



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

May 30, 2025

**REGIONAL MEMORANDUM**

NO. **608** s.2024

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

To: Schools Division Superintendents  
All Others Concerned

1. This Office, through the Curriculum and Learning Management Division (CLMD) in collaboration with the National Educators Academy of the Philippines (NEAP) and Technical Education and Skills Development Authority (TESDA), shall conduct the Batch 5 Training on Trainers Methodology Level 1 (TM1) and Competency Assessors' Accreditation 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 and Livelihood Education (JHS-TLE) Teachers on July 31 – September 2, 2025. The venue will be announced in a separate issuance.

2. The specific details of the training and assessment schedule are shown below:

Date	Modes of Delivery	Venue
July 31, 2025	Arrival of the Participants and General Orientation	(to be announced)
August 1 – 10, 2025	10 days Face-to-Face Sessions	(to be announced)
August 11 - 23, 2025	13 days Virtual Sessions	<i>(Link will be emailed to the participants)</i>
August 23, 2025	Arrival of the Participants for the 2 <sup>nd</sup> Phase of the Face-to-Face Training and Conduct General Feedback	(to be announced)
August 24 – September 2, 2025	10 days Face-to-Face Sessions	(to be announced)
September 3 – 30, 2025 (Subject to change depending on the final assessment schedule.)	Trainers' Methodology Level 1 Competency Assessment Schedule	
October 27-31, 2025	Post-Trainers' Methodology Conference	

3. The training aims to equip SHS-TVL, JHS-SPTVE, and JHS-TLE teachers 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 Level 1 in the following areas:

- a. Planning training sessions;
- b. Facilitating learning sessions (with e-learning);
- c. Supervising work-based learning;
- d. Maintaining training facilities; and
- e. Utilizing electronic media in facilitating training

4. The Competency Assessors Accreditation aims to strengthen the capacity of schools to deliver high-quality training and assessment in alignment with TESDA standards. This initiative fosters a sustainable cycle of professional development, enabling certified assessors to effectively evaluate learners' knowledge and skills in specific qualifications and support their attainment of national certification from TESDA.

5. The Schools Division Offices are highly encouraged to support the participation of their teacher representatives in the training and are expected to ensure that the classes of the teacher-participants will be handled by their respective department heads or other qualified substitutes to avoid disruption of classes. The teacher participants must prepare their lesson plans and instructional materials in advance to be used by the substitutes.

6. The Division Education Program Supervisors in Technology and Livelihood Education (TLE), Special Program in Technical Vocational Education (SPTVE), and Technical-Vocational-Livelihood (TVL) are strongly encouraged to enhance their technical expertise by participating in Batch 5 of the TM1 Training.

6. Attached are the list of participants and the program management team / technical working group for guidance.

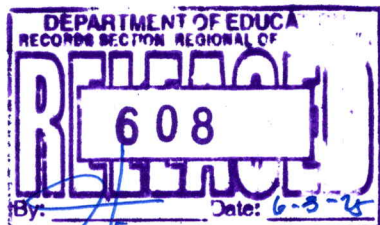
7. The participants are given until June 30, 2025, to submit the required documents to National Educators Academy of the Philippines (NEAP) Regional Office. Online orientation shall also be conducted on the same date. In case of replacement, a letter addressed to the Regional Director shall be sent.

8. The participants and the program management team are entitled to service credits / compensatory time-off for training dates that coincide with the observance of a holiday or on a Saturday and Sunday.

8. The expenses incurred relative to this TM1 training shall be charged against OSEC-8-2025-00688 to cover payment for board and lodging of the participants, registration/training cost, assessment fee, internet allowance, travel expenses, supplies, and materials. While the expenses of the Training Facilitators and Education Program Supervisors shall be charged against their Division Local Funds / School MOOE subject to the usual government accounting rules and regulations.



9. Immediate dissemination of and compliance with this Memorandum are desired.



  
**EVELYN R. FETALVERO, CESO III**  
Regional Director

Enclosure: As Stated

Reference: DM-OUHROD-2025-0791

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

BATCH 5  
COMPETENCY ASSESSORS' ACCREDITATION  
TRAINERS METHODOLOGY I

CLMD-ESF

Enclosure 1 of RM \_\_\_\_\_, s. 2025

**PARTICIPANTS TO THE BATCH 5 TRAINING ON TRAINERS METHODOLOGY  
LEVEL I (TM1) FOR SHS-TVL, JHS-SPTVE, AND JHS-TLE TEACHERS**

