior High School Special Program for Technical-Vocational Education (JHS-SPTVE), and Junior High School TLE (JHS TLE)

SUGGESTED TRAINING PROGRAM MATRIX
Target Date (To be approved by the Regional Office)

Guidepost 1:

- Training matrix will serve as guide for Trainers/Resource Persons, Program Managers and Participants
- All Saturdays and Sundays will be scheduled as independent learning activity for the participants.
- All sessions shall have working/non-working AM and PM snacks.

Month, Day (Day 1 Opening and Orientation)

TIME	ACTIVITIES	TIME	ACTIVITIES
8:00 am - 9:00 am	✓ Arrival of Participants ✓ Settling-in and Registration	9:30 am - 10:00 am	Administrative Matters
		10:00 am - 11:00 am	Course Overview and Assessment Arrangement
		11:00 am - 12:00 nn	The Phil. TVET System: An Overview
9:00 am - 9:30 am	✓ Opening Program (by Region) • Welcome Remarks • Direction Setting (by BLD) • Participants Introduction • House Rules • Training Briefer	12:00 pm - 1:00 pm	Lunch Break
		1:00 pm - 5:00 pm	Competency 1: Plan Training Session Workshop 1
		6:00 pm - 8:00 pm	Dinner



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Department of Education

TRAINING PROGRAM MATRIX

Phase I – [Date]

Face-to-Face Platform (10 Days)

Time	Date (Day) (Day 2)	Date (Day) (Day 3)	Date (Day) (Day 4)	Date (Day) (Day 5)	Date (Day) (Day 6)	Date (Day) (Day 7)	Date (Day) (Day 8)	Date (Day) (Day 9)
8:00 am – 8:15 am	Management of Learning							
8:15 am – 10:00 am	Competency 1 Continuation of Workshop 1	Competency 2 Utilize Electronic Media in Facilitating Training	Competency 3 Facilitate Learning Sessions	Continuation of Workshop 3	Competency 4 Conduct Competency Assessment	Competency 5 Maintain Training Facilities	Continuation of Workshop 5 ➤ Reading Assignment ➤ Portfolio Preparation	Competency 6 Supervise Work-based Learning
10:00 am – 10:15 am	Health Break							
10:15 am – 12:00 pm	Continuation of Workshop 1	Workshop 2	Workshop 3	Continuation of Workshop 3	Workshop 4	Workshop 5	Continuation of Workshop 5 ➤ Portfolio Preparation	Workshop 6
12:00 pm – 1:00 pm	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	Competency 5 Assessment	Competency 6 Assessment
Expected Output	Training Session	Competency 2	Facilitation of Learning	Competency 3	Competency 4 Skills	Reading Assignment	Competency 5 Skills Assessed	Competency 6 Skills Assessed



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	Prepared and Competency 1 Skills Assessed	Skills Assessed	Sessions learnt	Skills Assessed	Assessed	Portfolio Preparation		
Officer of the Day	by Region	by Region	by Region	by Region	by Region	by Region	by Region	by Region

TRAINING PROGRAM MATRIX

Phase II – [Date]

Modular Platform -- (13 days) Portfolio Development Synchronous/Asynchronous Activities

Guidepost 2:

- All teacher participants will develop their individual portfolio with the guidance from the trainer during **St Asynchronous Activities for 13 days duration of Phase II.**
- Trainers will guide each teacher participant on the expected outcome of the portfolio for all COC 1-6 and trainin
- Trainers will group the participants (break out groupings) for the scheduled demonstration and portfolio checkin
- All sessions shall have working/non-working AM and PM snacks.

Date	<i>Non-Face-to-Face Synchronous/Asynchronous (13 Days) Portfolio Development</i>	
	3:00 am – 8:15 am	8:15 am – 5:00 pm
Date (Day 11)	MOL	<i>Preparation of Individual Portfolios</i>
Date (Day 12)	MOL	Competency 1 – Plan Training Session
Date (Day 13)	MOL	<i>Preparation of Individual Portfolios</i>
Date (Day 14)	MOL	Competency 2 – Utilize Electronic Media in Training Facilitation
Date (Day 15)	MOL	<i>Preparation of Individual Portfolios</i>
Date (Day 16)	MOL	Competency 3 – Facilitate Learning Sessions
Date (Day 17)	MOL	<i>Preparation of Individual Portfolios</i>
Date (Day 18)	MOL	Competency 4 – Conduct Competency Assessment
Date (Day 19)	MOL	<i>Preparation of Individual Portfolios</i>
		Competency 5 – Maintain Training Facilities



