

Department of Education

REGION I SCHOOLS DIVISION OF VIGAN CITY

DIVISION MEMORANDUM

No. $28(_0$, s. 2024

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

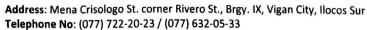
To: Assistant Schools Division Superintendent Chief Education Supervisors (CID & SGOD) Principal IV, ISNHS

- 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.









Email Address: vigan.city@deped.gov.ph
Website: www.depedvigancity.com





Department of Education

REGION I SCHOOLS DIVISION OF VIGAN CITY

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 <u>Perpetual Index</u> under the following subjects:

Junior High School Technical Education Senior High School Training Program

Teachers Vocational Education











Telephone No: (077) 722-20-23 / (077) 632-05-33

Email Address: vigan.city@deped.gov.ph Website: www.depedvigancity.com







Department of Education

SCHOOLS DIVISION OF VIGAN CITY

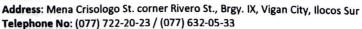
List of Teachers for the Trainers Methodology Level 1 (TM1) Batch-5

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









Email Address: vigan.city@deped.gov.ph Website: www.depedvigancity.com

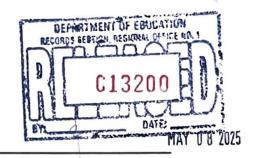






Department of Education

REGION I



REGIONAL MEMORANDUM

No. <u>Q!9</u>, 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 expected.

this Memorandum are



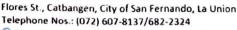
Director IV

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

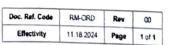








DepEd Region I region1@deped.gov.ph www.depedregion1.com





Enclosure 2

<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

Superi	stendent «Name»:			
Greeti	ngs!			
This	is	(NAME OF SCHOOL).	(POSITION)	in
l am wr	iting to you to sign	alfy my intent to register for the	CHANE OF CERTIFIC	(PROGRAM OR
the NEA	P-Recognized Pro	fessional Development Programs a	nd Courses.	PROVIDER) under
If acces	pted, please be rest Maintain the aca	assured that I intend to: demic standards and other course re	quirements set under the	DENERATE

- 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
- Subrait 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)

(HOME ADDRESS)	Filipino, of legal age and	with residence atof SCHOOL / OFFICE
STATION) for and in consider TITLE OF THE COURSE) at the DATES OF THE COURSE) do her	e (VENUE OF THE COURSE)	for the period (INCLUSIVE
DepEd shall:		

- a. provide full salary and other benefits and privileges during the scholarship period;
- facilitate the return and assumption to duty of the scholar upon completion of the scholarship;
- 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:

)

- 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;

- 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	hand this day of
Witness:	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)	



Republic of the Philippines Department of Education

REGION I

	Ro. mii Add	r SUR NAM E	IX (e.g. Jr., Br., III) Put	IX (e.g. Jr., 8r., III) Put N/A	SUFFEX (e.g. Jr., Sr., II) Put N/A (f none	AG E	X	GENDE R IDENTI FICATI ON	AL	Birthda y (Month /Date/ Year)	R OF DEPEN	level do you teach:	N	ECHOO L DIVIBI ON OFFICE (BDO)	School	Are you a Licensed Professional Teacher ?	ional Teache r Licens	y Date	of Service as a Teacher (Public and Private)	you have a Natio nai Certif icate/	Date: mm/dd/yyyy)	Trainer E Method	to undergo TM I training ?	Do you have a National TVET Trainers Certificat e/s (NTTC)?	Please specify the HTTC: Format: NTTC Title-NTTC No. (Validity Date: mm/dd/yyyy) Use semi colon (;) for multiple NTTC	Specify the trade area/s and inclusive dates (mm/dd/y yyy to	Assessor?
		-					-																				
F							-									-											
		-														-											
		-					_																				
		1					-				-					-											
		-					-																				
							-											1				1		1		1	

Prepared by:	Recommending Approval:	NOTED:
EPS TLE/TVL	Clo Chief	SDS