No.	Division	Name	School Name	Active National Certification to be used for TM1	Level: JHS-TLE / JHS-SPTVE / SHS-TVL / ALS
1	Baybay City	Kennette Joseph V. Reoma	Plaridel NHS	EIM NC II	JHS-TLE
2	Baybay City	Jocelyn V. Pechon	Caridad NHS	ACP NC III	JHS-TLE
3	Baybay City	Christine A. Cerna	Caridad NHS	ACP NC II	JHS-TLE
4	Baybay City	Faith M. Castos	Banahao NHS	BPP NC II	JHS-TLE
5	Baybay City	Marvin Jay A. Lulab	Ciabu NHS	ACP NC II	JHS-TLE
6	Biliran	Francis Stephen Villanueva	Almeria NHS	Cookery NC II	JHS-TLE
7	Biliran	Jorge Vincent D. Fajardo	Naval Night HS	Caregiving NC II	
8	Biliran	Julie Ann G. Astada	Cabucgayon NHS	BPP NC II	JHS-TLE
9	Biliran	Marecel M. Arpon	Cabucgayon NHS	Cookery NC II	JHS-TLE
10	Biliran	Jessa Magallanes	Maripipi NVS	Dressmaking NC II	JHS-SPTVE
11	Biliran	Maricel C. Sarda	Tabunan NHS	BPP NC II	JHS-TLE
12	Biliran	Joel P. Cabalhin	Cabucgayon NHS	Bookkeeping NC III	SHS
13	Biliran	Hanna Hazel T. Baleyos	Cabucgayon NHS	Beauty Care / Nail Care NC II	JHS-TLE
14	Biliran	Analiza C. Brobo	Fidel Limpiado Memorial NHS	BPP NC II	JHS-TLE
15	Calbayog City	Marjorie Lee A. Lathrop	Pilar NAHS	OAP NC II	JHS-SPTVE
16	Calbayog City	Kristine P. Velasco	Pilar NAHS	OAP NC II	JHS-SPTVE
17	Calbayog City	Julianne L. Dilan	Bagacay IS	BPP NC II	SHS-TVL
18	Calbayog City	Robert O. Aniscal	Pilar NAHS	OAP NC II	SHS-TVL
19	Catbalogan City	Genny S. Avila	Antonio G. Tuason NHS	Food Processing NC II	SHS-TVL
20	Eastern Samar	Niño M. Baldago	Oras NHS	BPP NC II	JHS-TLE
21	Eastern Samar	Catherine D. Norcio	Jipapad NHS	Cookery NC II	JHS-TLE
22	Leyte	Sean Michael M. Merano	Bontoc NHS	SMAW NC II	JHS-TLE
23	Leyte	Aissa G. Delantar	Calubian NHS	Cookery NC II	JHS-SPTVE
24	Leyte	Sarah Jean U. Arcena	Alangalang AIS	Dressmaking NC II	JHS-SPTVE
25	Leyte	Ethel Joy S. Bonote	Calubian NHS	Cookery NC II	JHS-SPTVE
26	Leyte	Jonary R. Bentulan	Mahaplag NHS	BPP NC II	SHS-TVL
27	Leyte	Rey D. Metran	Carigara NHS	Bookkeeping NC III	SHS
28	Leyte	Juditha A. Delgado	Polahongon NHS	Dressmaking NC II	JHS-TLE
29	Leyte	Michelle D. Pedoc	PUERTO BELLO NHS	Cookery NC II	JHS-TLE
30	Leyte	Ara-May L. Dorato	Tanauan SAT	BPP NC II	SHS-TVL
31	Leyte	Geraldine D. Apacible	Leyte AIS	ACP NC II	JHS-SPTVE
32	Leyte	Janeth L. Gray	Leyte AIS	Cookery NC II	JHS-SPTVE
33	Leyte	Rhumer L. Bandolin	Mac Arthur NHS	CSS NC II	SHS-TVL



34	Leyte	Mary Flor C. Valuis	Mayorga NHS	EIM NC II	SHS-TVL
35	Leyte	Analyn P. Pader	Javier NHS	Cookery NC II	SHS-TVL
36	Leyte	Rima E. Golo	Javier NHS	CSS NC II	JHS-TLE
37	Leyte	Rhodelyn D. Berino	Javier NHS	FBS NC II	SHS-TVL
38	Leyte	Nervin C. Soyosa	Calubian IS	EIM NC II	JHS-TLE
39	Leyte	Bonicel P. Barro	Cagbolo NHS	EIM NC II	SHS-ALS
40	Leyte	Jennelyn T. Paredes	Calubian IS	ACP NC II	JHS-TLE
41	Leyte	Dysa Y. Bagtas	Javier NHS	FBS NC II	SHS-TVL
42	Leyte	Ada Mianie C. Pasana	Lomonon NHS	Rice Machinery Operations	SHS-TVL
43	Maasin City	Ivy Jill D. Dugos	Dongon NHS	FBS NC II	JHS-TLE
44	Maasin City	Dalia L. Paloma	Libhu NHS	BPP NC II	JHS-TLE
45	Northern Samar	Kevin A. Mungcal	Francisca Dominice NHS	BPP NC II	JHS-TLE
46	Northern Samar	Eduardo C. Añonuevo	San Jose TVHS	EIM NC II	JHS - TVE
47	Northern Samar	Marilou P. Bayot	Jangtud IS	Cookery NC II	JHS - TLE
48	Northern Samar	Sheryl O. Orsolino	Laoang NTHS	BPP NC II	JHS - TVE
49	Northern Samar	Fitz Raynulf S. Adalla	San Jose THS	Carpentry NC II	JHS-SPTVE
50	Northern Samar	Edgar O. Doroga	San Antonio AVS	EIM NC II	SHS-TVL
51	Ormoc City	Mayleen S. Barillano	Ipil NHS	BPP NC II	JHS - TLE
52	Ormoc City	Solomon M. Solis	Margen NHS	Cookery NC II	JHS - TLE
53	Ormoc City	Dayne D. Ubay	New Ormoc City NHS	Cookery NC II	JHS - TLE
54	Ormoc City	Roselyn S. Canlas	New Ormoc City NHS	BPP NC II	JHS - TLE
55	Ormoc City	Maricel M. Songahid	Cabintan NHS	ACP NC II	SHS-TVL
56	Ormoc City	Genevie M. Jaculbe	Mas-in IS	OAP NC II	JHS - TLE
57	Ormoc City	Jesryl Alejandre	Cabintan NHS	ACP NC II	JHS-TLE
58	Samar	Jerry G. Gabac	Lawaan NHS	CSS NC II	SHS-TVL
59	Samar	Keanna D. Gemana	Napuro NHS	Cookery NC II	SHS-TVL
60	Samar	Antonio III P. Bohol	Bagacay NHS	EIM NC II	JHS-TLE
61	Samar	John Roel P. Anduque	Villareal NHS	FBS NC II	SHS-TVL
62	Samar	Alvin M. Gabejan	Motiong NHS	CSS NC II	SHS-TVL
63	Southern Leyte	Lorina A. Guston	Padre Burgos NTVHS	Dressmaking NC II	JHS-TLE
64	Southern Leyte	Maria Lorena D. Tanudtanud	Padre Burgos NTVHS	BPP NC II	JHS-TLE
65	Southern Leyte	Meriam L. Caday	Nava NHS	Housekeeping NC II	JHS-TLE
66	Southern Leyte	Rezin Reylland M. Lesigon	Villa Jacinta NVHS	Masonry NC II	SHS-TVL
67	Southern Leyte	Carol A. Basa	New Guinsaugon NHS	Cookery NC II	SHS-TVL
68	Southern Leyte	Farrah Faith Lorona	Liloan NTVS	Bookkeeping NC II	JHS-SPTVE
69	Southern Leyte	Razel L. Lorona	Liloan NTVS	Cookery NC II	JHS-SPTVE