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Date (Day 20)	MOL	
Date (Day 21)	MOL	<i>Preparation of Individual Portfolios</i>
Date (Day 21)	MOL	Competency 6 – Supervise Work-based Learning
Date (Day 23)	MOL	<i>Preparation of Individual Portfolios</i> Competency 6 (Conduct Competency Assessment)

TRAINING PROGRAM MATRIX

Phase III – [Date]

Face-to-Face Platform (10 days)

Date	Activities		
	8:00 am – 8:15 am	8:15 am – 5:00 pm	
Date (Day 24)	MOL	Trainers Inputs Demo Teaching for COC 1 and COC 2	Checking, Enhanceme Consolidati Portfolios
Date (Day 25)	MOL	Trainers Inputs Demo Teaching for COC 1 and COC 2	
Date (Day 26)	MOL	Participant Demo Teaching for COC 1 and COC 2	
Date (Day 27)	MOL	Participant Demo Teaching for COC 1 and COC 2	
Date (Day 28)	MOL	Participant Demo Teaching for COC 1 and COC 2	
Date (Day 29)	MOL	Participant Demo Teaching for COC 1 and COC 2	
Date (Day 30)	MOL	Participant Demo Teaching for COC 1 and COC 2	
Date (Day 31)	MOL	Preparation for the National Assessment	
Date (Day 32)	MOL	Post-test and Preparation for the National Assessment	
Date (Day 33)	MOL	Closing Program	
		i. <u>Pre-Closing</u> - o Clearing House and National Assessment Schedule - o Future Initiatives - o Administrative and Financial Matters	



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		ii. <u>Closing Proper</u> ○ Closing Remarks ○ Impressions ○ Pledge of Commitment (BLD text) ○ Community Singing	
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Module Titles Summary	
<u>COC 1- Delivery of training session</u> 1. Plan Training Session 2. Utilize Electronic Media in Training Facilitation 3. Facilitate Learning Sessions 4. Maintain Training Facilities 5. Supervise Work-based Learning	<u>COC 2</u> 1) <u>Conduct Competency Assessment</u>

Prepared by:

Approved by:

Program Owner
Regional EPP, TLE/SPTVE, TVL, & SHS Supervisor

Chief, CLMD



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Enclosure 5

Selected Accredited TESDA Training Institutions

REGION	INSTITUTION
CAR	Cordillera State Institute of Technical Education
I	Marcos Agro Industrial School
I	Pangasinan School of Arts and Trades
I	Luciano Millan Memorial School of Arts and Trades
II	Isabela School of Arts and Trades
II	PTC Quirino
II	Southern Isabela College of Arts and Trades
III	Korea -Philippines Information Technology Training Center
III	Concepcion Vocational School
III	Provincial Training Center Tarlac
IV-A	RPTESDC- Cainta
IV-A	PTC Paliparan
IV-A	Quezon National Agricultural School
IV-A	LLDA Provincial Training Center
IV-A	Jacobo Z. Gonzales Memorial School of Arts and Trades
IV-A	Provincial Training Center - San Antonio
IV-B	Rizal Occidental Mindoro TESDA Training and Accreditation Center
IV-B	Torrijos Poblacion School of Arts and Trades
IV-B	Simeon Suan Vocational and Technical College
IV-B	Provincial Training Center - Romblon
IV-B	Romblon National Institute of Technology
NCR	TESDA Navotas Training Institute
NCR	TESDA Manila Training and Assessment Center
V	Regional Training Center - Pili
V	San Francisco Institute of Science and Technology
V	Camarines Sur Institute of Fisheries and Marine Sciences
V	Masbate Institute of Fisheries and Technology
VI	New Lucena Polytechnic College
VI	Dumalag Vocational Technical School
NIR	Lazi Technical Institute
VII	RTC Cebu
VII	PTC Bilar
VIII	Regional Training Center - Tacloban



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VIII	Balangiga National Agricultural School
VIII	Cabucgayan National School of Arts and Trades
VIII	Balicutro College of Arts and Trades
VIII	Calubian National Vocational School
VIII	Provincial Training Center - Catarman Northern Samar
IX	RTC Zamboanga Peninsula
IX	Dipolog School of Fisheries
IX	Zamboanga Sibugay Polytechnic Institute
X	Cagayan de Oro (Bugo) School of Arts and Trades
X	RTC Iligan
X	PTC Lanao del Norte
X	Carmelo C. Delos Cientos Sr. National Trade School
XI	RTC KorPhil Davao
XI	Davao Oriental Polytechnic Institute
XII	Gen. Santos National School of Arts and Trades
XII	Gen. Santos National School of Arts and Trades
XII	Gen. Santos National School of Arts and Trades
CARAGA	Regional Training Center - Butuan
CARAGA	Surigao del Norte College of Agriculture and Technology
CARAGA	Northern Mindanao School of Fisheries
CARAGA	Agusan del Sur School of Arts and Trades
BARMM	Regional Manpower Development Center



