DIVISION MEMORANDUM
No. 108 s. 2016

To: Public Schools District Supervisors
Concerned Public Elementary School Heads

From: DEE D. SILVA, DPA, CESO VI
Schools Division Superintendent

Subject: Grade 6 National Training of Trainers

Date: February 14, 2017

1.) In reference to Regional Memorandum No. 041 dated February 13, 2017 re: Grade 6 National Training of Trainers (NTOT) on February 19-25, 2017 in Ecotech Center, Lahug, Cebu City, the field is hereby advised to send the following teacher-participants to the said training:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Name</th>
<th>School Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>Marie Leizel Jumawan</td>
<td>Don Mariano Marcos ES</td>
</tr>
<tr>
<td>Filipino</td>
<td>Cherrie Anne Bohol</td>
<td>Jolencio Alberca ES</td>
</tr>
<tr>
<td>Science</td>
<td>Eva Rosario Pascua</td>
<td>Digos City CES</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Lhieny Nonette Merca</td>
<td>Pedro Basalan ES</td>
</tr>
<tr>
<td>Aral/Pan</td>
<td>Maria Gilda Lustre</td>
<td>Pedro Garcia ES</td>
</tr>
<tr>
<td>EsP</td>
<td>Irene Torrevillas</td>
<td>Badiang ES</td>
</tr>
<tr>
<td>ICT/Entrep/HE</td>
<td>Lorelie Oding-Casohete</td>
<td>Don Mariano Marcos ES</td>
</tr>
<tr>
<td>Agri/IA</td>
<td>Sherwin Alonzo</td>
<td>Dawis ES</td>
</tr>
<tr>
<td>Music/Arts</td>
<td>Rodolfo Osorno II</td>
<td>Ramon Magsaysay CES</td>
</tr>
<tr>
<td>PE/Health</td>
<td>Jennifer Barsalote</td>
<td>G. Reusora CES</td>
</tr>
</tbody>
</table>

2.) Travel expenses of the participants in the NTOT shall be charged to 2016 continuing Human Resource Training and Development (HRTD) Funds, while the participants for the Mass Training of Teachers (MTOT) shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

3.) Details of the training are stipulated on the attached documents.

4.) For immediate dissemination and compliance
REGIONAL MEMORANDUM
NO. 041, S. 2017

GRADE 6 NATIONAL TRAINING OF TRAINERS AND MASS TRAINING OF
TEACHERS FOR THE K TO 12 BASIC EDUCATION PROGRAM

TO: SCHOOLS DIVISION SUPERINTENDENTS/
OIC-SCHOOLS DIVISION SUPERINTENDENTS

1. The Department of Education (DepEd), through the Bureau of Learning Delivery-
Teaching Learning Division (BLD-TLD) shall conduct the Grade 6 National Training of
Trainees (NTOT) on February 19-25, 2017 in Ecolab Center, Lahug, Cebu City.

2. Travel expenses of the participants in the NTOT shall be charged to 2016 continuing
Human Resource Training and Development (HRTD) Funds while participants for the Mass
Training of Teachers (MTOT) shall be charged to local funds, all subject to the usual
accounting and auditing rules and regulations.

3. Further details are in the enclosures including list of DepEd ROXI NTOT for Grade 6
K to 12.

4. Immediate dissemination of this Memorandum is desired.

ATTY. ALBERTO T. ESCOBARTE, CESQ III
Regional Director

TERESA G. TAMBAAN
Office-in-Charge

TO BE INDICATED IN THE PERPETUAL INDEX UNDER THE FOLLOWING
GRADE 10 PROGRAM TEACHER TRAINING

ROC12/thd
DATE: 08 FEB 2017

DEPED MEMORANDUM
No. 18 s. 2017

GRADE 6 NATIONAL TRAINING OF TRAINEES AND MASS TRAINING OF TEACHERS FOR THE K TO 12 BASIC EDUCATION PROGRAM

To: Undersecretaries
   Assistant Secretaries
   Bureau Directors
   Regional Secretaries, ARMM
   Regional Directors
   Schools Division Superintendents
   Public Elementary School Heads
   All Others Concerned