70	Southern Leyte	Leyda P. Maturan	Liloan NTVS	EIM NC II	JHS-SPTVE
71	Southern Leyte	Nelia C. Makiling	Hinunangan NHS	Agroentrepreneurship	SHS-TVL
72	Southern Leyte	May Ann S. Maraon	Villa Jacinta NVHS	CSS NC II	SHS-TVL
73	Southern Leyte	Meriam L. Caday	Nava NHS	Housekeeping NC II	JHS-TLE
74	Southern Leyte	Rhuwen D. Sabsalon	Hingatungan NHS	SMAW NC II	JHS-TLE
75	Tacloban City	Darwin R. Hierro	Sagkahan NHS	Cookery NC II	JHS-TLE
76	Tacloban City	Rachelle D. Ortiz	Marasbaras NHS	FBS NC II	JHS-TLE
77	Maasin City	Julius R. Baguinang	Maasin VHS	EIM NC II	SHS-TVL
78	Tacloban City	Kit M. Petilos	Scandinavian NHS	Cookery NC II	JHS-TLE
79	Tacloban City	Flora U. Pacoma	Leyte NHS	Dressmaking NC II	JHS-TLE
80	Tacloban City	Lemuel P. Valle Jr.	Leyte NHS	Technical Drafting NC II	JHS-TLE
81	Tacloban City	Jennifer L. Bongcaras	Sagkahan NHS	Housekeeping NC II	SHS-TVL
82	Tacloban City	Marjorie A. Palejaro	Guadalupe Heights IS	ACP NC II	JHS-TLE
83	Tacloban City	Evelyn Metanie A. Niones	Antonio Balmes NHS	Cookery NC II	JHS-TLE
84	Tacloban City	Ceelyn R Lucion	Cirilo Roy Montejo NHS	Cookery NC II	JHS-TLE
85	Tacloban City	Abigael D. Ibañez	San Jose NHS	FBS NC II	SHS-TVL
86	Tacloban City	Arnold Arben C. Benusa	V & G NHS	Cookery NC II	SHS-TVL
87	Tacloban City	Erwin G. Tanpiengco	STO NINO SHS	EIM NC II	SHS-TVL
88	Tacloban City	Ma. Paz Brigida C. Tabarnero	Marasbaras NHS	Cookery NC II	JHS-TLE
89	Tacloban City	Armie L. Borja	Northern Tacloban City NHS	Cookery NC II	JHS-TLE
90	Tacloban City	Verna M. Badion	Antonio Balmes NHS	BPP NC II	JHS-TLE
91	Tacloban City	Carol C. Perry	Northern Tacloban City NHS	FBS NC II	JHS-TLE
92	Tacloban City	Aira S. Repulda	Sagkahan NHS	FBS NC II	JHS-TLE
93	Tacloban City	Cirilyn C. Gadiasa	Sagkahan NHS	CSS NC II	JHS-TLE
94	Tacloban City	Leah S. Bernal	Tacloban City NHS	Dressmaking NC II	JHS-TLE
95	Tacloban City	Noime Tabuyan	Kapuso Village IS	Cookery NC II	JHS-TLE
96	Tacloban City	Odessa O. Torlao	Marasbaras NHS	CSS NC II	JHS-TLE
97	Tacloban City	Maria Judy Ann G. Malate	Guadalupe Heights IS	LIM NC II	JHS-TLE
98	Tacloban City	Mary Grace H. Omlang	Sagkahan NHS	EIM NC II	SHS-TVL
99	Tacloban City	Joel J. Labado	Leyte NHS	Housekeeping	JHS-TLE
100	Tacloban City	Annabelle C. Pilande	Leyte NHS	Bookkeeping NC III	SHS

**LIST OF DIVISION EPS PARTICIPANTS FOR TECHNICAL SKILLS UPGRADE  
THROUGH TRAINERS' METHODOLOGY LEVEL 1**

1	Northern Samar	Lucila R. Balondo	Cookery NC II	SDO
2	Ormoc City	Imelda Amodia	BPP NC II	SDO
3	Ormoc City	Elena Angelita C. Sios-e	ACP NC II	SDO
4	Tacloban City	Bernaldo Basiano	CSS NC II	SDO
5	Leyte	Gerry B. Ranes	Caregiving NC II	SDO

Note: The participants will be evaluated by TESDA R8 for system verification to inspect credentials if there's no pending or incomplete records in TM1