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Enclosure 6

Letter of Intent

[Insert date]

[NAME OF HEAD OF OFFICE OF GOVERNANCE LEVEL]

[Position]

[Office]

[Address]

Dear **XXXX**,

Greetings!

This is (insert your full name), (position) in (bureau/service/unit/office/school name).

I am writing to signify my interest to register and/or apply for the (scholarship program) offered by (sponsoring institution).

If accepted, I am willing to maintain academic standards and shall faithfully abide with the program requirements and prescribed terms and conditions of the scholarship program/contract and the rules and regulations enforced by the university/training institution.

I certify that all documents I submitted are true and correct and I shall take full responsibility and accountability on the validity and authenticity of the same. I understand that any violation will automatically disqualify me from the selection process, and I may be subjected to appropriate legal action warranted by applicable laws.

Thank you.

Very truly yours,

[NAME OF APPLICANT]

[Position]

[Official Station of Applicant]

Endorsed by:

[Name of SH/ASDS/ARD/NEAP/BHROD Director]

[Position]

Approved/Disapproved by:

[NAME OF HEAD OF OFFICE OF GOVERNANCE LEVEL]

[Position]



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Enclosure 7

SCHOLARSHIP CONTRACT

This Scholarship Contract, is entered into this _____ day of _____, _____ at _____, Philippines, by and between:

[NAME OF SCHOLAR], Filipino, of legal age and with residence at [HOME ADDRESS], [POSITION] of [SCHOOL / OFFICE / STATION], (hereinafter referred to as the "**SCHOLAR**")

-and-

The **DEPARTMENT OF EDUCATION**, herein referred to as "**DepEd**", an agency of the national government of the Republic of the Philippines, created by virtue of law, particularly Batas Pambansa Bldg. 232, otherwise known as the "Education Act of 1982," as amended by Republic Act No. 9155, otherwise known as the "Governance of Basic Education Act of 2001," with its field office at [ADDRESS] represented by its _____, **[NAME]**;

WITNESSETH THAT:

WHEREAS, Section 5 (4), Article XIV of the 1987 Philippine Constitution underscores the right of teachers to professional development, which states that: "*The State shall enhance the right of teachers to professional advancement. Non-teaching academic and non-academic personnel shall enjoy the protection of the State.*";

WHEREAS, DepEd is a government agency who is committed to facilitating the professional growth of its personnel and equipping them to address the evolving demands of the 21st century basic education delivery by offering scholarships to eligible personnel;

NOW, THEREFORE, for and in consideration of the foregoing, the PARTIES have agreed on the following:

I. NATURE OF THE SCHOLARSHIP

The training of Senior High School Technical-Vocational Livelihood (SHS-TVL), Junior High School Special Program for Technical-Vocational Education (JHS-SPTVE), and Junior High School TLE (JHS TLE) teachers on Trainers' Methodology Level 1 (TM 1) and Competency Assessors' Accreditation are key initiatives aimed at enhancing the competencies of educators in technical-vocational education. This training seeks to empower teachers with the skills and knowledge necessary to deliver competency-based training (CBT), ensuring alignment with industry standards and the demands of the 21st century. By strengthening the capacity of SHS-TVL, JHS-SPTVE, JHS TLE teachers, the program supports the Department of



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Education's (DepEd) commitment to providing learners with practical, industry-relevant skills, preparing them for higher education, entrepreneurship, or immediate employment.

The Trainers' Methodology Level 1 (TM 1) training lasts for 33 days, while the Competency Assessors' Accreditation process may take several weeks to a few months, depending on the availability of training schedules, assessment slots, and TESDA's processing time.

II. DURATION OF SCHOLARSHIP

This scholarship grant on TRAINERS METHODOLOGY LEVEL 1 (TM 1) and COMPETENCY ASSESSORS' ACCREDITATION is delivered by the TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY (TESDA) through a combination of face-to-face and modular learning modalities from JULY-AUGUST 2025 (Inclusive timelines could be adjusted).