1. In line with the implementation of the K to 12 Basic Education Program, the Department of Education (DepEd), through the Bureau of Learning Delivery-Teaching Learning Division (BLD-TLD), in coordination with the regional offices (ROs), shall conduct the Grade 6 National Training of Trainers (NTOT). The NTOT shall be conducted by cluster on the following dates:

<table>
<thead>
<tr>
<th>Date</th>
<th>Cluster</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 12-18, 2017</td>
<td>Visayas</td>
</tr>
<tr>
<td>February 19-25, 2017</td>
<td>Mindanao</td>
</tr>
<tr>
<td>March 5-11, 2017</td>
<td>Luzon (Batch 1)</td>
</tr>
<tr>
<td>March 12-15, 2017</td>
<td>Luzon (Batch 2)</td>
</tr>
</tbody>
</table>

2. The Mass Training of Teachers (MTOT) shall be conducted within the months of April and May 2017.

3. The NTOT aims to build the capacity of trainers to conduct the MTOT. The MTOT intends to provide teachers with concrete understanding of the curriculum framework, learning standards and competencies, pedagogy, teaching plans and assessment.

4. The participants in the NTOT are teacher-trainers and supervisors selected and recommended by their respective schools division superintendents (SDSes), and endorsed by the regional directors (RDs) based on the criteria found in Enclosure No. 1. The names of the participants shall be submitted to the Bureau of Learning Delivery - Teaching and Learning Division (BLD-TLD) through email address: bld.tld@deped.gov.ph on or before February 5, 2017. Only those who completed the NTOT shall serve as MTOT trainers. The number of trainers per region is indicated in Enclosure No. 2.

5. Training costs, which covers board and lodging, travel expenses of the management staff, trainers and resource persons, honoraria of resource speakers, supplies and materials, and other incidental expenses shall be charged to the 2016 continuing Human Resource Training and Development (HRTD) Funds, subject to the usual accounting and auditing rules and regulations. The travel expenses of the participants shall be charged to the same funds, 50 percent of which shall be downloaded directly to the SDOs except for the Autonomous Region in Muslim Mindanao (ARMM) where participants' transportation allowance shall be paid in full upon submission of the travel documents to include boarding pass, subject to the usual accounting and auditing rules and regulations.

6. The participants in the MTOT are permanent or regular teachers handling Grade 6 subjects in all public elementary schools nationwide. Travel expenses of teachers, trainers, and management staff shall be charged to local funds, subject to the usual accounting and auditing rules and regulations. Training funds for the conduct of MTOT will be downloaded to the SDOs.

7. To ensure that each of the schools divisions will have trainers in all learning areas or in at least 80 percent of the learning areas, the schools division selection team should consider teachers/trainers’ specialization and expertise, and that each of the learning areas is represented. In cases where this is not possible due to the number of Grade 6 teachers who will be trained in the MTOT, the schools division should partner with nearby schools divisions to ensure that they have the complete pool of trainers. Likewise, regional representatives who participated in the MTOT should serve as trainers in the schools divisions with minimal number of trainers.

8. Edukasyong Pantahanan at Pangkalbuhayan (EEP)/Technology and Livelihood Education (TLE) participants to the MTOT shall bring their respective laptops, pocket Wi-Fi, and mobile phones.

9. The following documents are enclosed for ready reference:
   - Enclosure No. 1 - Criteria in the Selection of NTOT Trainers;
   - Enclosure No. 2 - Summary of the Number of Grade 6 Teachers and Trainers by Learning Area and by Region; and
   - Enclosure No. 3 - Training Matrix of the Grade 6 MTOT for the K to 12 Basic Education Program.