**LIST OF DEPED PERSONNEL AND TEACHERS FOR  
COMPETENCY ASSESSORS' ACCREDITATION**

No.	Office	Name	School Name / Office	Qualification/s for Accreditation
1	CLMD	Ernani S. Fernandez Jr.	DepEd Regional Office 8	Bookkeeping NC III, Events Management NC III
2	CLMD	Jose R. Pallones	DepEd Regional Office 8	OAP NC II
3	Biliran	Richard R. Nierras	Biliran NAHS	Animal Production (Ruminants) NC II
4	Borongan City	Rasel A. Morante	Eastern Samar NCHS	FBS NC II
5	Borongan City	Michael T. Catalo	Eastern Samar NCHS	EIM NC II
6	Calbayog City	Jonas Vergel P. Catorce	Carayman NHS	OAP NC II
7	Calbayog City	Jojo P. Loberiano	Pilar NAHS	OAP NC II
8	Calbayog City	Aileen G. Avestruz	Pilar NAHS	OAP NC II
9	Calbayog City	Menchie P. Madamba	Pilar NAHS	ACP NC III
10	Calbayog City	Maria Cecilia N. Cuevas	San Policarpo NHS	Bookkeeping NC II
11	Calbayog City	Wilson Borja	San Joaquin NHS	Bookkeeping NC III
12	Calbayog City	Arcie Y. Cagomoc	Calbayog City NHS	Bookkeeping NC III, Events Management NC III
13	Calbayog City	Imelda L. Guiwet	Oquendo NHS	Bookkeeping NC III
14	Calbayog City	Erma R. Salomon	Calbayog City NHS	BPP NC II
15	Calbayog City	Junard C. Monterona	Rafael Lentejas MSF	Cookery NC II
16	Calbayog City	Leah M. Luzong	Calbayog City NHS	Housekeeping NC II
17	Calbayog City	Maricel Tupa	Tabawan IS	BPP NC II
18	Catbalogan City	Kimberly M. Cabutin	Silanga NHS	FBS NC II
19	Catbalogan City	Karen A. Quiniñeza	Samar NS	Dressmaking NC II
20	Catbalogan City	Sienna Lou J. Tabon	Samar NS	FBS NC II
21	Catbalogan City	Myrla Mae B. Sintos	Catbalogan City AIS	OAP NC II
22	Eastern Samar	Ma. Nenita P. Gajol	Gen. Mac Arthur NAS	Horticulture NC III
23	Eastern Samar	Azad C. Roque	Jipapad NHS	Cookery NC II
24	Eastern Samar	Maichel P. Lacbayen	Giporlos NTS	Cookery NC II
25	Eastern Samar	Ariane Joriyce R. Areglado	Can-avid NHS	Housekeeping NC II
26	Eastern Samar	Allan O. Abriol	Guiuan NHS	EIM NC II
27	Leyte	Edgar P. Remandaban Jr.	Calingcaguing NHS	Caregiving NC II, Health Care Services NC II
28	Leyte	Mery Giselle O. Baula	Tolosa Stand Alone SHS	Cookery NC II
29	Leyte	Rey B. Boreres	Alangalang AIS	SMAW NC II
30	Leyte	Fausto E. Copino	Sta. Mesa NHS	EIM NC II
31	Leyte	Earl Jhons Florendo	Carigara NHS	EIM NC II
32	Leyte	Faith Marie P. Ortiz	Bato SOF	Cookery NC II



33	Maasin City	Edsel Ray B. Vallinas	Maasin City NHS	CSS NC II
34	Maasin City	Ma. Jovelyn P. Alesna	Matin-aw NHS	CSS NC II
35	Maasin City	Maricris M. Moya	Maasin Vocational HS	FBS NC II
36	Maasin City	Vicente K. Gimo Jr.	Dongon NHS	Cookery NC II
37	Maasin City	Joemar M. Silmaro	San Rafael NHS	Masonry NC II
38	Northern Samaar	Macrina Sorio Orsolino	Laoang NTHS	Dressmaking NC II
39	Northern Samar	Eduardo O. Luto Jr.	San Roque-Pambujan VHS	Technical Drafting NC II
40	Northern Samar	Jerold P. Barbado	San Isidro AIS	BPP NC II
41	Northern Samar	Anthony P. Salor	Victoria Stand Alone SHS	BPP NC II
42	Northern Samar	Janice O. Echano	Laoang NTHS	BPP NC II
43	Northern Samar	Josieca G. Lagrimas	Laoang NTHS	BPP NC II
44	Ormoc City	Richelle A. Canque	New Ormoc City SHS	FBS NC II
45	Ormoc City	Jhonlester M. Pacaldo	Cabintan NHS	ACP NC II
46	Ormoc City	Irene Malquisto	Matica-a NHS	Bookkeeping NC III
47	Ormoc City	Neil H. Tagalog	Valencia NHS	EIM NC IIsir
48	Ormoc City	Felix M. Leyson	Valencia NHS	EIM NC II
49	Ormoc City	Emily A. Mesa	Ormoc City SHS	BPP NC II
50	Ormoc City	Geraldine Juntilla	Ormoc City SHS	FBS NC II
51	Ormoc City	Cecilia C. Mañosa	Ormoc City SHS	BPP NC II
52	Ormoc City	Fatima Galula	Matica-a NHS	Cookery NC II
53	Ormoc City	Marilyn T. Tan	Matica-a NHS	OAP NC II
54	Ormoc City	Teodora D. Magalona	Liniao NHS	Dressmaking NC II
55	Samar	Aaron Glenn D. Orot	Costa Rica NHS	CSS NC II
56	Samar	Lour Aura Mae P. Bajet	Ramon T. Diaz NHS	Cookery NC II
57	Samar	Dexter A. Flores	Ramon T. Diaz NHS	EIM NC II, EPAS NC II
58	Samar	Leizel R. Moreno	Daram NHS	Housekeeping NC II
59	Samar	Catalino T. Dacutanan Jr.	Calapi NHS	OAP NC II
60	Samar	Lovely A. Gabuya	Calapi NHS	BPP NC II
61	Samar	Ar Anne U. Elizalde	Ramon T. Diaz NHS	Cookery NC II
62	Southern Leyte	Geneveve C. Falcon	Sogod NHS	CSS NC II
63	Southern Leyte	Lendy Patrice P. Dela Cerna	Rito Monte de Ramos Sr. MNHS	Housekeeping NC II
64	Southern Leyte	Roweno M. Gonzales	Ichon NHS	Cookery NC II
65	Southern Leyte	Ana Lorraine D. Deligero	Ichon NHS	BPP NC II
66	Southern Leyte	Justin T. Pimentel	Pintuyan NVHS	CSS NC II
67	Tacloban City	Tiffany O. Empillo	Sto. Nino SHS	FBS NC II
68	Tacloban City	Corweilla Y. Serrano	Sto. Nino SHS	Wellness Massage NC II
69	Tacloban City	Rosario Ali A. Uyvico	Sto. Nino SHS	CSS NC II
70	Tacloban City	Jonah Fe P. Lagariza	Leyte NHS	BPP NC II
71	Tacloban City	Henry A. Abayan	Tacloban NAS	EIM NC II
72	Tacloban City	Romel C. Dagami	Leyte NHS	CSS NC II



