



TC: 2503 - 1005

Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF VIGAN CITY

**DIVISION MEMORANDUM**

No. 286, s. 2024

**TRAINING ON TRAINER'S METHODOLOGY-LEVEL I SHS-TVL  
AND JHS-SPTVE TEACHERS-BATCH 5**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID & SGOD)  
Principal IV, ISNHS

1. In reference to Regional Memorandum No. 619, s. 2025, titled "*Training on Trainer's Methodology Level I for SHS-TVL and JHS-SPTVE Teachers – Batch 5*," the Human Resource Development Division (HRDD), in collaboration with the Curriculum and Learning Management Division (CLMD), will conduct the Trainer's Methodology (TM) Level I Training for Senior High School - Technical-Vocational-Livelihood (SHS-TVL) and Junior High School - Special Program for Technical-Vocational Education (JHS-SPTVE) teachers. The training is scheduled from July to August 2025.

2. This training aims to equip teachers with the essential knowledge, skills, and values aligned with the standards of the Technical-Vocational Education and Training (TVET) sector. It will cover the required competencies under TESDA's Training Regulations for Trainer's Methodology Level I, specifically 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.

3. Participants must accomplish the **Letter of Intent, Memorandum of Agreement** and **Teacher's Profile Form** which can be accessed through this link: <https://tinyurl.com/TM1Batch5>.

4. Accomplished forms must be submitted to the Division Office on or before May 27, 2025 for consolidation.

5. Attached is the list of Teachers who are qualified for the Trainers Methodology Level 1 (TM1) who have updated National Certificate II for reference.





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6. Immediate dissemination of this Memorandum is desired.

**VILMA D. EDA, CESO V**  
Schools Division Superintendent

Encl: As stated

Reference: RM No. 619, s .2025

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

Junior High School  
Technical Education

Senior High School  
Training Program

Teachers  
Vocational Education



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**List of Teachers for the Trainers Methodology Level 1 (TM1) Batch-5**

No.	Name of Teacher	School	NC II Qualification	Date/ Year of Expiration of NC II
1	RAYMUND A. ESPIRITU	ISNHS-JHS	Electrical Installation and Maintenance NC II	10/04/2029
2	GIOVANNI JOUMIL T. RAMOS	ISNHS-JHS	Carpentry NCII	9/14/2029
3	RABACA, JEFFERSON T.	ISNHS-JHS	Electrical Installation and Maintenance NC II	2026
4	ANTONIO A. TAGORDA	ISNHS-JHS	Computer Systems Servicing NC II Bread and Pastry Production NC II	07/18/29 09/18/27
5	JENNIFER EMERITA R. RABANG	ISNHS-JHS	Cookery NC II Bread and Pastry Production NC II Food and Beverage Services NC II	09/18/27 09/18/27 07/17/29
6	DEXTER P. ACENA	ISNHS-JHS	Electrical Installation and Maintenance NC II Food and Beverage Services NC II	07/08/2029 7/17/2029
7	BERNARD F.RAPADA	ISNHS-JHS	Electrical Installation and Maintenance NC II Carpentry NC II	07/ 8,2029 9/14/2029
8	EDDIE JAMES C. FERNANDEZ	ISNHS-JHS	Computer Systems Servicing NC II	07/ 18/2029
9	VERA CRUZ, EVELYN R.	ISNHS-JHS	Computer Systems Servicing NC II	7/18/2029
10	IRENE C. PONCE	ISNHS-JHS	Computer Systems Servicing NC II	7/18/2029





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Department of Education  
REGION I



REGIONAL MEMORANDUM

No. 619, s.2025

**TRAINING ON TRAINERS METHODOLOGY LEVEL 1 FOR SHS-TVL AND JHS-SPTVE  
TEACHERS -BATCH 5**

To: School Division Superintendents

1. The Human Resource Development Division (HRDD), in collaboration with the Curriculum and Learning Management Division (CLMD) will conduct the Training on Trainers Methodology (TM) Level 1 for Senior High School- Technical-Vocational-Livelihood (SHS-TVL) and Junior High School-Special Program for Technical-Vocational Education (JHS-SPTVE) Teachers Batch 5 which is scheduled on July-August, 2025.

2. The training aims to equip SHS-TVL and JHS-SPTVE teachers with the necessary knowledge, values, and skills in accordance with the prevailing standards of the Technical-Vocational Education and Training (TVET) sector. It covers the competencies required of a Technical-Vocational Trainer to perform based on TESDA's Training Regulation of Trainers Methodology I 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.

3. In this regard, this Office requests the Schools Division Offices through the Education Program Supervisor in-charge of Senior High School -Technical Vocational Livelihood (SHS-TVL) and Junior High School Special Program for Technical Vocational Education (JHS-SPTVE) to submit the list and Profile of SHS-TVL and JHS-SPTVE teachers who are qualified to attend the Trainers Methodology Level I (TM 1) using the attached template. The identified SHS-TVL/JHS-SPTVE teachers are also requested to accomplish the templates for the Letter of Intent and Memorandum of Agreement.

4. Further, the Education Program Supervisors in TVL/SPTVE shall submit the accomplished templates in hard copies to the Office of the Regional Director on or before May 30, 2025.

5. Immediate dissemination and appropriate action on this Memorandum are expected.

**TOLENTINO G. AQUINO**  
Director IV



clmd/jra/RM-Batch5TrainingonTrainersMethodologyLevel1forSHS-TVLandJHS-SPTVEteacher  
May 8, 2025



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Enclosure 2

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

Superintendent <Name>:

Greetings!

This is \_\_\_\_\_ (NAME) \_\_\_\_\_ (POSITION) in  
\_\_\_\_\_ (NAME OF SCHOOL).

I am writing to you to signify my intent to register for the \_\_\_\_\_ (PROGRAM OR  
COURSE TITLE) offered by \_\_\_\_\_ (NAME OF SERVICE PROVIDER) under  
the NEAP-Recognized Professional Development Programs and Courses.

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)

I,           (NAME)           Filipino, of legal age and with residence at           (HOME ADDRESS)                     (PPOSITION)           of SCHOOL / OFFICE / STATION for and in consideration of the scholarship grant on (PROGRAM CODE AND TITLE OF THE COURSE) at the (VENUE OF THE COURSE) for the period (INCLUSIVE DATES OF THE COURSE) do hereby agree to observe the following terms and conditions:

DepEd shall:

- a. provide full salary and other benefits and privileges during the scholarship period;
- b. facilitate the return and assumption to duty of the scholar upon completion of the scholarship;
- c. designate mentor/supervisor shall support and jointly implement the Re-Entry Action Plan/ Work Action Plan of the scholar;
- d. the DepEd shall monitor the implementation of the REAP/WAP.

DepEd Scholar shall:

- a. 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;
- b. conduct himself/herself in such manner that will uphold the moral integrity and professionalism of DepEd public servant;
- c. 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 WITNESS WHEREOF, I set my hand this \_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_

\_\_\_\_\_  
DepEd Scholar  
(signature over printed name)

\_\_\_\_\_  
Schools Division Superintendent  
(signature over printed name)

Witness:

\_\_\_\_\_  
School Head  
(signature over printed name)

\_\_\_\_\_  
Assistant Schools Division Superintendent  
(signature over printed name)

\_\_\_\_\_  
Regional Director  
(signature over printed name)



**Prepared by:**

EPS TLE/TVL

**Recommending Approval:**

**CIO Chief**

**NOTED:**

**SDS**