10. The participants, trainers, and management staff in the NTOT and MTOT shall be entitled to service credits pursuant to DepEd Order (DO) No. 53, s. 2003 entitled "Updated Guidelines on Grant of Vacation Service Credits to Teachers" and DO 19, s. 2011 entitled Granting of Vacation Service Credits to Teachers Implementing Drop-out Reduction Program (DOSEP) and Open High School Program (OHSP). Moreover, non-teaching staff shall be provided with Compensatory Time-Off (CITO) per Civil Service Commission and Department of Budget and Management Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Services Rendered.

11. For more information, all concerned may contact the Bureau of Learning Delivery-Teaching Learning Division, Department of Education Central Office, 4th Floor, Bonifacio Building, DepEd Complex, Morayco Avenue, Pasig City at telephone nos. (02) 687-2948 and (02) 637-4799.

12. Immediate dissemination of this Memorandum is desired.

LEONOR MAGTOLIS BRIONES
Secretary

Enc: As stated
References: DepEd Order (Nos. 53, s. 2003 and 19, s. 2011)
To be indicated in the Perpetual Index under the following subjects:

<table>
<thead>
<tr>
<th>CURRICULUM ELEMENTARY EDUCATION</th>
<th>TEACHERS TRAINING PROGRAMS</th>
</tr>
</thead>
</table>

LCV/CAP: DME Grade 6 MTOT & MTOT for No 12
0108-Feb 02/Febr 03 2017/2-8-17
CRITERIA IN THE SELECTION OF NTOT TRAINERS

They shall:

1. be a Master Teacher or any equivalent;
2. be a learning area specialist or have taught the learning area and/or grade level for at least five (5) years;
3. be recommended by the school head;
4. have had experience as a trainer or facilitator;
5. have attended previous DepED training programs related to the K to 12 Curriculum;
6. be computer literate;
7. be physically fit (or certified by a government physician);
8. have a good command of English and Filipino; and
9. be not more than 55 years old.
<table>
<thead>
<tr>
<th>Subject</th>
<th>Grade</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math</td>
<td>1st</td>
<td>8:00-9:00</td>
</tr>
<tr>
<td>Science</td>
<td>2nd</td>
<td>9:00-10:00</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3rd</td>
<td>10:00-11:00</td>
</tr>
<tr>
<td>English</td>
<td>4th</td>
<td>11:00-12:00</td>
</tr>
</tbody>
</table>

Note: The schedule is subject to change based on the teacher's discretion.
<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:00</td>
<td>Training</td>
<td>Welcome and Introduction to the Program</td>
</tr>
<tr>
<td>10:00</td>
<td>Technical Skills</td>
<td>Networking among students</td>
</tr>
<tr>
<td>12:00</td>
<td>Lunch</td>
<td>Break for lunch</td>
</tr>
<tr>
<td>13:00</td>
<td>Technical Skills</td>
<td>Technical Sessions</td>
</tr>
<tr>
<td>17:00</td>
<td>Group Discussion</td>
<td>Group Discussions on Technical Sessions</td>
</tr>
<tr>
<td>20:00</td>
<td>Closing</td>
<td>Closing Ceremony</td>
</tr>
</tbody>
</table>

Note: The above schedule is a sample and may vary based on the program's actual format. Please refer to the official program for the most accurate and up-to-date information.
Division Memorandum No. 108 s. 2017

To: Irene Torrevillas
Teacher I
Badiang Elementary School

From: Dee D. Silva, DPA, CESO VI
Schools Division Superintendent

Subject: Grade 6 National Training of Trainers (NTOT)

Date: February 14, 2017

1.) You are hereby directed to attend the National Training of Trainers (NTOT) for Grade 6 Teachers on Edukasyon sa Pagpapakatao as replacement of Mrs. Stella Marie Recla on February 19 – 25, 2017 at Ecotech Center, Lahug, Cebu City. Details of the training are found in the attached documents.

2.) Travel expenses of the participants in the NTOT shall be charged to 2016 continuing Human Resource Training and Development (HRTD) Funds, while the participants for the Mass Training of Teachers (MTOT) shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

3.) For immediate dissemination and compliance.

[Signature]

[Stamp: RELIED]