73	Tacloban City	Eduardo M. Garduce Jr.	Northern Tacloban City NHS	Bartending NC II
74	Tacloban City	Windy-Lyn D. Laotingco	Leyte NHS	Wellness Massage NC II
75	Tacloban City	Jake Anthony A. Majadillas	Sagkahan NHS	SMAW NC II

**REGIONAL OFFICE PROGRAM MANAGEMENT TEAM /  
TECHNICAL WORKING GROUP**

Name	Position	Role
Evelyn R. Fetalvero	Regional Director	Over-all Lead
Ronelo Al K. Firmo	Assistant Regional Director	Over-all Lead
Harvie D. Villamor	HRDD Chief	Program Manager
Elena De Luna	ASDS	Asst. Program Manager
Gertrudes C. Mabutin	OIC-CLMD Chief	Learning Manager
Ernani S. Fernandez Jr.	EPS	TM1 Focal Person
Joy B. Bihag	EPS	Learning Manager
Dandy G. Acuin	EPS	Learning Manager
Ryan Tiu	EPS	Learning Manager
Alfredo Café	EPS	Learning Manager
Dean Ric Endriano	EPS	Learning Manager
Nova Jorge	EPS	Learning Manager
Amenia Aspa	EPS	Learning Manager
Margie Balleo	EPS	Learning Manager
Glendale B. Lamiseria	EPS	Learning Manager
Engr. Ricky Piandong	TESDA Sr. TESD Specialist / Trainer	Resource Person
Engr. Joel E. Vivo	TESDA TM1 Trainer	Resource Person
Monalisa M. Lauzon	TESDA TM1 Trainer	Resource Person
Maria Lourdes T. Daganio	TESDA TM1 Trainer	Resource Person
Dr. Angelica Rodriguez	ESSD	Welfare Officer
Cesar Verunque	Chie QAD	M&E Lead
Marlou Camposano	EPS	M&E Regional Focal
Rachel D. Peñalosa	Master Teacher I, San Jose NHS	Training Facilitators (TESDA Accredited Trainers and Assessors / TM1 Holders)
Dionald S. Montes	Teacher II, Balangkayan SHS	
Arcie Y. Cagomoc	Teacher II, Calbayog City NHS	
Rosal Cultura	Teacher II, Allen NHS	
Armie Joy F. Fumar	Master Teacher II, Scandinavian NHS	
Jeric M. Logrosa	Teacher II, Tanauan SCHI	
Maria Teresa Adarayan	Teacher II, Don Juan F. Avalon NHS	
Irene Malquisto	Teacher II, Matica-a NHS	
Dyna A. Abala	Master Teacher II, Sta. Cruz NHS	
Mark Joe Abril	Teacher II, Palo NHS	
Dennis O. Labutap	Teacher II, San Jose NHS	
Virginia B. Cajate	Teacher II, Gregorio C. Catenza NHS	
Juliet S. Rama	Master Teacher II, Cerilo Roy Montejo NHS	
Glenn S. Bazar	Teacher III, San Jose NHS	
Rodrigo S. Dacara	Teacher II, Palo NHS	
Zyrah H. Espares	Teacher II, Sta. Cruz NHS	



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**  
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

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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
<b>Total</b>	<b>1,200</b>	<b>1,200</b>
<b>Grand Total</b>	<b>2,400</b>	

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**:

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

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

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

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- 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](mailto:neap.pdd@deped.gov.ph) / [scholarships@deped.gov.ph](mailto: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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### Enclosure 1

#### Advance List of **TM 1** Participants

Program /Course Title:	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					
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	School Name

**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-TVL), Junior High School Special Program for Technical-Vocational 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-TVL/JHS-SPTVE/JHS TLE)	Number of Candidates Assisted during the Actual Assessment	Region	Division	School Name

**Note: This must be uploaded in Excel format only.**



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### Enclosure 3

#### IMPLEMENTATION PLAN

<b>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</b>		
<b>Region:</b>	<b>Duration of Training:</b>	<b>Venue of Training:</b>
<b>Downloaded Fund:</b>		
<b>Regional Supervisor:</b>	<b>Designation and Official Station:</b>	
<b>NEAP Representative:</b>	<b>Designation and Official Station:</b>	
<b>TESDA Resource Person:</b>	<b>Designation and Official Station:</b>	
<b>Objective of Training:</b> 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.		
<b>Pre-requisite/s for Trainees:</b> When selecting participants, Regional Offices (ROs) and Schools Division Offices (SDOs) must consider their specific needs and priorities. Each RO shall endorse teachers who meet the following qualifications: <ul style="list-style-type: none"><li>• Holder of National Certificate (NC) II or III with validity at least until 2026;</li><li>• Has not participated in or completed any TM 1 training; and</li><li>• Physically, mentally, and emotionally fit to undergo the 33-day training and assessment.</li></ul>		
<b>Course Background/Introduction:</b>		





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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 based on the indicative training program prepared under DM-OUHROD-2025-_____ titled Batch 5 Trainers Methodology 1 (TM1) And Competency Assessors' Accreditation For SHS-TVL, JHS-SPTVE, and JHS TLE Teachers.			
<b>Work Plan:</b>			
<b>Activities/Strategies</b>		<b>Resource Needed</b>	<b>Personnel Involved</b>
<b>Pre-implementation Phase</b>			
Consultation with TESDA Officials			TESDA Officials and EPS - TVL R
Preparation of Required Documents	<ul style="list-style-type: none"><li>Required Documents<ul style="list-style-type: none"><li>WFP (PMIS)</li><li>Authority to Conduct</li><li>Purchase Request</li><li>Request Letter (certificate, QAME, Vehicle)</li><li>RBA</li><li>Authority to Procure</li><li>Justification for not using Government Facilities</li><li>Collective Proposal</li><li>Regional Memorandum</li><li>Justification to BAC</li></ul></li></ul>		EPS-CLMD, CLMD Chief, Finance Officer, HRDD and QAD Chief, Personnel, BAC Committee, ARD, and RD
			Request Letter Acceptance Letter All required documents as stated in QMS.