III. SCHOLAR'S PRIVILEGES AND ENTITLEMENTS

The Scholar shall be entitled to the following:

- TM 1 training and assessment fees of fifteen thousand three hundred sixty-five pesos (Php 15,365.00) and board and lodging.
- Use of office equipment and facilities of the DepEd Academic Institution Partner (as deemed necessary).

IV. DUTIES AND RESPONSIBILITIES OF THE SCHOLAR

The SCHOLAR shall fulfill the following duties and responsibilities:

- Actively participate in the training program and comply with the training requirements;
- Must maintain eligibility requirements throughout the scholarship program;
- Conduct oneself in such a manner that will uphold the moral integrity and professionalism of a DepEd personnel and a public servant throughout the course;
- Present WAP Proposal to the Head of Office, Scholarship Committee, and Personnel Development Committee within two (2) months after program completion;
- Ensure WAP implementation and completion within the timeline stated in the plan;
- Fulfill his/her service obligation of six (6) months upon completion of the program;
- Apply knowledge, skills and learning experiences gained from the professional development courses or programs through Workplace Application Plan (WAP) implementation and sharing of expertise gained with other teachers in the school, district, division, or region during training, Learning Action Cells (LAC), conferences, etc.;
- Refund in full to DepEd such sums of money as may have been defrayed by the



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Philippine government for expenses incurred for having attended the program or course, such as but not limited to salaries and benefits received during the duration of the scholarship program, for deferring without approval, withdrawing from the scholarship program, and/or contract termination due to non-compliance with one's duties and responsibilities; and

- i. In the event of an extension of study due to personal oversight or negligence, pay the remaining fees for the subjects that have yet to be taken or completed.

V. DUTIES AND RESPONSIBILITIES OF DepEd

The Department shall fulfill the following duties and responsibilities:

- a. Ensure that the scholar's absence from the permanent official station, if needed, will not hamper the operational efficiency of the office/school; and
- b. Ensure that the scholar receives salary, allowances and other benefits as provided by law and/or scholarship contract.

VI. DEFERMENT/WITHDRAWAL

Deferment or withdrawal from enrolment or participation in the scholarship program or course must be with approval from the Head of Office through the submission of a formal letter with appropriate supporting documents. The Head of Office of the concerned governance level shall have the right to approve or disapprove all requests for deferment or withdrawal based on the following grounds.

- a. In case of serious illness with medical abstract issued by government physician government-accredited hospital or clinic;
- b. Force majeure or fortuitous event; and
- c. Other unavoidable circumstances considered meritorious by the PDC.

If the scholar suffers illness or injury, resulting in an inability to continue studies, it should be supported by a medical abstract issued by the government physician or government-accredited hospital or clinic stating:

- a. The nature and extent of the sickness or injury incurred or sustained by the scholar;
- b. Facts and actual circumstance surrounding the acquisition of, or giving rise to the sickness or injury; and
- c. That the illness was not the proximate result of the scholar's misconduct, gross negligence, use of prohibited drugs or alcoholic liquor.

VII. PENALTIES

DepEd scholar who defers without approval, withdraws from the scholarship program and/or whose scholarship contract is terminated due to non-compliance with his/her duties and responsibilities shall refund in full to DepEd such sums of money as may have been defrayed by the Philippine government in relation to the scholarship program or course but not limited to salaries and benefits received in the duration of the scholarship program. Such withdrawal may be due to any of the



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following:

- a. grantee's fault or willful neglect or causes within one's control;
- b. resignation or retirement from the service; and
- c. transfer to private entities.

VIII. EFFECTIVITY

This Scholarship Contract shall take effect upon signing/approval of the parties and shall be valid and binding until the completion of its purpose/s or unless earlier terminated by the Parties.

IN WITNESS WHEREOF, the Parties have signed this Scholarship Contract as of the date first above written.

[NAME]
[POSITION]
DepEd Scholar
Department of Education

[NAME]
[POSITION]
Immediate Supervisor/School Head

SIGNED IN THE PRESENCE OF:

[NAME]
[POSITION]
Head of Office/Governance Level

[NAME]
[POSITION]
[RO PDC Chairperson]

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
_____) S.S.

BEFORE ME, a Notary Public for and in _____ personally appeared the following:

Name	Government Issued ID (Details)	Date and Place Issued
Name of Scholar		

Known to me as the same person who executed the foregoing Scholarship Contract, signed by the PARTIES and their instrumental witnesses, and they acknowledged to me that the same is their free voluntary act and deed.