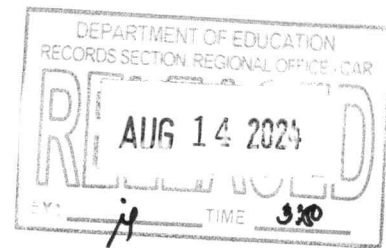




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



13 August 2024

OFFICE MEMORANDUM
HRDD - 2024, 147

**COORDINATION MEETING ON THE TRAINING ON TRAINERS' METHODOLOGY
LEVEL 1 (TM 1) FOR SHS-TVL TEACHERS**

To: Assistant Regional Director
Chief Education Supervisors
All Other Concerned

1. Relative to DM-OUHROD-2024 re: Coordination Meeting on the Training on Trainers Methodology Level 1 for SHS-TVL Teachers, this office calls for the participants to join the Coordination Meeting on September 9-10, 2024 in Angeles, Pampanga (exact venue TBA).
2. The coordination meeting has the following objectives:
 - a. Inform and orient the DepED personnel involved in the conduct of the TM level 1 Training;
 - b. Enable the said personnel to identify and familiarize themselves with the various competencies/topics to be taught to the SHS-TVL teachers to be trained; and
 - c. Anticipate and clarify issues that may arise during the actual conduct of the TM Level 1 training.
3. The following are the identified list of participants:

Name of Participant	Office
Rosita C. Agnasi	HRDD – Chief
Jennifer P. Ande	CLMD – Chief
Jonalyn Ambrona	CLMD – TVL Focal Person
Elvernice S. Fanged	HRDD – TVL Focal Person

4. The Program Matrix for the coordination meeting is attached, for reference.
5. Board and lodging of the participants as well as supplies and materials shall be charged against the FY 2024 Teacher Quality and Development Program (TQDP) Fund. On the other hand, transportation expenses shall be charged against local funds, subject to existing budgeting, accounting, auditing, and procurement laws, rules and regulations.
6. A separate memorandum/advisory will be released once the final venue and other pertinent details are determined.



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 – 1318

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7. For queries and clarifications, please contact the Human Resource Development Division – National Educators Academy of the Philippines in the Region (HRDD-NEAPR) through Rosita C. Agnasi, OIC-HRDD-NEAPR or through the email address at car.neapr@deped.gov.ph.

8. Immediate and widest dissemination of this Memorandum is directed.


ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV / Regional Director 

//HRDDNEAPCAR/RCA/ESF



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(Enclosure 1 to OM-HRDD No. _____) **2024, 147**
PROGRAM MATRIX

Day 1

Time	Session Topic/Activity	Responsible Person/Office
8:00 AM -12:00 PM	Travel Time and Registration	
12:01 PM – 1:00 PM	LUNCH	
1:01 PM – 1:30 PM	Preliminaries National Anthem Opening Prayer Welcome Remarks Statement of Purpose	AVP AVP Dir. Runvi V. Manguerra Executive Director II
1:31 PM – 3:30 PM	Discussion on Training competencies required by Technical - Vocational Trainer based on TESDA's Training Regulation	TESDA - NTTA
3:31 PM – 4:00 PM	Health Break	
4:01 PM – 5:00 PM	Open Forum	
	Moderator of the Day:	Mr. Roseller C. Garcia Technical Assistant III



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Day 2

Time	Session Topic/Activity	Responsible Person/Office
8:01 AM – 8:30 AM	Recap Prayer Nationalistic Song Recap (Q&A)	TEC Secretariat
8:31 AM – 10:00 AM	Presentation of the Guest Speakers Overview of the Trainers Methodology 1 Topics and other Concerns Relative to the Training	TESDA - NTTA
10:01 AM – 10:30 AM	Health Break	
10:31 AM – 12:00 AM	Open Forum	
12:00 AM – 1:00 PM	LUNCH Closing Program Message of Support Awarding of Certificates Closing Remarks	Dir. Runvi V. Manguerra Executive Director II
1:00 PM onwards	Travel Time	
	Moderator of the Day:	Mr. Kenn Ivan O. Fernandez Technical Assistant II