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Screening and Orientation of Participants Preparation of Training Kits and transaction with representative of the venue	• Online Orientation  Training kits and hotel Agreements	EPS and Venue Coordinator	Training Kits and Agreement
<b>Implementation Phase</b>			
<b>Phase I:</b> 10 Days Face-to-Face Training [Date]	All training resources	Trainees, EPS, CLM chief, ARD, RD, NEAP, and TESDA personnel	Expected Training Output
<b>Phase II:</b> 13 Days Asynchronous Training [Date]			
<b>Phase III:</b> 10 Days Face-To-Face Training [Date]			
<b>Post Implementation Phase</b>			
<ul style="list-style-type: none"> <li>Preparation of Program Completion Report and Program Physical Report Attachment</li> <li>Submission of documents for payment</li> <li>Reporting of Result of the activity to CLMD Division</li> <li>Process Review</li> </ul>	Office Supplies	Technical working Group, EPS, CLM chief, HRDD, ARD, and RD	End of Program Evaluation Certificate of Achievement and 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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### 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) Teachers**

#### **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)***

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





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### 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)	Date (Day) (Day 10)
8:00 am – 8:15 am	Management of Learning								
8:15 am – 10:00 am	<b>Competency 1</b> Continuation of Workshop 1	<b>Competency 2</b> Utilize Electronic Media in Facilitating Training	<b>Competency 3</b> Facilitate Learning Sessions	Continuation of Workshop 3	<b>Competency 4</b> Conduct Competency Assessment	<b>Competency 5</b> Maintain Training Facilities	<b>Continuation of Workshop 5</b> ➤ Reading Assignment ➤ Portfolio Preparation	<b>Competency 6</b> Supervise Work-based Learning	<b>Skills Demonstration of Conducting Assessment</b>
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	<b>Institutional Summative Assessment</b>
12:00 pm – 1:00 pm	Lunch Break								
1:00 pm – 5:00 pm	<b>Competency 1 Assessment</b> Training Session	<b>Competency 2 Assessment</b> Continuation of Workshop 3	<b>Competency 3 Assessment</b> Continuation of Workshop 3	<b>Competency 4 Assessment</b> Facilitation of Learning	<b>Competency 5 Assessment</b> Continuation of Workshop 5 ➤ Reading Assignment	<b>Competency 6 Assessment</b> Continuation of Workshop 5 ➤ Reading Assignment	<b>Competency 5 Assessment</b> Continuation of Workshop 5 ➤ Reading Assignment	<b>Competency 6 Assessment</b> Continuation of Workshop 5 ➤ Reading Assignment	<b>Institutional Summative Assessment</b>
<b>Expected Output</b>									6 competencies learned and



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	Prepared and Competency 1 Skills Assessed	Skills Assessed	Sessions learnt	Skills Assessed	Assessed	Portfolio Preparation	by Region	by Region	assessed
Officer of the Day	by Region	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 Synchronous / 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 training delivery.
- Trainers will group the participants (break out groupings) for the scheduled demonstration and portfolio checking.
- All sessions shall have working/non-working AM and PM snacks.

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





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

### TRAINING PROGRAM MATRIX

**Phase III – [Date]**

**Face-to-Face Platform (10 days)**

<b>Date</b>	<b>Activities</b>	
	<b>8:00 am – 8:15 am</b>	<b>8:15 am – 5:00 pm</b>
<b>Date (Day 24)</b>	MOL	Trainers Inputs Demo Teaching for COC 1 and COC 2
<b>Date (Day 25)</b>	MOL	Trainers Inputs Demo Teaching for COC 1 and COC 2
<b>Date (Day 26)</b>	MOL	Participant Demo Teaching for COC 1 and COC 2
<b>Date (Day 27)</b>	MOL	Participant Demo Teaching for COC 1 and COC 2
<b>Date (Day 28)</b>	MOL	Participant Demo Teaching for COC 1 and COC 2
<b>Date (Day 29)</b>	MOL	Participant Demo Teaching for COC 1 and COC 2
<b>Date (Day 30)</b>	MOL	Participant Demo Teaching for COC 1 and COC 2
<b>Date (Day 31)</b>	MOL	Preparation for the National Assessment
<b>Date (Day 32)</b>	MOL	Post-test and Preparation for the National Assessment
<b>Date (Day 33)</b>	MOL	Closing Program
		i. <u>Pre-Closing</u> <ul style="list-style-type: none"> <li>o <b>Clearing House and National Assessment Schedule</b></li> <li>o Future Initiatives</li> <li>o Administrative and Financial Matters</li> </ul>



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		ii. <u>Closing Proper</u> <ul style="list-style-type: none"><li>o Closing Remarks</li><li>o Impressions</li><li>o Pledge of Commitment (BLD text)</li><li>o Community Singing</li></ul>	
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Module Titles Summary	
<b><u>COC 1- Delivery of training session</u></b> <ul style="list-style-type: none"><li>1. Plan Training Session</li><li>2. Utilize Electronic Media in Training Facilitation</li><li>3. Facilitate Learning Sessions</li><li>4. Maintain Training Facilities</li><li>5. Supervise Work-based Learning</li></ul>	<b><u>COC 2</u></b> <b><u>1) Conduct Competency Assessment</u></b>

Prepared by:

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

Approved by:

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
VIII	Samar National School of Arts and Trades



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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:

- a. TM 1 training and assessment fees of fifteen thousand three hundred sixty-five pesos (Php 15,365.00) and board and lodging.
- b. 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:

- a. Actively participate in the training program and comply with the training requirements;
- b. Must maintain eligibility requirements throughout the scholarship program;
- c. 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;
- d. Present WAP Proposal to the Head of Office, Scholarship Committee, and Personnel Development Committee within two (2) months after program completion;
- e. Ensure WAP implementation and completion within the timeline stated in the plan;
- f. Fulfill his/her service obligation of six (6) months upon completion of the program;
- g. 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.;
- h. 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]

**A C K N O W L E D G M E N T**

**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.



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This Scholarship Contract consists of \_\_\_ pages including the Annex and this page in which this acknowledgment is written, signed by the parties and their instrumental witnesses every page thereof.

WITNESS MY HAND AND NOTARIAL SEAL, on the date at the place first written above.

NOTARY PUBLIC

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 2025





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**Enclosure 8**

**UNDERTAKING**

I, [full name], [position] of [school, division, region], [age], [civil status], [citizenship], and residing at [address] after having been sworn in accordance with the law, do hereby depose and state that:

- b. I am fully aware of the Competency Assessors' Accreditation offered by the Department of Education, through the National Educator's Academy of the Philippines (NEAP), in partnership with Technical Education and Skills Development Authority (TESDA).
- c. I shall submit all the program or course requirements until its completion, commit to maintain academic standards and shall faithfully abide with the program requirements enforced by training institution.
- d. I shall maintain eligibility requirements throughout the scholarship program.
- e. I shall conduct myself in such a manner that will uphold the moral integrity and professionalism of a DepEd personnel and a public servant throughout the course.
- f. I shall apply knowledge, skills and learning experiences gained from the professional development courses or programs through knowledge sharing and/or transfer.
- g. Should I defer without approval, withdraw from the scholarship program and/or whose scholarship contract is terminated due to non-compliance with my 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 during the duration of the scholarship program. Such withdrawal may be due to any of the following:
  - 1. fault or willful neglect or causes within one's control
  - 2. resignation or retirement from the service
  - 3. transfer to private entities
- h. I understand that any violation will automatically disqualify me from the scholarship program, and I may be subjected to appropriate legal action warranted by applicable laws.



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**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_,  
20\_\_ at \_\_\_\_\_.

\_\_\_\_\_  
(Scholar's Name and Signature)

**With the endorsement and approval of:**

\_\_\_\_\_  
Schools Division Superintendent

**SUBSCRIBED AND SWORN TO** before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_ in \_\_\_\_\_.

\_\_\_\_\_  
**Regional Director**





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**Enclosure 9**

**Workplace Application Plan (WAP) Template**

Name of Learners		Office and Position	
Title of PD Programs		Date of Delivery	
		PD Program Provider	
Name of Immediate Supervisor		Office and 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).



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Expected Performance Improvement			
Competencies for Development	Key Result Area(s)	Expected Improvement in Performance Indicator	Means of Verification

Type of Intervention					
Committee Work	Job Shadowing	Informal JEL Activities (Please specify)	Others (Please specify)		
Job Expansion	Special Project				
Job Rotation	Stretch Assignments	WAP Implementation			
Briefly describe the intervention (e.g., type of special project, nature of committee and role of learners, etc.), and specify duration and offices where learner will be assigned, if appropriate. Use one to two paragraphs.					

Application Objective				
State what the learner will be able to do by the end of the WAP, following ABCD (Audience-Behavior-Condition-Degree) guidelines.				
Learning Objectives (What learner be able to	Activities (Activities that learner	Timeline (Start-end of each	Learning Facilitator (Immediate Supervisor	Support/Resources (Office order, information,





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<i>do by the end of an activity/ learning session)</i>	<i>will engage in to meet each learning objective)</i>	<i>activity)</i>	<i>or peer assigned to guide learner)</i>	<i>etc. needed)</i>

Prepared by (name and position):	Learner's Signature	Date

Reviewed by (name and position):	Signature	Date

Approved by (name and position):	Learner's Signature	Date



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**Enclosure 10**

**PROGRAM COMPLETION REPORT**

<b>Training Provider:</b>		
<b>Contact Person:</b>		<b>Designation &amp; Office:</b>
<b>Contact No.:</b>		<b>Email Address:</b>
<b>Program/Course Title: 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</b>		
<b>Date/s of Conduct:</b>		
<b>Venue:</b>		
<b>Total No. of Participants:</b>	<b>Male:</b>	<b>Female:</b>
<b>Amount of Downloaded Fund:</b>		
<b>Unutilized Amount from Downloaded Fund: (If any)</b>		
<b>Executive Summary:</b> <i>May include the program description and its objectives, and the daily proceedings of the conduct of the program.</i>		
<b>M and E Analysis</b> <i>Analysis should include:</i> <ul style="list-style-type: none"><li>• Summary of results from the participants' evaluation of the program (level 1)</li><li>• Summary of Results from the participants' learning of the program (pre/post-test – see Program Completion Report Attachment)</li></ul> <i>Strengths and areas for improvement should be identified in this section</i> <i>*Use separate page if necessary</i>		
<b>General Comments and Issues Encountered</b> <i>In this section make any general comments about the program and identify any issues encountered in relation to:</i>		
<ul style="list-style-type: none"><li>• its delivery<ul style="list-style-type: none"><li>- resource persons/learning facilitators</li><li>- participants</li><li>- content of program</li><li>- delivery strategies</li><li>- training materials</li></ul></li></ul>	<ul style="list-style-type: none"><li>• its management<ul style="list-style-type: none"><li>- prior to delivery</li><li>- during the training proper</li></ul></li></ul>	





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Other issues:

**Photo Documentation**

- *Must be PDF File*
- *5 pictures per day only*
- *Each day should contain descriptions*

**Recommendations**

*In this section discuss any recommendations you may have to improve future programs and for policy actions. Suggestions may cover program management, facilitation, session guides, resource materials, other concerns)*

I hereby declare the information provided in this program completion report is true and correct and there have been no misleading statements, omission of any relevant facts nor any misinterpretation made. I further allow DepEd-NEAP to investigate the authenticity of all the documents submitted.

I agree that DepEd-NEAP to be the co-owner of all the data gathered and the copyright of any publication of the use of this data.

Sign off by the Program/Course Manager or its equivalent.

**P/C Manager:**

**Signature:**

**Date:**

**Program Physical Report Attachment**[illegible]

**Note: This must be uploaded in Excel format only.**





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**Enclosure 12**

**Terms of Reference**

<b>Persons Involved</b>	<b>Terms of Reference</b>
<b>TM 1 Teacher-Participant</b>	<ul style="list-style-type: none"> <li>Submits LOI, Scholarship Contract, Profile Sheet, and other necessary requirements</li> <li>Actively participates, completes, and passes the training program</li> </ul>
<b>Competency Assessors' Accreditation Participant</b>	<ul style="list-style-type: none"> <li>Submits LOI, Undertaking, Profile Sheet, and other necessary requirements</li> <li>Successfully pass the Competency Assessors' Accreditation</li> </ul>
<b>SDO-TVL EPS/Focal</b>	<ul style="list-style-type: none"> <li>Determines priorities and needs in the selection of nominees</li> <li>Determines SHS-TVL, JHS- SPTVE, and JHS TLE teacher-nominees for TM I and Competency Assessors' Accreditation based on the qualifications indicated in the memo</li> <li>Submits nominees to HRTD- SEPS requirement consolidation</li> </ul>
<b>SDO-HRTD SEPS</b>	<ul style="list-style-type: none"> <li>Consolidates LOI and scholarship contract/undertaking</li> <li>Submits/endorsees SDO nominees to RO CLMD</li> </ul>
<b>SDO-TVL EPS/Focal &amp; SDO-HRTD SEPS</b>	<ul style="list-style-type: none"> <li>Monitor participants' learning progress</li> <li>Ensure submission and implementation of WAP</li> <li>Submit Progress Report to RO- CLMD</li> </ul>
<b>RO-CLMD</b>	<ul style="list-style-type: none"> <li>Validate, screen, and select qualified participants to TM1</li> <li>Submit to RO-HRDD the final list of participants, LOI and profiles</li> </ul>
<b>RO-HRDD</b>	<ul style="list-style-type: none"> <li>Process participants' notarized contracts and submit to NEAP- CO, together with the LOI and Participants' Profile Sheets</li> <li>Endorse to NEAP-CO approved nominees</li> </ul>
<b>RO-CLMD &amp; RO-HRDD</b>	<ul style="list-style-type: none"> <li>Plan and manage the budgetary expenditures for the conduct of TM1</li> <li>Assess and monitor participants' learning progress</li> <li>Ensure the submission of WAP</li> <li>Conduct program implementation review (monitoring and evaluation) of teacher recipient of the TM1 Training for the provision of relevant learning and development intervention</li> </ul>
<b>NEAP-CO</b>	<ul style="list-style-type: none"> <li>Approve nominees from the ROs</li> <li>Create a database of all qualified participants.</li> <li>Consolidate Participants' Profile Sheet, LOI, and Contracts</li> <li>Hold coordination meeting with TESDA, CO, RO, SDO focals, and BLD-TLD</li> <li>Monitor and evaluate program implementation</li> <li>Monitor participants' learning progress</li> <li>Provide NEAP report on the learning progress and pre and pos assessment</li> </ul>



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**Process and Timeline of Submissions**

Documents	Person/Office to Submit	Office to Receive	Reference Template	Deadline
Advance List of Qualified Participants	RO-Focal	NEAP Central Office  Upload to the assigned folder via this link: <a href="https://tinyurl.com/Batch5TM1-Documents">https://tinyurl.com/Batch5TM1-Documents</a>  *Data Profiling Link for Reference: <a href="https://tinyurl.com/TM1DataProfilingReference">https://tinyurl.com/TM1DataProfilingReference</a>	<b>Enclosures 1 and 2</b>	06 June 2025
Letter of Intent (LOI)	SHS-TVL, JHS-SPTVE, and JHS TLE teacher-applicants	SDO-TVL EPS/Focal for consolidation and endorsement to SDO-HRTD SEPS	<b>Enclosure 6</b>	15 June 2025
Consolidated LOIs and Participants' (nominees) Profile Sheets	SDO-HRTD SEPS	RO-CLMD for validation, screening, selection and endorsement to RO-HRDD	<b>Enclosure 6</b>	22 June 2025
Consolidated LOIs	RO-HRDD	NEAP Central Office	<b>Enclosure 6</b>	27 June 2025
Copies of Notarized Contracts and Undertaking of qualified participants  * <b>Scholarship Contract</b> for TM I Participants * <b>Undertaking</b> for Competency Assessors' Accreditation Participants	RO-HRDD	Upload to the assigned folder via this link: <a href="https://tinyurl.com/Batch5TM1-Documents">https://tinyurl.com/Batch5TM1-Documents</a>  Profile Sheet for Participants: *Participants must also upload their signed LOIs and Notarized Contracts and/or Undertaking through this link: <a href="https://tinyurl.com/Batch5TM1-AssessorsProfile">https://tinyurl.com/Batch5TM1-AssessorsProfile</a>	<b>Enclosures 7 and 8</b>	